NRP LP
Learner (For NRP LMS)
Quick Start Guide
Rev 1.0

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Table of Work Instructions (WI)

Revision History

Revision Number	Effective Date	Notes
1.0	09/30/2021	Initial version

General Information

Purpose

This guide provides a quick introduction to the common Learner interactions on the NRP Learning Platform, to access AAP NRP courses/curricula.

Quick Start Guide Structure

This Quick Start Guide contains information grouped into major topics, with task-specific work instructions (abbreviated WI:).

Definitions

- **AAP**: The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.
- **AAP Admin**: The AAP NRP representative who manages the users in the NRP Learning Platform.
- **Advanced Provider (AP)**: Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.
- **Course/Curriculum**: A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any). These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.
- **Debrief the Debriefer**: 'Debrief the Debriefer' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.
- **Essentials Provider (EP)**: Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.
- **Guest**: A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.
- **Instructor**: Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.
- **Instructor Application**: Instructor Application is an online form that is required to be submitted by an active Advanced Provider being the initial process towards IC curriculum that could be approved/rejected/on hold by an AAP Admin evaluation process.
- **Instructor Candidate (IC)**: Instructor Candidates are those physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. An individual is deemed IC when the have completed an advanced provider curriculum and has their instructor application approved.
- **Instructor Mentor (IM)**: Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.
- **Instructor Toolkit / ITK**: ITK contains the instructional resources and materials available in one location to help ICs, Instructors and IMs to prepare for the online instructor course learning activity and exam.
- **Instructor-Led Event / ILE / Event**: Instructor-led Events is an offline component of a curriculum which must be registered in advance on the NRP Learning Platform. A registrant can expect to do hands-on skills stations, and team-based simulations with a manikin infant. Once successfully completed, a card will be made available to the learner identifying their rank.
- **Learner** (not a rank): A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.

- **NRP**: The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.
- **RQI Implementer / NRP LP Implementer / Implementer**: The RQI Partners representative who manages the users and events in the NRP Learning Platform.
- **User**: A guest, registered user, RQI Implementer or AAP Admin on the NRP Learning Platform.
- **WI (Work Instructions)**: Steps with screenshots to perform a task.

Acronyms

Abbreviations	Meaning
AAP	American Academy of Pediatrics
AP	Advanced Provider
Ed	Edition
EP	Essentials Provider
IC	Instructor Candidate
IM	Instructor Mentor
ILE	Instructor-led Event
IR	Instructor Renewal
ITK	Instructor Toolkit
LMS	Learning Management System
NRP	Neonatal Resuscitation Program
NRP LP	NRP Learning Platform
RQI	Resuscitation Quality Improvement
WI	Work Instructions

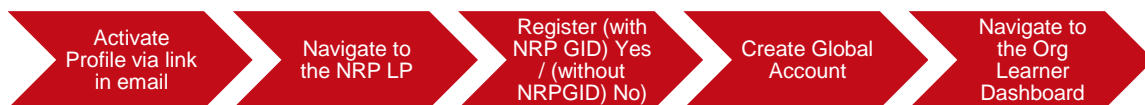# User Registration (with NRP GID / without NRP GID)

The user receives email when an Organization Admin adds the user in the published organization on the NRP LP. To activate the profile, a user has to follow either of the two methods:
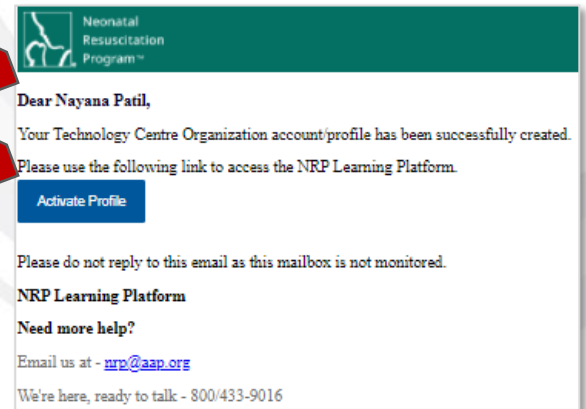
- With NRP GID (Yes)
- Without NRP GID (No)
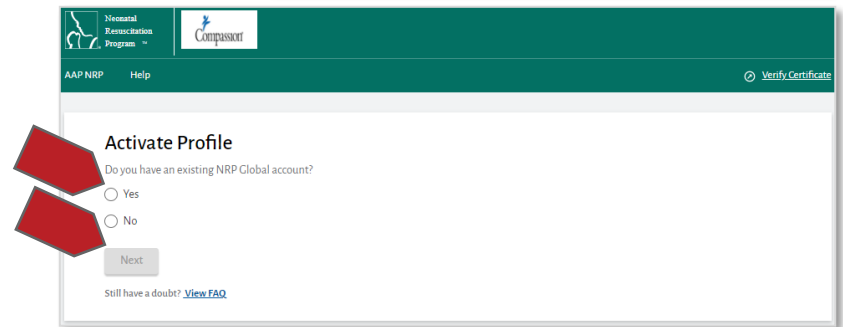
Once, the NRP Global Account is created, then the user can access organization profile or Global account through organization's (subdomain) URL or NRP learning Platform login URL, respectively.

Activate Profile via link in email → Navigate to the NRP LP → Register (with NRP GID) Yes / (without NRPGID) No → Create Global Account → Navigate to the Org Learner Dashboard

NRP Global Account / B2C

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via: www.nrplearningplatform.com

The benefits of NRP Global Account are as follows:
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.
NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP LP. Switching the role is possible at any point in time.

Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.
*NOTE: The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.*

Neonatal Resuscitation Program®
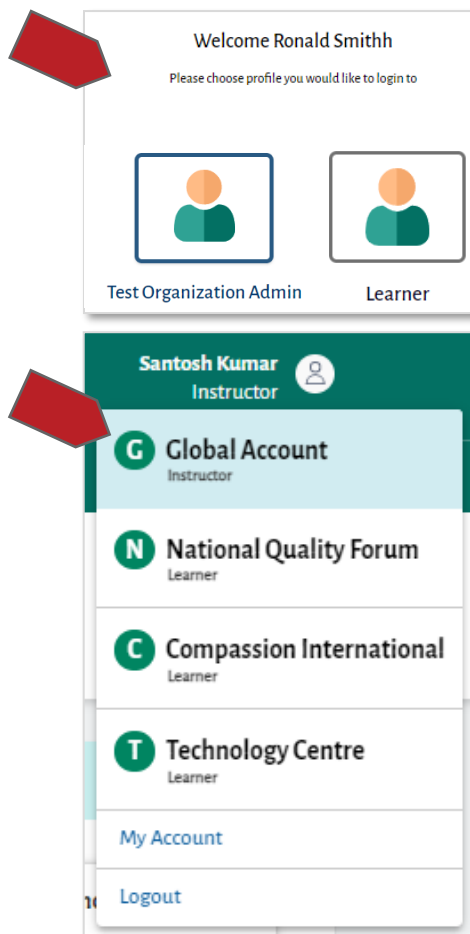
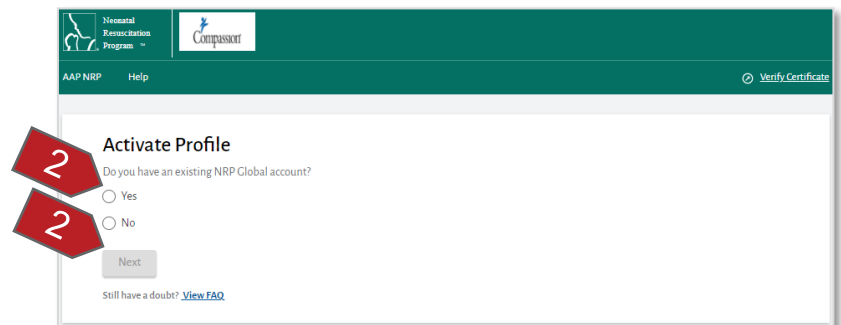## WI: Initial setup (with NRP Global ID) for Accessing the Admin Interface of an Organization

NOTE: An email is triggered when an Organization Admin is added to the published organization by an NRP LP Implementer.

Example Email – Organization profile created
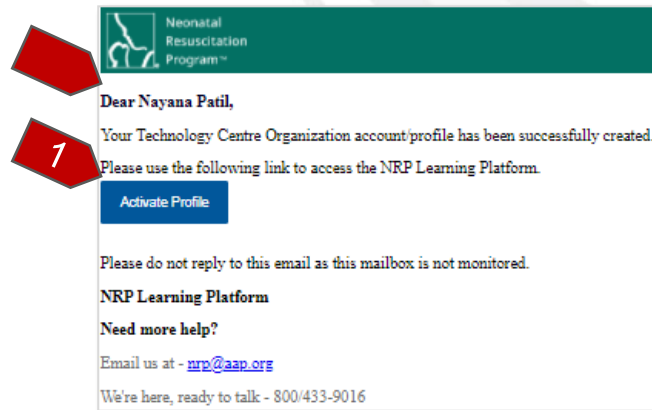
1. Click on the "View Organization" button provided in an email.

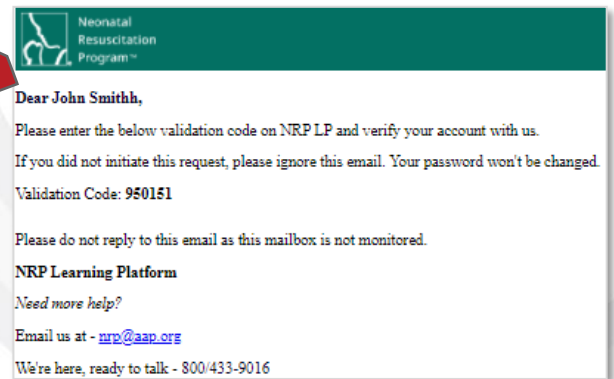   The user is navigated to 'Activate Profile' page.

2. Select the "Yes" option (in case a user is having an account already on the NRP Learning Platform) and then click on the "Next" button.

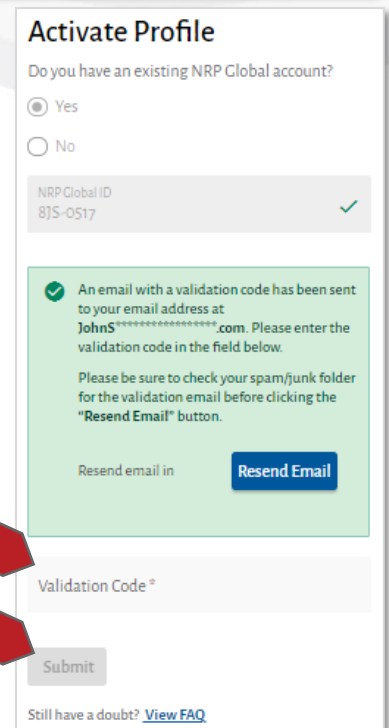3. *Enter the existing NRP Global ID and click on the "Verify Your NRP Global ID".*

   The one-time validation code is sent to the user through an email associated with the 'NRP Global ID' entered.

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Example Email – One Time Validation code

Dear John Smithh,

Please enter the below validation code on NRP LP and verify your account with us.

If you did not initiate this request, please ignore this email. Your password won't be changed.

Validation Code: **950151**

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016

4. Enter the validation code in the 'Activate Profile' page and click on the "Submit" button.

Activate Profile

Do you have an existing NRP Global account?

○ Yes

○ No

NRP Global ID
8JS-0517 ✓

✓ An email with a validation code has been sent to your email address at JohnS*******************.com. Please enter the validation code in the field below.
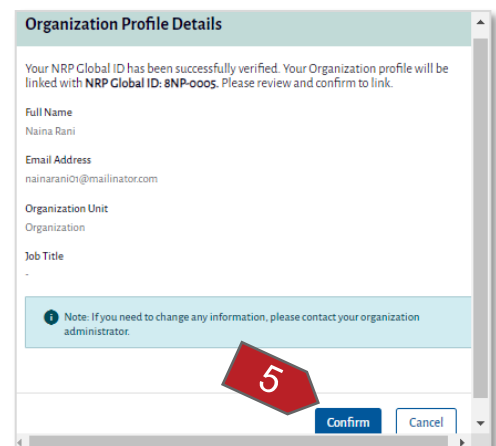
Please be sure to check your spam/junk folder for the validation email before clicking the "Resend Email" button.

Resend email in   **Resend Email**

Validation Code *

Submit

Still have a doubt? View FAQ

The 'Organization Profile Details' success message popup appears indicating that both the retail account ('NRP global ID' account) and an organization profile will be linked.

Organization Profile Details

Your NRP Global ID has been successfully verified. Your Organization profile will be linked with **NRP Global ID: 8NP-0005**. Please review and confirm to link.

Full Name
Naina Rani

Email Address
nainarani01@mailinator.com

Organization Unit
Organization

Job Title
-

ℹ Note: If you need to change any information, please contact your organization administrator.

Confirm   Cancel

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Neonatal Resuscitation Program®

5. Click on the "Confirm" button to link both the accounts.

   The user is navigated to an organization subdomain's 'Login' page.

   A green bar at the top of the page indicates the organization profile has been created and linked to NRP Global account.

Login

✓ Your organization profile created successfully and linked to NRP Global account. Please login with your NRP Global account credentials.

6

Username *

Password *

☐ Remember Me

Forgot your **Password or Username?**

6

Login   Register now

Example Email – New affiliation established, and the account linked with NRP Global account.

Dear NayanaPatil,

Your account has new affiliation established with Compassion International on NRP Learning Platform and linked with your NRP GID.

NRP GID: 8RS-0508

Username: Ronal02

Kindly use the below link to view the affiliations and manage the account visibility.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016

Example Email – Organization profile created & linked successfully

Dear NayanaPatil,

Your Org profile has been activated on NRP Learning Platform and linked with NRP Global ID.

NRP GID: 8RS-0508

Username: Ronal02

Kindly use the below link to Login to your Compassion International Profile on NRP LP.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

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Email us at - nrp@aap.org

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6. Enter the NRP Global ID & the Password and then click on the "Login" button.

7. Click on the "<Organization Name> Admin" widget.

   NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform.

   Switching a role is possible at any point in time, which is covered under the title "Switching between Roles on the NRP Learning Platform".
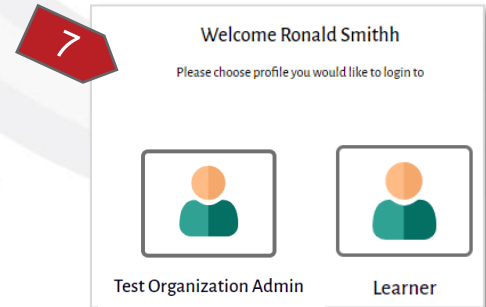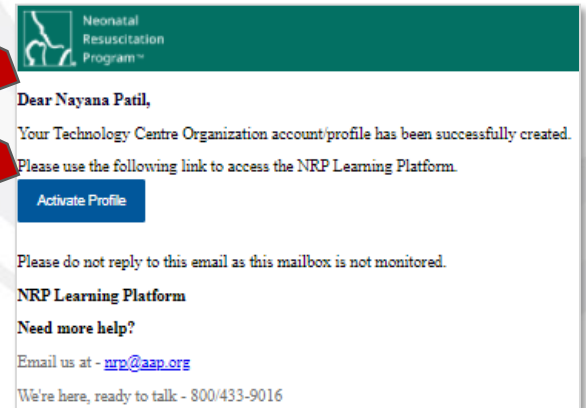

The Org User Interface is displayed on the 'Home' tab.
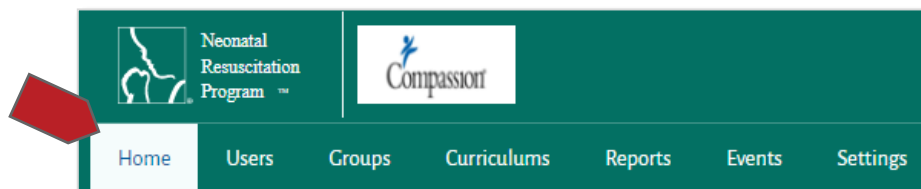
END OF INSTRUCTIONS

WI: Initial setup (without NRP Global ID) for Accessing the Admin Interface of an Organization

NOTE: An email is triggered when an Organization Admin is added to the published organization by an NRP LP Implementer.

Example Email – Organization profile created

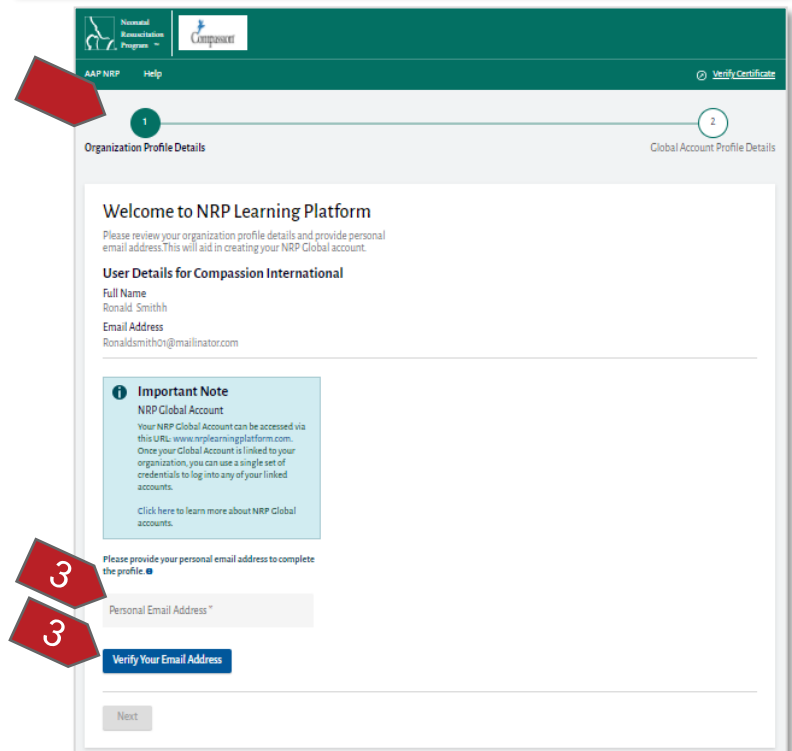1. Click on the "View Organization" button provided in an email.

   The user is navigated to 'Activate Profile' page.

2. Select the "No" option (in case a user is not having an account on the NRP Learning Platform) and click on the "Next" button.
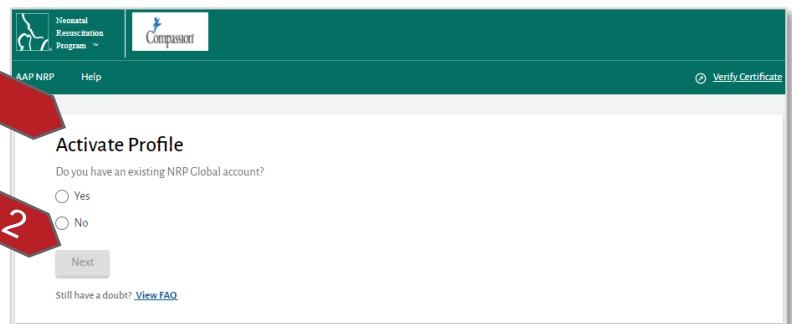
   The user is navigated to the 'NRP Global Account creation' page.

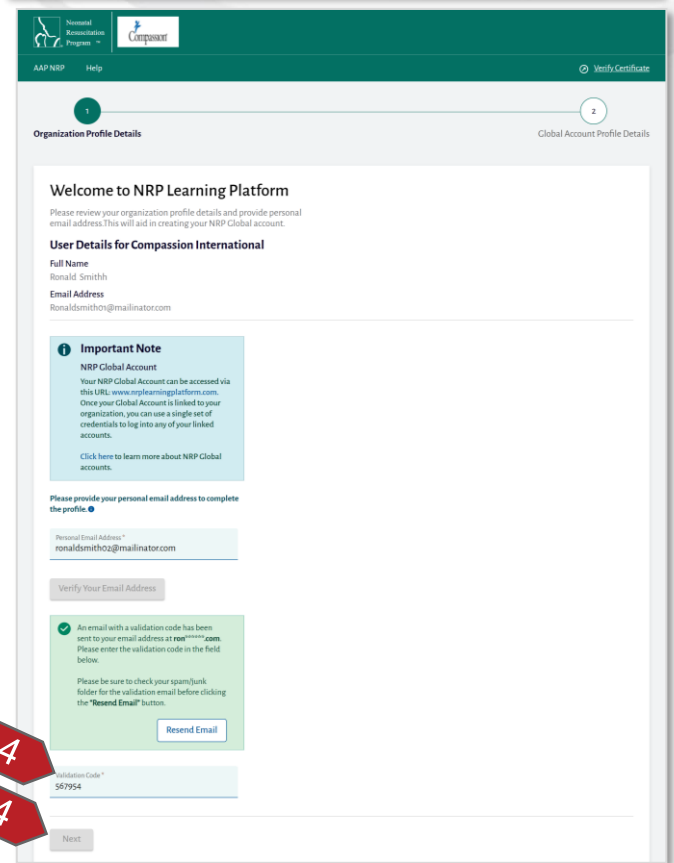3. Enter the personal email address and click on the "Verify Your Email Address" button.

NOTE: Example Email – Onetime Validation code

Dear Ronald Smithh,

Please enter the below validation code on NRP LP and verify your account with us.

If you did not initiate this request, please ignore this email. Your password won't be changed.

Validation Code: **527594**

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016
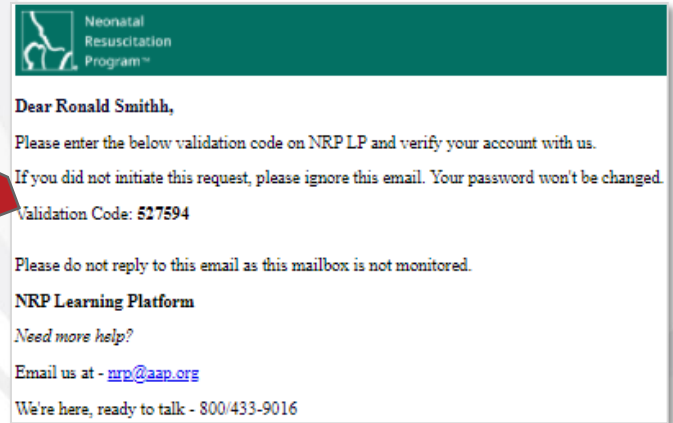
4. Enter the Validation code sent through an email and click on the "Next" button.

A green bar at the top of the page indicates that the NRP Global account has been created successfully along with the unique identifier NRP Global ID details.

Congratulations! Your NRP Global account has been created successfully along with the unique identifier **NRP Global ID -8RS-0508.**
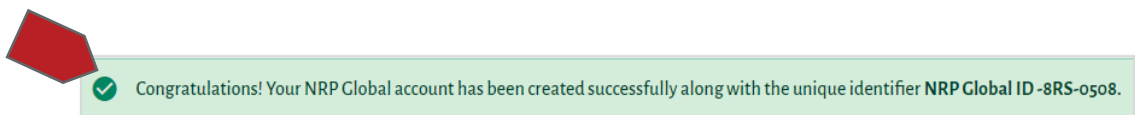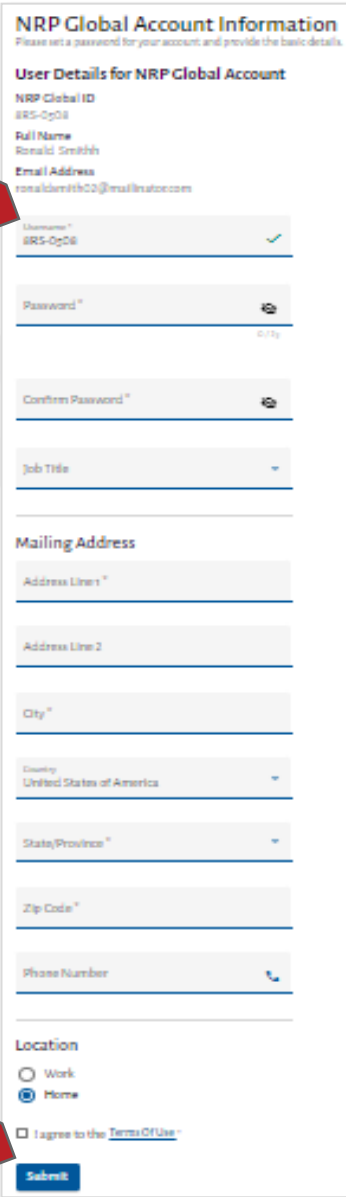
The user is navigated to 'Profile creation' page.

NOTE: A unique identifier on the NRP Learning Platform "NRP Global ID" is auto generated for the user at this point that is individual to each user on the platform.

5. Enter the following information:

- Username – The username is by default populated with NRP Global ID but the user can create own username as well. This is allowed only at the time of Profile creation.
- Password – The password set by the user. The password must meet the following complexity requirements:
  - At least one lowercase character
  - At least one uppercase character
  - At least one digit character
  - At least 8 characters
- Confirm Password – The password to be confirmed
- Job Title (optional) – The Job Title of the user
- Address Line 1 – The address of the user
- Address Line 2 (optional) – The additional address details if the user wishes to enter
- Country – The name of the country where the user resides
- City – The name of the city where the user resides
- State / Province – The name of the state/province where the user resides
- Zip Code – The zip code of the city where the user resides
- Phone Number (optional) – The contact number of the user

- Location – Either Work or Home
- Terms of Use – The 'Terms of Use' to be accepted

NOTE: The platform supports the US and UAE countries. The 'State' values are prepopulated in the dropdown list based on the country selected.
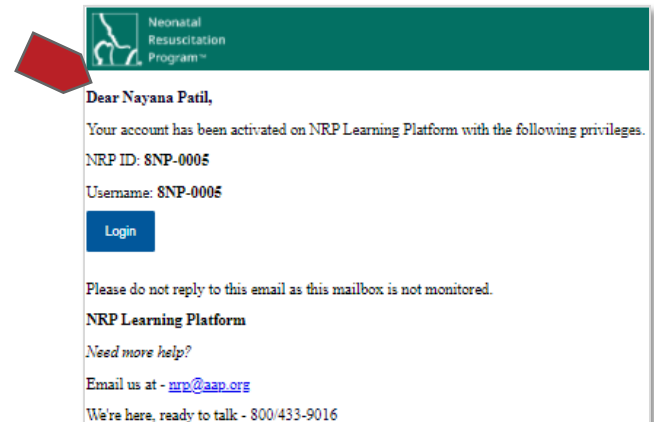
6. Click on the "Submit" button.

   The user is navigated to an organization subdomain's 'Login' page.

   A green bar at the top of the page indicates the organization profile has been created and linked to NRP Global account.
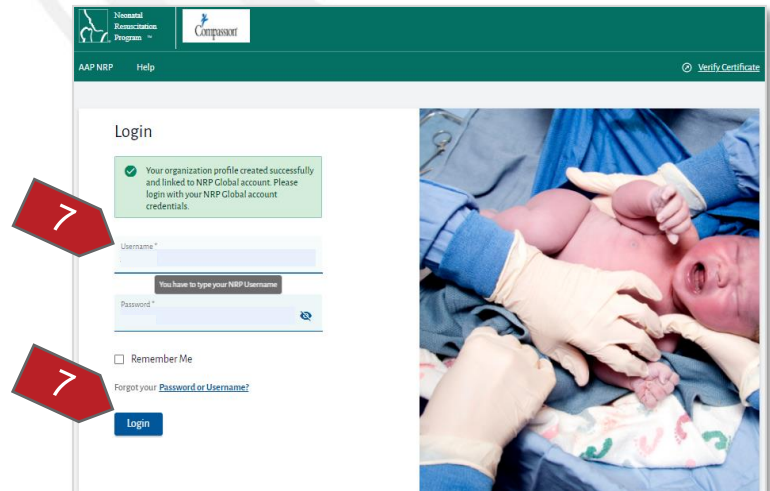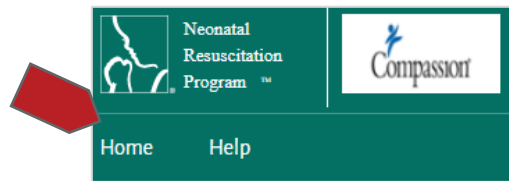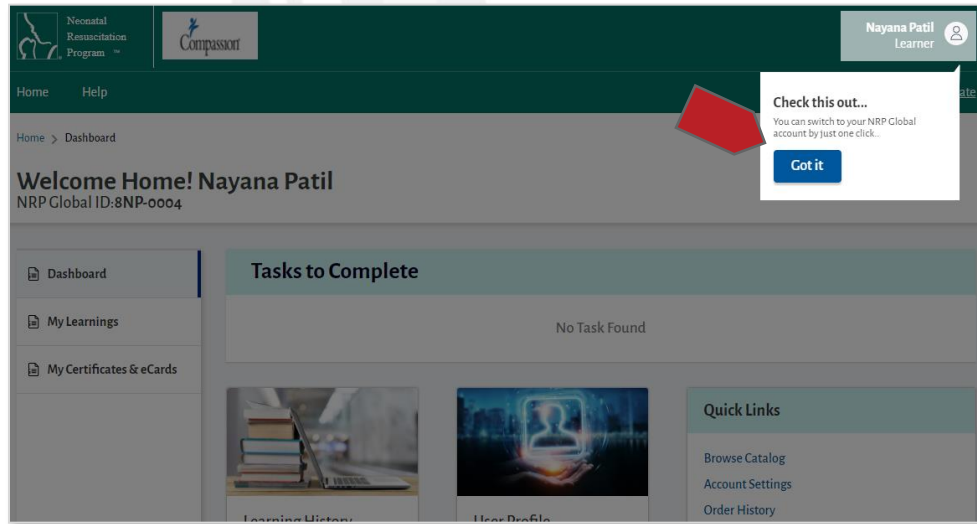
   NOTE: Example Email – New Account created

7. Enter the NRP Global ID & the Password and then click on the "Login" button.

   The User Interface is displayed on the 'Home' tab along with the information about the NRP Global Account.

END OF INSTRUCTIONS

WI: Accessing the Administrator Interface of an Organization

NOTE: Each organization is given a custom subdomain of the NRPLearningPlatform.com domain by their Implementation Team during the Implementation Process.
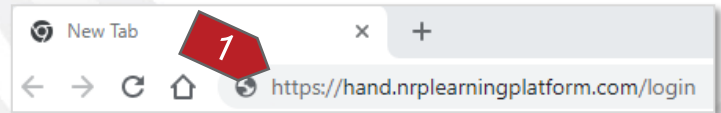
1. Using any web browser, navigate to the website:
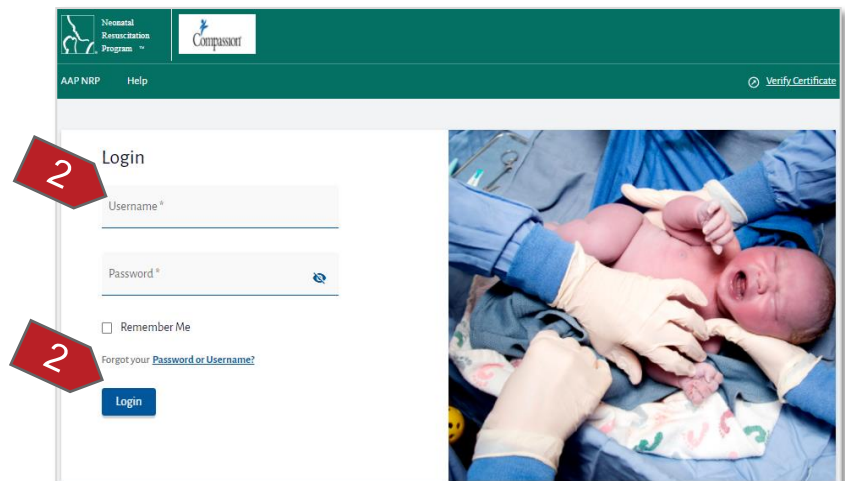
    {subdomain}.nrplearningplatform.com}

    or

    www.nrplearningplatform.com

    NOTE: Replace the subdomain for the organization in place of {subdomain}. The subdomain "hand" is used in this example image.

    The user is navigated to 'Login' page.

2. Enter the Username / NRP-GID & Password and click on the "Login" button.

3. Click on the "<Organization Name> Admin" widget.

    NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform.
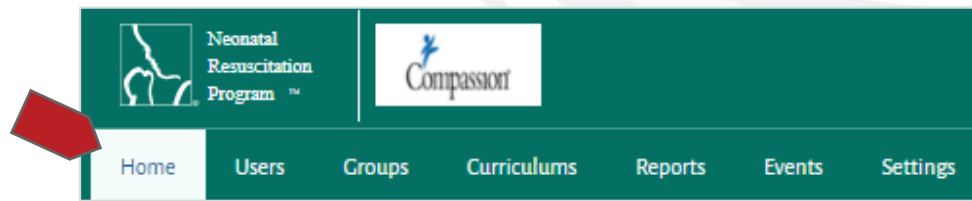
Switching a role is possible at any point in time, which is covered under the title "Switching between Roles on the NRP Learning Platform".

The Organization User (NRP LMS) Interface is displayed on the 'Home' tab.
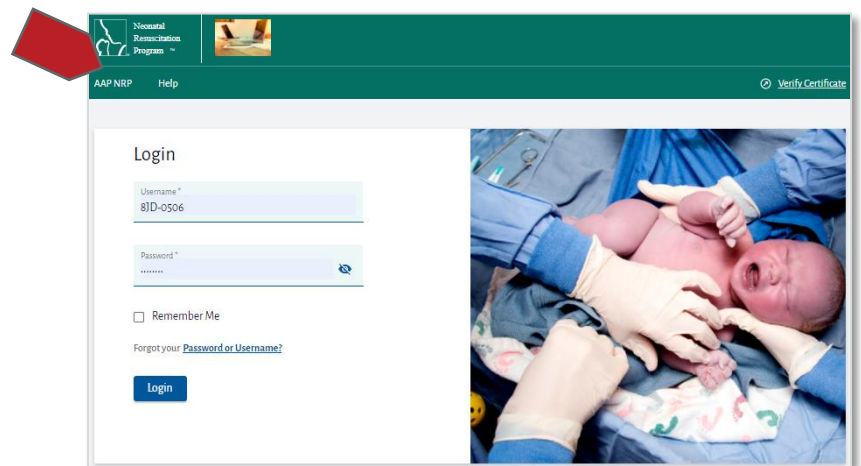

END OF INSTRUCTIONS

WI: Logging Out from NRP Learning Platform

1. Click the user icon.

2. Click the "Logout" option from the drop-down menu.

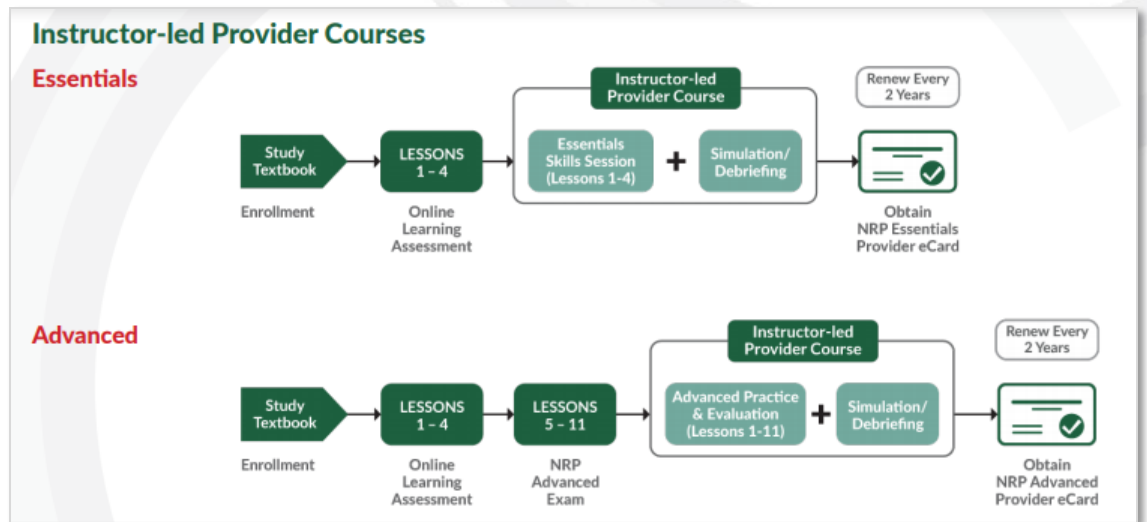The user will be logged out & navigated to Login page.

END OF INSTRUCTIONS

Courses

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.

Instructor-Led Provider Courses

Overview

NRP Essentials

This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

NRP Advanced

This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

Activities in a Course

The "Activity" page shows the different activities that are part of the course. The page shows a summary at the top, and details below, with buttons to act on the activity.

Home Menu

The Home Menu is the landing page after logging in to the NRP LP. The side menu shows three tabs:

- Dashboard – Provides quick access to common tasks, such as continuing or enrolling in courses, viewing learning history, etc.
- My Learnings – Shows the Active Learnings as well as the Completed Learnings.
- My Certificates & eCards – Shows the certificates and eCards that the learner has earned.