

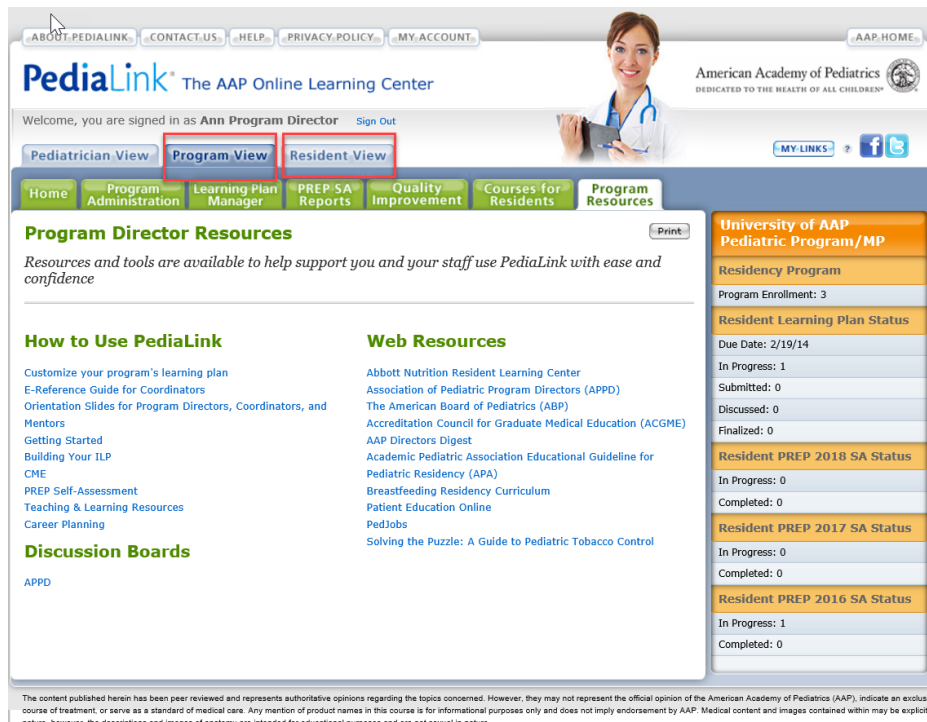
Getting Started with PediaLink- Residency

How to Log in: Click on the following link to be directed to the PediaLink website:

<https://pedialink.aap.org/visitor> and enter your username and password into the Log In fields below.



You can switch between Program and Resident Views of PediaLink: The **Program View** helps to manage your roster, administer permissions, customize ILPs, and create program resources and program news. You can also manage ILPs, PREP, and obtain access to courses for residents. The **Resident View** gives you access to a replica of what's available to Residents via PediaLink



Program Enrollment	Resident Learning Plan Status	Due Date	In Progress	Submitted	Discussed	Finalized	Resident PREP 2018 SA Status	Resident PREP 2017 SA Status	Resident PREP 2016 SA Status
3		2/19/14	1	0	0	0			
			0	0	0	0			
			0	0	0	0			
			1	0	0	0			

How to manage your program roster and submit an invoice request: Click on the Program View tab, and then click on the Program Administration tab and you will then see a screen that looks like the one below. Here you should see a list of your current residents as well as their membership status.

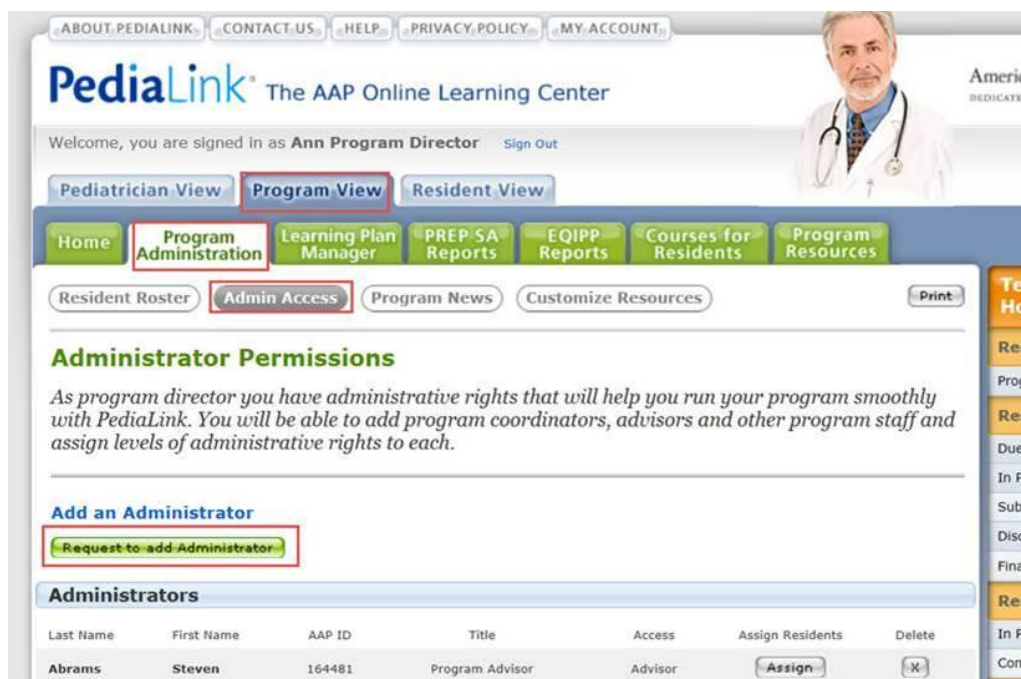
The Manage Roster feature offers easy access to managing your program with the ability to add new residents, transfer individuals into or out of your program, update an individual's contact information and identify chief residents. Below the screenshot is a checklist on how to clean up your roster before submitting your invoice request.

- If you need to add in your new interns, simply click on the **New Resident** button and add them in. ***If your resident already has an AAP record, PediaLink will let you know after you enter your new resident's information and click on submit. A list of possible duplicate entries will appear. *Please review the information* and select the "request transfer" button if you see your resident's information listed. This will avoid creating duplicate records for your residents that can become problematic.

- If you have a resident transferring in or out of your program, click on the **Transfer Resident** button. PediaLink will then ask if you are transferring a resident in or out and you can follow the prompts from there.
- If you have residents that will be Chief Residents this upcoming year, you can identify them by clicking on the **Report a Roster Problem** button then by selecting the resident from the drop-down list. In the free text, type in that the resident is now a Chief Resident.
- If you need to update a resident's contact information, there will be an **Update** button next to the resident's name. Just click on it to make your updates.
- If you have any graduating residents on your roster that will be completing the program on June 30th of this year, you do not need to delete them from your roster. They will automatically not be included on the invoice and roster I will be sending you.
- Once you have everything up to date, click on the **Request Invoice** button.

*****Once you click on "Yes, send me my final invoice", I will receive the request and forward you the roster and invoice via email for review.*****

How to update your program's admin: To update your program's admin, you can click on program view, program administration, admin access, then on request to add administrator. You may also remove admin from this screen by clicking on the delete button next to their name.



How to customize program news and resources: While still under the Program Administration tab, click on Program News. Here you can add your own customized program news by typing in the text box. If you click on the Customize Resources tab, you can add your own resources. The Program News will appear on your

resident or fellow's home page and Customized Resources will appear in their Teaching and Learning Resources tab.

Customize Program News
Add Program News for your Resident's PediaLink Home Page.

Add a Custom News Item (up to five)
A news item could include a welcome note, a link to the staff website, events, due dates, etc...

Title * Rank

Content

URL

Upload Documents

University of AAP Pediatric Program/Peds

Residency Program
Program Enrollment: 18

Resident Learning Plan Status
Due Date: 6/10/17
In Progress: 1
Submitted: 0
Discussed: 0
Finalized: 1

Resident PREP 2017 SA Status
In Progress: 1
Completed: 0

Resident PREP 2016 SA Status
In Progress: 1
Completed: 1

Resident PREP 2015 SA Status
In Progress: 1
Completed: 1

How to view and customize your resident's ILP: Under the Program View tab, click on Learning Plan Manager. If you click on the Status Reports button you will see a snap shot of your resident s ILP Progress.

Learning Plan Status Reports
View learning plans, give feedback, track overall and individual progress.

Resident Name	Status	Feedback	Discussed	Finalized	Unlock	Reset	Action
Demetrius, Helena	Submitted 6/23/2009	6/23/2009	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3	Reset	View
Prospero, Ariel	Submitted 6/23/2009	6/23/2009	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3	Reset	View

Wright State University/Peds

Residency Program
Program Enrollment: 47

Resident Learning Plan Status
In Progress: 1
Submitted: 2 **NEW: 8**
Discussed: 0
Finalized: 0

Resident PREP 2009 SA Status
In Progress: 17
Completed: 0

Resident PREP 2008 SA Status
In Progress: 25
Completed: 7

Resident PREP 2007 SA Status
In Progress: 23
Completed: 10

1. **Status** – track when an ILP has been submitted.
2. **Feedback** – track when feedback is provided

3. **Discussed** – track face-to-face discussions
4. **Finalized** – track finalization
5. **Unlock** – allows the resident to edit an individual step of the ILP
6. **Reset** – clears an entire ILP
7. **View** – see completed ILP
8. Shows how many new ILPs submitted daily

To customize each step of your resident or fellow's ILP, click on the customize button next to each step. You can set a due date, add questions, and more!

The image displays two screenshots of the PediaLink 'Customize Your Program's Learning Plan' interface. The top screenshot shows the overview with steps 1-4 and 'Customize' buttons. The bottom screenshot shows the 'General' section with three questions about due dates and previous plans, along with 'Save' and 'Cancel' buttons.

Wright State University/Peds

Residency Program
Program Enrollment: 47

Resident Learning Plan Status

In Progress:	1
Submitted:	2 NEW!
Discussed:	0
Finalized:	0

Resident PREP 2009 SA Status

In Progress:	17
Completed:	0

Resident PREP 2008 SA Status

In Progress:	25
Completed:	7

Resident PREP 2007 SA Status

In Progress:	23
Completed:	10

PediaLink® Online Center for Lifelong Learning

Welcome, you are signed in as Ann Burke, Program Director [Sign Out](#)

Customize Your Program's Learning Plan
Customize Learning Plans to fit the needs of your program.

General

1. Would you like to give residents a due date for the Learning Plan?

2. Would you like to add a feature that gives your program the option to create more than one Learning Plan in a year?
☐ Yes ☐ No

3. Would you like to give your residents the option to access previous Learning Plans while creating a Learning Plan? (By default, Learning Plans from previous years are accessed only from the Learning Plan overview page.)
☐ Yes ☐ No

Step 1: Define Goals

Preview of the Default Learning Plan [Customize the Learning Plan](#)

Step 1 Define Goals

[Would you like to add custom](#)

How to view program director links and resources: Under the Program View tab, click on Program Director Resources. Use this tab to access resources right at your fingertips. More resources coming soon!

Program Director Resources Print

Resources and tools are available to help support you and your staff use PediaLink with ease and confidence.

Be aware that links marked with an '*' go to non-AAP websites

Getting Started Support

- PediaLink Fellowship Center FAQ

AAP Resources

- AAP Directors Digest
- Patient Education Online
- Practice Management Online

Non-AAP Resources

[Abbott Nutrition Resident Learning Center](#) - (Nutrition Education for Neonatal Fellows) This section of the Resident Learning Center provides your Neonatal Fellows an online training resource offering interactive evidenced-based neonatal nutrition education modules, Webinars on neonatal nutrition, and other educational resources.

[CoPS](#) - (Council on Pediatric Subspecialists) Integrates approaches to subspecialty education, research and patient care by providing a forum for members and other organizations and by serving as the common voice for the pediatric subspecialties.

[APA](#) - (Academic Pediatric Association) Educational Guideline for Pediatric Fellowship: tools to assist in planning rotations and programs, integrating ACGME competencies into curricula.

[ABP](#) - The American Board of Pediatrics (ABP) promotes excellence in medical care for children and adolescents.

[ACGME](#) - The Accreditation Council for Graduate Medical Education evaluates and accredits medical Fellowship programs in the United States.

Monitor your Resident's Progress in PREP Self-Assessment: Under the Program View click on PREP SA Reports. The individual status report will allow you to view PREP SA status for each resident.

PREP SA Individual Status Reports Print

View the Progress of Individual Residents completing PREP Self-Assessment

PREP SA Individual Status Report

Resident Name	View Progress	# of questions completed	Overall Progress
PL1			
NewMPResident09072017, NewMPResident09072017			
Seely, Matthew			
PL2			
PL3			
Resident Name	View Progress	# of questions completed	Overall Progress
Hernandez, Amanda	2018 View	0 out of 277	0% complete
	2016 View	0 out of 271	0% complete

University of AAP Pediatric Program/MP

Residency Program

Program Enrollment: 3

Resident Learning Plan Status

Due Date: 2/19/14

In Progress: 1

Submitted: 0

Discussed: 0

Finalized: 0

Resident PREP 2018 SA Status

In Progress: 0

Completed: 0

Resident PREP 2017 SA Status

In Progress: 0

Completed: 0

Resident PREP 2016 SA Status

In Progress: 1

Completed: 0

You can use the program report to target education improvements on various topics covered through PREP SA

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PediaLink® The AAP Online Learning Center

Welcome, you are signed in as **Ann Program Director** [Sign Out](#)

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[Home](#) [Program Administration](#) [Learning Plan Manager](#) [PREP SA Reports](#) [Quality Improvement](#) [Courses for Residents](#) [Program Resources](#)

[Individual Status Reports](#) [Program Report](#) [Print](#)

PREP SA Program Reports

View the progress of your program in completing PREP Self-Assessment.

Show report for Year:

Report Date: 3/15/2018 (Review this page often as data changes with progress)

PREP: Program

Topic	# of questions on topic	% of questions on topic completed	Average % correct
ALL	126	0%	0%
Adolescent Medicine and Gynecology	8	0%	0%
Adolescent Medicine and Gynecology	1	0%	0%
Adolescent Medicine and Gynecology	4	0%	0%
Allergic and Immunologic Disorders	1	0%	0%
Allergic and Immunologic Disorders	1	0%	0%
Behavioral and Mental Health Issues	1	0%	0%
Behavioral and Mental Health Issues	2	0%	0%

University of AAP Pediatric Program/MP

Residency Program
Program Enrollment: 3

Resident Learning Plan Status
Due Date: 2/19/14
In Progress: 1
Submitted: 0
Discussed: 0
Finalized: 0

Resident PREP 2018 SA Status
In Progress: 0
Completed: 0

Resident PREP 2017 SA Status
In Progress: 0
Completed: 0

Resident PREP 2016 SA Status
In Progress: 1
Completed: 0