Creating Instructor-Led Events for NRP 7th Edition

Provided by HealthStream Operations

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SUMMARY

The American Academy of Pediatrics (AAP) worked with HealthStream to develop a new feature called NRP 7th Edition Instructor-Led Events. Instructor-Led Events are a new way of delivering live education through the HealthStream platform. Instructor-Led Events can only be used with the Neonatal Resuscitation Program (NRP) 7th Edition at this time.

RATIONALE

The process for creating an Instructor-Led Event is different from the class functionality in HealthStream so processes and procedures will need to be developed. This document will review and compare the various features and functions that are available with creating an event, and provide recommendations on usage. NRP 7th Edition curricula consists of an online portion, followed by an instructor-led portion. Attendance in an event will satisfy/complete the instructor-led (hands-on) portion of the curricula. The only way for a Provider or Instructor Candidate to complete the NRP 7th Edition Curriculum is through NRP 7th Edition Instructor-Led Events.

ACCESS

NRP 7th Edition Instruction-Led Events Features	NRP Administrator	NRP Event Manager	NRP Instructor*
Student Group Role Mapping	V,A,E,D		
Alert Management - NRP Certifications	V,A,E,D		
Add Resources to the system	V,A,E,D		
Create an Event	V,A,E,D	V,A,E,D	
Add Personnel to the Event	V,A,E,D	V,A,E,D	
Add Recourse to the Event	V,A,E,D	V,A,E,D	
Add Instructor Candidate to the Roster	V,A,E,D	V,A,E,D	V,A,E,D
Decline an Instructor Candidate	V,A,E,D	V,A,E,D	V,A,E,D
Add Student to the Roster	V,A,E,D	V,A,E,D	V,A,E,D
Remove students from Roster	V,A,E,D	V,A,E,D	V,A,E,D
Grade the Event	V		V,A,E,D
Finalize and Submit the Roster to AAP	V		V,A,E,D

V = View, A = Add, E = Edit, D = Delete

* System assigns this role to AAP approved NRP Instructor (NO other Administrator should be assigned this role)

Who in your organization will have administrator access to create Live Events for NRP?

Identify those people in your organization who need to access NRP Live Events as an Administrator (Clinical Educators, NICU Leaders, Education, Human Resources, etc.)

Why do they need access?

What role will they play in delivering NRP in your organization (Instructor, creating assignments, add students to a roster, managing NRP Live Events, managing NRP process, creating Live Events, etc.)

**What level of access do they need?**

What type of tasks will the Administrator be responsible for in the system? (e.g. add resources, create events, add students, add personnel (instructor), oversee student registration, etc.)

Where do they need access?

Will students across your organization need to attend live-events somewhere other than the institution to which they belong? Live-events may need to be built at the enterprise/org level.

NRP 7TH EDITION INSTRUCTOR-LED EVENTS

My Events

| My Events | Resources | Scheduling | Education Management | Help |
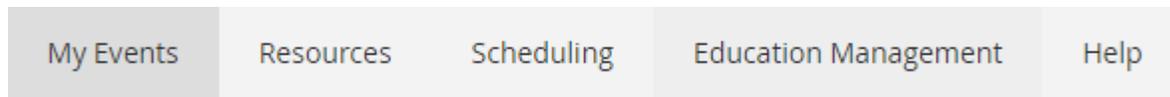
NRP 7th Edition Instructor-Led Events default page is My Events. If the administrator logging in is the Instructor listed for an Event, they will see the event(s) listed on the My Events Page. The Instructor can search for events they are scheduled to teach by Date Range, Building/Location Name, Address and Equipment.

The option to Add Event is also available on this page – if you have permissions to add an event.

Resources

My Events	Resources	Scheduling	Education Management
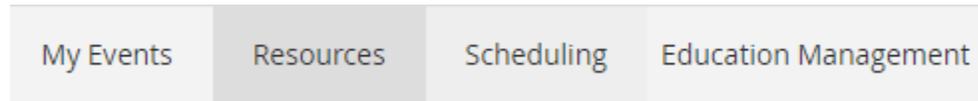
To Know

1. Resources in Instructor-Led Events are separate from Resources associated to classes.
2. Resources previously created for NRP classroom training will have to be recreated for Instructor-Led Events.
3. The system will NOT tell you if the resource is booked at the same time for an HealthStream Learning class and an NRP Instructor-Led Event.

Add Building	Add Room	Add Equipment
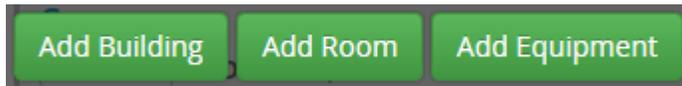
How do Resources work?

1. Resources are visible from the bottom of the hierarchy up.
2. If a resource is created at the Org (Enterprise) Level only administrators with Org (Enterprise) Level access or above will see the resource.
   a. To change how the resources are displayed, follow the steps below:
      i. When creating a Resource (building, room, or equipment), remove the Default Admin Group – this allows administrators creating an event to see the resource no matter where it was created.
         - If there are buildings, rooms, or equipment you want only Org (Enterprise) Level administrators to see and assign, leaving the default Admin group will prevent the resource from being shared.
      ii. HealthStream Customer Service can add a feature to the NRP Event Manager role (Resource All Access) to allow them to see and assign the resource to an event.

Admin Group	Description	View Building	Edit Building	Remove
Default Admin Group	This group has been created by default and cann...	☑	☑	✕

Scheduling

| My Events | Resources | Scheduling | Education Management |

There are two types of events that can be created. Internal (for students in your hierarchy only) and Cross-Organization (for students outside your hierarchy) events.

To Know

1. Instructor-Led events are separate from Classes.
2. Instructor-Led events are used only for NRP skills review
3. Instructor-Led events follow the top down visibility.
4. NRP Providers and NRP Instructor Candidates must be associated to an Instructor-Led event to successfully complete the program.
5. Only the NRP Instructors who are associated to the event can grade the event.
6. Only AAP approved Instructors can be associated to the Event as Personnel (Instructor)
   a. The AAP tracks who the Instructors are for each event.
   b. When an event is finalized and submitted, all personnel (Instructors) associated with the event are sent to the AAP.
   c. You may list multiple instructors if they are all actively teaching that event.
7. Create an event for each instructor-led (hands-on) session taught by an instructor.
   a. If an instructor is teaching a class at 8am and again at 1pm, create a separate event for each class start time.
   b. Instructors receive credit towards their renewal for the number of events they teach – by combining the events, the instructor only receives credit for teaching one event when they should have had credit for two events.
   c. By creating two rosters, you can track a student who was supposed to be in the morning class and was a No Show and capture their attendance in the afternoon event.
   d. The AAP has an instructor to provider ratio – by combining the events, the instructor might exceed the instructor to student ratio.
   e. The AAP allows only two Instructor Candidates per event – if there are two attending the AM class and one attending the PM class, they cannot all be registered for a single event. The system will prevent you from registering more than two Instructor Candidates.
8. ONLY add the Personnel (Instructors) who teach the event; each instructor listed will receive credit towards their renewal for teaching (being listed as the Personnel (Instructor) provides them credit towards their renewal).
   a. The AAP tracks who the Instructor(s) are for each event.
   b. When an event is Finalized and Submitted, all Personnel (Instructors) associated with the event are sent to the AAP.
   c. You may list multiple instructors if they are all **actively** teaching that event. (Remove instructor(s) who did not participate in the event).

How do Events Work
1. Where to create an event.
    a. Creating the event at the Org level makes it visible to all students in the hierarchy.
    b. Creating the event at a region level makes it visible to students in that region and lower.
    c. Creating the event at a facility makes it visible to student in that facility.
2. Administrators can add students from anywhere in the Organization / Hierarchy where the event was created.
3. Events can be graded only by the personnel (Instructor) listed on the event.
    a. Students can be graded as: Passed, Failed, No Show.
    b. Marking a student Failed or No Show does NOT prevent them from registering for another live event.
    c. An Instructor can grade an event no matter where it was created in the hierarchy as long as they are listed as the Personnel (Instructor) for the event.

Allow Students in my Organization to see Cross-Organization Events
By default, this feature is turned off. If you want students in your hierarchy (Organization) to see and register for events outside your hierarchy (Organization), contact HealthStream Customer Service. The feature can be turned on for the entire organization or by individual facility.

CROSS-ORGANIZATION

Checking cross–organization applies ONLY to students outside your hierarchy. The event will follow visibility rules within the hierarchy where it was created.
- *Created at the Org Level – All students will be able to view and register.*
- *Created at the facility level - only students at that facility or lower will be able to see and register for the event.*

Allow students Outside an Organization to Self-Register for my Events
Checking the Cross–Organization boxes will make the event visible to all NRP students (across all HealthStream customers) to search and register.
1. Use this ONLY if you want students from outside your hierarchy to attend your event.
2. Develop specific, clarifying naming conventions (64-character limit – including spaces) for cross-organization events.
    a. If you want only students you have invited, you might have a naming convention of:
        i. Seahorse Hospital – NRP Skills Event – By Invitation ONLY
    b. If the event is open to everyone but there is a fee, you may want to have a naming convention of:
        i. Seahorse Hospital – NRP Skills – Open Enrollment - $99 to attend.
3. Event Registration Access must be set to: Open for Admin and Self-Registration.
    a. Open for Admin – Administrators can register students within the organization where the event was created.
    b. Self-Registration – Students from outside your organization can register. Students from within your organization can register.

Use a HealthStream ID to register students for Instructor-Led Events at my organization.
NRP Administrators, NRP Event Managers and NRP Instructors can register students from another organization using the student's HealthStream ID.

1. Ask the student (Provider, Instructor Candidate) for their HealthStream ID.
    a. There is **_not_** a way to search for a HealthStream ID.
    b. HealthStream employees **_cannot_** provide or verify a user's HealthStream ID.
2. The Cross-Organization box does **_not_** have to be checked.
3. The provider or Instructor Candidate must be in progress in the curriculum at another organization.
4. The provider or Instructor Candidate does **_not_** have to associate their HealthStream ID to your organization.
    a. If their HealthStream ID is associated to your organization, it will list Not Enrolled and Enrolled in a separate box; check the Enrolled option.
5. If the student is enrolled in more than one instance of the NRP Curriculum, the student is required to self-register for an event.
6. The roster will display External under the Department and Institution columns.
7. External will display on Instructor-Led Event reports where information regarding department, job title, and institution/organization are displayed.

EDUCATION MANAGEMENT

Returns the Administrator to the HealthStream Learning Education tab

Help

Return to the HealthStream Learning via the Education tab to access help.

Home > AAP NRP, 7th Edition > Instructor-Led Events

Task	Date Created	Documentation located	Date Last Reviewed
Identify people who need Administrator Access to Instructor-Led Events			
Identify which Administrator role they need			
Promote / Assign the appropriate role*			
NRP Administrator			
NRP Event Manager			
Develop Policy and Procedures for creating Events			
Location where they will be created			
Naming Convention for internal Events *(64 Character limit, including spaces)*			
Naming Convention for Cross-Organization Events *(64 Character limit, including spaces)*			
Checking Cross-Organization (when appropriate, when not appropriate, why)			
Adding Resources *(how to select, who can, what to do if there is a conflict, indicate set-up, clean-up time)*			
Adding Personnel *(how to select, who can, what to do if there is a conflict)*			
Removing Personnel *(who can, under what circumstances)*			
Maximum number of students *(AAP recommendation 2-4 students per 1 Instructor)*			
Administrators registering Instructor Candidates *(when appropriate, when not appropriate)*			
Instructor Candidates Self-registering *(when appropriate, when not appropriate)*			
Accepting / Denying Instructor Candidate into event *(who, when, why)*			
Adding / Removing Personnel (Instructors) – *(when appropriate, when not appropriate)*			
Administrators registering students *(when appropriate, when not appropriate)*			
Student self-registering *(when appropriate, when not appropriate)*			
Administrator Dropping a student from the Roster *(when appropriate, when not appropriate)*			
Instructor marks a student No Show vs dropping from event *(when appropriate, when not appropriate)*			
Instructor Grading the Event *(appropriate time between class and grading entered)*			
Instructor clicking Finalize and Submit to AAP *(appropriate time between class and grading entered)*			

*NRP Instructor roles are system managed and are system assigned to those who meet the criteria.

DEFINITION

Organization / Hierarchy

When a customer purchases HealthStream Learning, a site is created specifically to that organization. HealthStream refers to this as your Organization or Hierarchy. For example: Administrators at Sand Wellness Group have no ability to view students, administrators, courses, classes, event, etc. created at Lakeside Health Care.

Example Organization / Hierarchy

SWGOrg – Sand Wellness Group – Org Level
- SHH - Seahorse Hospital
- WESTRegion - Western Region
  - DH – Dolphin Hospital
  - SWestRegion – South in West Region
    - WSH – Wave Side Hospital

Example 2 Organization / Hierarchy

LHCOrg – Lakeside Health Care – Enterprise Level
- DSH – Dockside Hospital
- LSH – Lakeside Hospital
- BH – Lighthouse Hospital

RESOURCES

Help > AAP NRP, 7th Edition > Instructor-Led Events