

AAOHN PRACTICE EXCHANGES



AAOHN Practice Exchange How to Guide

Why should I join an AAOHN Practice Exchange?

AAOHN [Practice Exchanges](#) are Special Interest Groups (SIGs). These Practice Exchanges are online communities that facilitate connections around specific practice areas and shared interests. Our Practice Exchanges are designed to facilitate conversation, knowledge, and idea-sharing amongst AAOHN members and to provide a space for virtual connection between AAOHN members with similar interests, regardless of geographic location.

Which Practice Exchange should I join?

AAOHN currently offers three Practice Exchanges –

- [New OHN](#) –
 - Early-career nurses entering the field of occupational health and safety
 - Nurses preparing for certification
 - Experienced nurses looking to mentor the next generation of professionals
- [APRN](#) –
 - Advanced practice registered nurses
 - Nurses currently preparing to become an APRN
- [Safety & Environmental](#) –
 - Nurses looking to connect, collaborate and stay current on workplace health and safety trends, research and news

To learn more about the Practice Exchanges, visit the [Practice Exchanges site page](#).

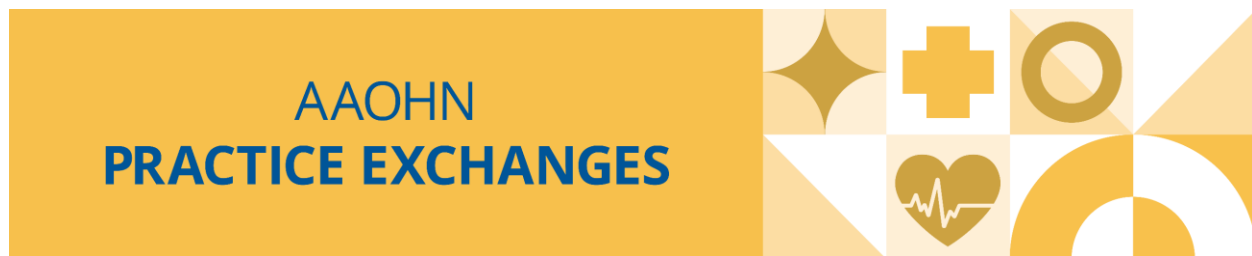
Can I join multiple Practice Exchanges?

Yes, you can join multiple Practice Exchanges. Simply complete the join request form for each Practice Exchange you wish to join, and you will receive a confirmation email with the quarterly meeting Zoom link information and be granted access to the Forums.

How do I join a Practice Exchange?

You must be a member of AAOHN to join a Practice Exchange. You must submit a join request form for each practice exchange to join the discussion forum and receive the meeting information.

- Sign in to your [AAOHN account](#)
- Navigate to the Membership tab and select Practice Exchanges in the dropdown menu
- Select the “Go to Practice Exchange” button under the Practice Exchange you wish to join
- Scroll to the bottom of the page to view the Join Request Form



- Input your information in each field and select Submit

NEW OHN PRACTICE EXCHANGE JOIN REQUEST

First Name	<input type="text" value="AAOHN"/>
Last Name	<input type="text" value="Member"/>
Preferred Email Address	<input type="text" value="aahnmember@aahn.org"/>
Phone Number	<input type="text" value="000-000-0000"/>
Organization/Employer Name	<input type="text" value="AAOHN"/>
Credentials	<input type="text" value="FAAHN"/>

○

You will receive a confirmation email from the Practice Exchange noting your join request was successfully submitted. The confirmation email will provide an ical link to download to your calendar and Zoom meeting join link.

How do I participate in the Practice Exchange Discussion Forums?

You must be a member of AAOHN and the Practice Exchange to post in the Discussion Forums. Each Practice Exchange has its own forum where members can chat, share resources and stay connected between the quarterly meetings. While logged into your AAOHN account –

- Navigate to the Membership tab and select Practice Exchanges in the dropdown menu
- On the Practice Exchanges page, scroll down and select the “Go to Practice Exchange Forums” button

PRACTICE EXCHANGE FORUMS

Ready to join the conversation? Click below to access the Practice Exchange Forums.

[GO TO PRACTICE EXCHANGE FORUMS](#)

○

- On the Practice Exchange Forums site page, you can view each exchanges. Select the exchange to which you wish to add a topic of conversation.
- Once in the forum, you can add a topic or comment on an exisitng topic

AAOHN PRACTICE EXCHANGES



All	Latest	Top	Add topic	
Category	Topics	Comments	Activity	
APRN Practice Exchange	0	0	None	
APRN Practice Exchange Discussion Forum				
New OHNs Practice Exchange	1	2	1 minutes ago	
Discussion Forum for New OHNs				
Safety & Environmental Practice Exchange	0	0	None	
Safety & Environmental Discussion Forum				

-
- To add a Topic, select “+ Add topic”
 - Provide a Title, Category and Description for your post (the URL Slug will automatically populate with the title of your topic)

Add topic

Title:

Enter title

URL Slug:

URL Slug

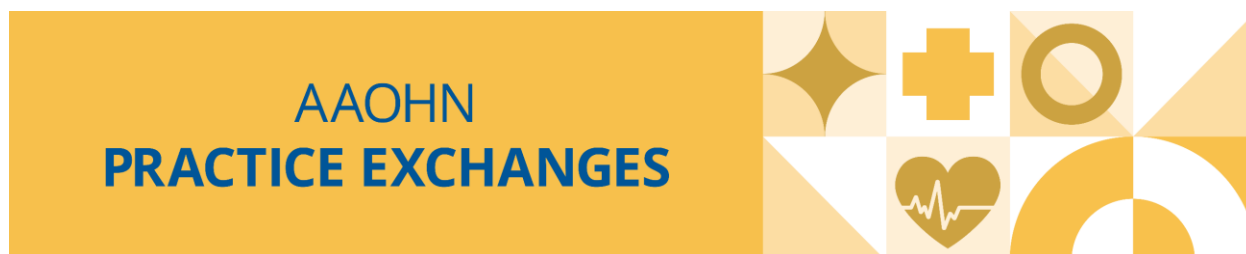
Category:

APRN Practice Exchange

Description:

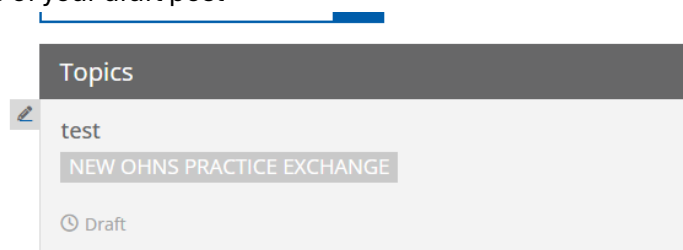
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- Title – brief, specific, to show what post is about
- URL Slug – will be automatically added as title of your topic post
- Category – if you are a member of more than 1 Practice Exchange, select the exchange you wish to post the topic to. If you are a member of only 1 Practice Exchange, the category will be automatically added as the title of the Practice Exchange you are posting to
- Description – add the content of your post here

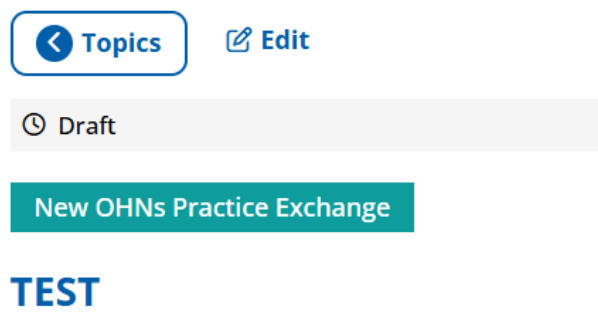


 A screenshot of a web form for creating a topic. It includes a "Tags" section with a search input, a "Status" section with radio buttons for "Draft" and "Publish" (selected), and three buttons at the bottom: "+ ADD TOPIC", "ADD AND VIEW", and "X CLOSE".

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- You may add a tag to your topic to make it easier for others to find in a topic search. A maximum of 10 tags can be added to a topic
- Once you have filled in all the open fields, you can select “+ Add topic” to post to the Forum, “Add and View” to post and be taken to the Forum page to see the post, or “X Close” to exit without saving
- If you are not ready to post, set Status to “Draft” and select “+Add topic” to save the post for later access without posting
 - To return to a saved draft post, under the Exchange’s “Topics” select the title of your draft post



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- Select the “Edit” icon next to “Topics” button

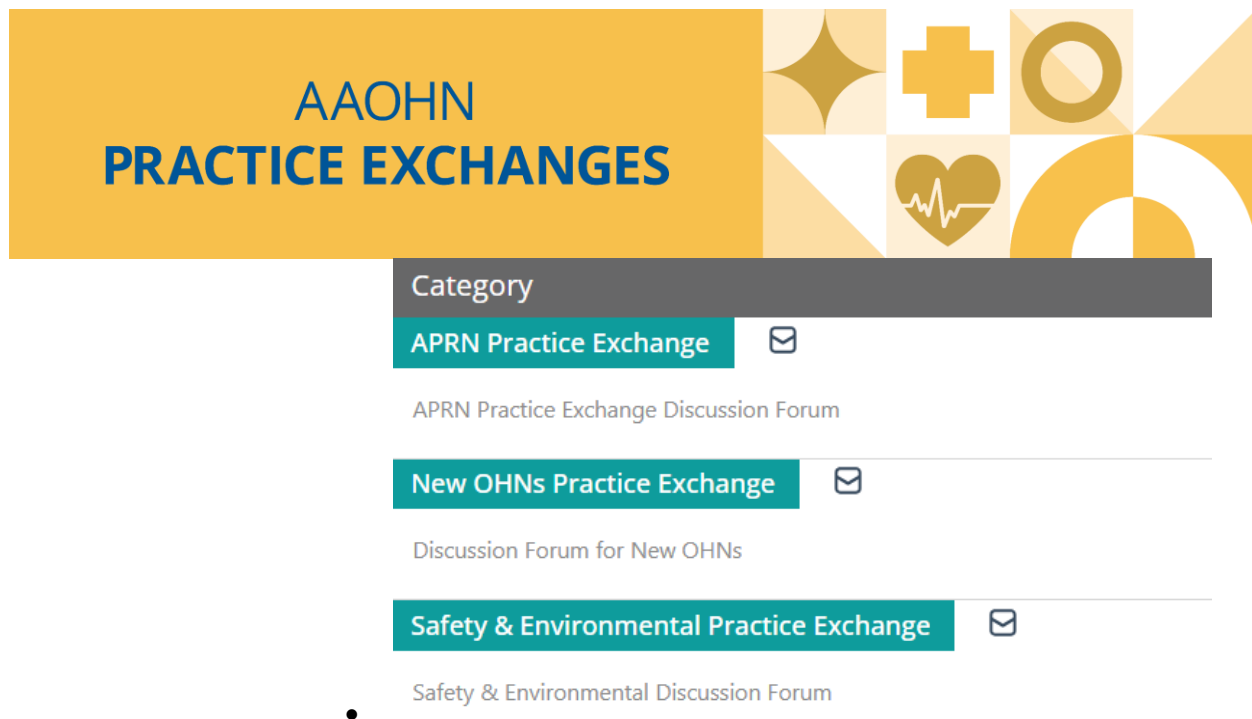


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- Make edits to your draft topic then scroll down

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- Please note, if you select “X Close” without changing the Status to “Draft” your post will not be saved for later access
- To be notified of new posts Select the Envelope icon next to the title of the Practice Exchange



How do I reply to a Topic?

To reply to a topic:

- Under the Practice Exchange’s “Topics” section, select the title of the post



- In the text box, write your comment then select “Add Comment”

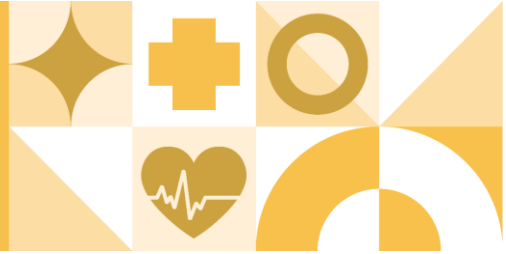
Write comment

ADD COMMENT

What types of topics/questions are appropriate to post to the Forums?

Practice Exchange members are encouraged to chat and network over topics for discussion or questions that they have for the community to engage with in the Discussion Forum. Posts should be relevant to the overarching interest of that Practice Exchange (New OHNs, APRN, Safety & Environmental). Members should adhere to the Practice Exchanges rules when posting to the forums or responding to discussion threads. **Do not post or share personally identifiable information or information that reveals private data in the Discussion Forums, live virtual**

AAOHN PRACTICE EXCHANGES



meetings, or any other Practice Exchanges communication channels. View the [AAOHN Practice Exchanges Community and Forum Rules and Etiquette Guide](#) for more information.

How do I access the Practice Exchange Resource Library?

Each Practice Exchange has its own resource library with information. Practice Exchange members might find useful. To find the resource library, make sure you are logged into your AAOHN profile –

- navigate to the Membership tab and select Practice Exchanges
- Select the “Go to Practice Exchange” button under the Practice Exchange you joined
- On the Practice Exchange page, scroll down to the Resource section of the page:

Resources

Position Statements: <https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:20594faa-5e09-4916-b280-fa9e01ea1d6e>

Practice Resources: <https://www.aaohn.org/Practice/Practice-Resources>

COHN/COHN-S Review Course: <https://www.aaohn.org/Education/COHN-COHN-S-Certification-Prep>

Workplace Health and Safety Journal: <https://www.aaohn.org/Tools-Resources/Workplace-Health-and-Safety-Journal>

How do I add a resource to the Practice Exchange Resource Library?

If you have a resource relevant and useful to the Practice Exchanges, please email it to info@aaohn.org. The email should state the name of the Practice Exchange the resource pertains to and how the resource is relevant to the group.

When do the Practice Exchanges Meet?

Each Practice Exchange meets quarterly. The individual Practice Exchange site pages list the next three upcoming meetings. When you join a Practice Exchange, the confirmation email will provide the Zoom meeting link and invite to add to your calendar. If you have any questions, please reach out to info@aaohn.org.