



**Advocate
Aurora
Health®**

**Excellence in Career Engagement &
Learning (ExCEL) Program - RN**

Program Onboarding

Home Page

- Helpful Links
- Apply to the Excellence and Career Engagement & Learning Program for RNs

Application Page

- Requirements
- Activities
- Request Approval
- Checkups
- Submit for Approval

Home Page

SETTINGS

Jessica Test

Jessica Test

Classification: **RN**, Member Since: **Mar 2022 (0 days)**

Fullerton, CA (800) 671-3606

TO BE DONE

COMPLETED

Nursing Education

Upload your nursing degree.

Upload

National Board Certification

Upload your National Board Certification if required.
Certification must be Magnet approved.

Upload

Excellence in Career Engagement & Learning (ExCEL) Program

Click to apply to Advocate Aurora Health's Excellence in Career Engagement & Learning (ExCEL) program.

Apply Now

Helpful links

Mobile Device Shortcut Guide (PDF)

This resource will show you how to add a shortcut to your phone.

Tutorial Videos Website

This is a website that lists additional tutorial videos.

Edit your Profile

Update your name, email, password, photo, and contact information.

View your Portfolio

This is your online CV. You're already 5% complete.

Home

My ePortfolio

Alert Center

My Profile

Edit Button

Helpful Links

3

Home Page: Helpful Links

Get acquainted with StaffGarden's GROW platform and the valuable resources provided by Advocate Aurora Health.

There are a series of **video tutorials** on the features and functions of GROW.

Helpful links

[🔗 Mobile Device Shortcut Guide \(PDF\)](#)

This resource will show you how to add a shortcut to your phone.

[🔗 Tutorial Videos Website](#)

This is a website that lists additional tutorial videos.


[👤 Edit your Profile](#)


Update your name, email, password, photo, and contact information.


[🔄 View your Portfolio](#)

This is your online CV. You're already 5% complete.



Applying

 Jessica Test



Jessica Test 

Classification: **RN**, Member Since: **Mar 2022 (0 days)**

 Fullerton, CA  (800) 671-3606

TO BE DONE

COMPLETED

☐ Nursing Education

Upload your nursing degree.

Upload

☐ National Board Certification

Upload your National Board Certification if required.
Certification must be Magnet approved.

Upload

☐ Excellence in Career Engagement & Learning (ExCEL) Program

Click to apply to Advocate Aurora Health's Excellence in Career Engagement & Learning (ExCEL) program.

Apply Now

Click on the 'Apply Now' button to apply to Advocate Aurora Health's ExCEL Program - RN.

Application Type

Ladder Application

Starting your application is simple and fast. First, choose the program from the list and press next. On the next page, you'll be able to select the appropriate level. ✕

Employee:

Program: ▼

Type: *

✓ Type of application
Renewal
New

Select the correct application type. New participants should select “New.” If you have participated in the ExCEL program before, select “Renewal.”

Level Requirements

You should ensure that you currently meet the level requirements *before* selecting your level for your program.

2022 Excellence in Career Engagement & Learning (ExCEL) Program- RN

Select the level you wish to complete. You should ensure that you currently meet these requirements before selecting this level.

Level A

A clinical RN with a minimum of 2 years experience, that has a minimum BSN and advanced certification.

Requirements

1. Direct Care Registered Nurses - Must provide direct patient care greater than 50% of the time OR direct care is for an assigned group of patients OR assumes direct patient care duties.
2. FTE - Must be hired to work 0.5 FTE or more OR have worked hours equaling 0.5 FTE in the previous year and maintain 0.5 during your program year.
3. Employment Status - Must be a non-exempt employee.
4. Education - Must have a BSN or higher.
5. National Board Certification - Must have a current AAH Approved Professional Nursing Specialty Certification.
6. Nursing Experience - Must have >2 years of nursing experience.

✓ Select Level A

Level B

A clinical RN with a minimum of 2 years experience, that has a minimum BSN or has their ADN and advanced certification.

Requirements

1. Direct Care Registered Nurses - Must provide direct patient care greater than 50% of the time OR direct care is for an assigned group of patients OR assumes direct patient care duties.
2. FTE - Must be hired to work 0.5 FTE or more OR have worked hours equaling 0.5 FTE in the previous year and maintain 0.5 during your program year.
3. Employment Status - Must be a non-exempt employee.
4. BSN or Certification - Must have a BSN; OR minimum of ADN with AAH Approved Professional Nursing Specialty Certification.
5. Nursing Experience - Must have >2 years of nursing experience.

✓ Select Level B

Level C


A clinical RN with a minimum of 1 year experience and completion of nurse residency program as applicable, that has a minimum ADN.

Requirements

1. Direct Care Registered Nurses - Must provide direct patient care greater than 50% of the time OR direct care is for an assigned group of patients OR

Applying: Your Information

Ensure your information is correct.

 Your Information

Facility: *

Advocate Trinity Hospital

▼

Department:

Emergency Department

▼

Name:

Jessica Test

Email Address:

jessica.test31@staffgarden.com

Status:

Current Employee



▼

FTE:

0.90

Manager:

Test Manager

(Please select your manager from the list by clicking on the button at the right.)

Hire Date:

April

▼

2017

▼

(Your approximate hire date.)

Make changes if needed. Changes can also be made from your My Profile section of your account.

Application Requirements

⌵ Jessica Test - (0% Complete) - Click to view Jessica's ePortfolio

⌵ Requirements

○ Leadership

(Must demonstrate expertise by achieving at least 1 point in the Leadership domain. Additional points can be obtained.)

My Status: Pending

⋮ + Add

Points: 0 / 1

○ Role Development

(Must demonstrate expertise by achieving at least 1 point in the Role Development domain. Additional points can be obtained.)

My Status: Pending

⋮ + Add

Points: 0 / 1

○ Clinical Inquiry and Innovation

(Must demonstrate expertise by achieving at least 1 point in the Clinical Inquiry domain. Additional points can be obtained.)

My Status: Pending

⋮ + Add

Points: 0 / 1

○ Clinical Practice

(Must demonstrate expertise by achieving at least 1 point in the Clinical Practice domain. Additional points can be obtained.)

My Status: Pending

⋮ + Add

Points: 0 / 1

○ Flex Points

(Achieve remaining 4 additional points in any of the 4 domains: Leadership, Role Development, Clinical Inquiry and Innovations, or Clinical Practice.)

My Status: Pending

⋮ + Add

Points: 0 / 4

○ Reflective Practice Narrative

⋮ New

Click the icon to the right of each requirement to begin working on the requirement.

Selecting an Activity*

○ Leadership

(Must demonstrate expertise by achieving at least 1 point in the Leadership domain. Additional points can be obtained.)

My Status: Pending



Points: 0 / 1

The “+” or “...” will display a list of options. *Please use the + button to satisfy this requirement.

Leadership 15

Search for Activities

L-1: Active participant in a unit, site, or system committee, taskforce, or initiative workgroup 1 Points

Committee: Must be on the committee for a minimum of 6 months
(Definition of committee: Agenda, Minutes, Objectives Progress toward outcomes, may have up to 2 excused absences if attendance is equal to or greater than 80% attendance. Committees meet on a routine basis for longer than one year. Members serve a minimum of 6 months or chair 1 year.)

Taskforce/Workgroup: Ability to demonstrate contribution to the goal/outcome.
(Definition of Taskforce/initiative workgroup Can be short term Focus on a single goal/outcome 80% attendance)

Documentation:
• Documentation Sheet #1: Meeting Participation
Taskforce/Workgroup: Ability to demonstrate contribution to the goal/outcome.
(Definition of Taskforce/initiative workgroup Can be short term Focus on a single goal/outcome 80% attendance)

Documentation:
• Documentation Sheet #1: Meeting Participation

L-4.3: Charge Nurse (300 hrs. or greater) 3 Points 3 max

Select only one, either L-4.2 or L4.3
Performs duties as a charge nurse or equivalent role in an ambulatory setting for a minimum of 300 hours.

L-2: Leader of a unit, site, or system committee, workgroup, taskforce, or initiative workgroup 2 Points

Committee: Minimum of 12 months which can include orientation to the role
(Definition of committee: Agenda, Minutes, Objectives Progress toward outcomes, may have up to 2 excused absences if attendance is equal to or greater than 80%. Committees meet on a routine basis for longer than one year. Members serve a minimum of 6 months or chair 1 year.)

Taskforce/Workgroup: Must follow through to the completion of the goal/outcome. (Definition of Taskforce/initiative workgroup Can be short term Focus on a single goal/outcome 80% attendance)

Documentation:
• Documentation sheet #2: Leader Meeting Participation

L-4.1: Charge Nurse Training 1 Points

Attends the Charge Nurse Training

Documentation:
• Attach a copy of Charge RN Training course transcript/certificate

L-5.2: Active participant as an AAH Safety Champion (Participant) 1 Points

Active participant as an AAH Safety Champion.
• Participant Safety Champion Unit

L-3.1: Preceptor Class 1 Points 4 max

Attend Preceptor 101 or Preceptor 2.0 (Only required to attend class one time)

Documentation:
• Upload copy of Preceptor Course/Mentorship Training Certificate/Transcript

1 point per class

L-3.2: Preceptor for a senior practicum nursing student (72 hours) 1 Points 4 max

Serves as a preceptor for a senior practicum nursing student (ADN or BSN) Nurse Extern. for 72 hrs.

Documentation:
• Documentation sheet #8: Coach/ Preceptor/ Mentor Documentation

1 point for every 72 hours of precepting

L-4.2: Charge Nurse (120 hrs. -299 hrs.) 2 Points

Select only one, either L-4.2 or L4.3
Performs duties as a charge nurse or equivalent role in an ambulatory setting between 120 hrs. - 299 hours.

Documentation:
• Documentation Sheet #6: Charge Nurse Documentation

L-5.3: Active participant as an AAH Safety Champion (Lead) 2 Points

Active participant as an AAH Safety Champion.
• Lead Safety Champion Unit

Activity Details

Complete fields.

These can be edited at a later time if needed.

Requirement: Leadership

[Jessica Test](#)
Leadership (Must demonstrate expertise by achieving at least 1 point in the Leadership domain. Additional points can be obtained.)
(In Progress) - My Status: In Progress - Manager / Director Status: Complete

L-3.2: Preceptor for a senior practicum nursing student (72 hours)

Points: 1

Serves as a preceptor for a senior practicum nursing student (ADN or BSN) Nurse Extern. for 72 hrs.

Documentation:

- Documentation sheet #8: Coach/ Preceptor/ Mentor Documentation

1 point for every 72 hours of preceptoring

Note: You should ensure that the activity and all required evidence is attached before changing the status to complete.

Status: *

Added / Planned

(Choose 'In Progress' if you've already started.)

Activity Title:

L-3.2: Preceptor for a senior practicum nursing student (72 hours)

(The name displayed on your main application. Use this to distinguish between multiple instances of the same activity.)

Documentation Sheet #8: Coach/Preceptor/Mentor Documentation

Details

Name (s) of the Orientee/Leadership Nursing student/Mentee/preceptee:

Number of hours:

hours

Description

1) Describe how you participated in the

11

Choosing a Status for an Activity

Added - you've chosen the activity, but have not yet started it

In Progress - you are working on this activity

Complete - you have finished this activity

The screenshot shows a web form for adding an activity. It includes a light blue box with details about a preceptor role, a red note box, a status dropdown menu, and an activity title field.

hours)

Serves as a preceptor for a senior practicum nursing student (ADN or BSN) Nurse Extern. for 72 hrs.

Documentation:

- Documentation sheet #8: Coach/ Preceptor/ Mentor Documentation

1 point for every 72 hours of preceptoring

Note: You should ensure that the activity and all required evidence is attached before changing the status to complete.

Status: * ☒ Added / Planned ☐ In Progress ☐ Complete

Activity Title: L-3.2: Preceptor for a senior practicum nursing student (72 hours)

(The name displayed on your main application. Use this to distinguish between multiple instances of the same activity.)

Updating your Activity status to 'Complete' will increase your application percentage.¹²

Application Page

The screenshot displays the Advocate Aurora Health Application Page. The top navigation bar includes the Advocate Aurora Health logo, a home icon, a user profile icon, a notification bell with a red '3', and a user profile icon. The main header is 'Application'. Below it, a sub-header shows 'Jessica Test - (16 % Complete) - Click to view Jessica's ePortfolio' with a share icon and a settings gear. A sidebar on the right contains tabs for 'Committees', 'Documents', 'Notes', and 'Checkups'. The main content area is titled 'Requirements' and features a 'Leadership' requirement. The 'Leadership' requirement includes a description: '(Must demonstrate expertise by achieving at least 1 point in the Leadership domain. Additional points can be obtained.)', a status of 'My Status: In Progress', and a 'Points: 1 / 1' indicator. A specific requirement is highlighted: '1) L-3.2: Preceptor for a senior practicum nursing student (72 hours) (Area: Leadership) Added / Planned'. Below this, a red banner states 'This activity is not complete. Click to edit.' The 'Details' section shows 'Name (s) of the Orientee/Leadership Nursing student/Mentee/preceptee: Mikayla Test' and 'Number of hours: 72'. The 'Description' section contains a prompt: '1) Describe how you participated in the professional development and successful orientation of the orientee or the successful development of the leadership nursing student.' and a placeholder text: 'Memo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius'. A 'Let's Chat' button is located in the bottom right corner.

Advocate Aurora Health

Application

Jessica Test - (16 % Complete) - Click to view Jessica's ePortfolio

Committees Documents Notes Checkups

Requirements

Leadership

(Must demonstrate expertise by achieving at least 1 point in the Leadership domain. Additional points can be obtained.)

My Status: In Progress

Points: 1 / 1

1) L-3.2: Preceptor for a senior practicum nursing student (72 hours)

(Area: Leadership)

Added / Planned

This activity is not complete. Click to edit.

Details

Name (s) of the Orientee/Leadership Nursing student/Mentee/preceptee: Mikayla Test

Number of hours: 72

Description

1) Describe how you participated in the professional development and successful orientation of the orientee or the successful development of the leadership nursing student.

Memo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius

Let's Chat













Review your selections, responses, and update your requirement status on the Application page.

Activities Edit Section

Delete

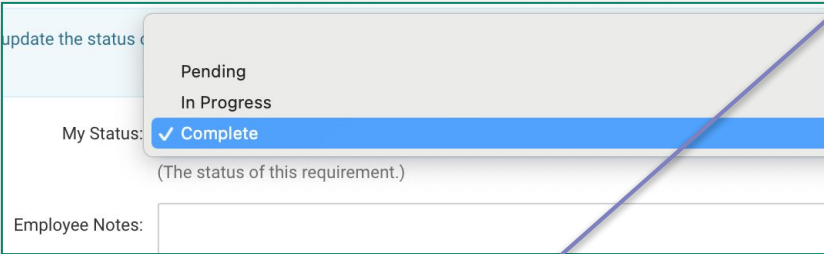
To edit or delete selections, scroll down to the Activities section on the Application page.

Edit

Activities 4		
Activity		Points
 CI-1: Evidence-based Practice Improvement (Tier 1) (Area: Clinical Inquiry & Innovations) Requirement: Flex Points Status: Added / Planned		1 
 L-1: Active participant in a unit, site, or system committee, taskforce, or initiative workgroup (Area: Leadership) Requirement: Leadership Status: Complete		1 
 L-3.2: Preceptor for a senior practicum nursing student (72 hours) (Area: Leadership) Requirement: Leadership Status: Complete		1 
 RD-1: Patient Education Tool (Tier 2) (Area: Role Development) Requirement: Role Development Status: Added / Planned		2 
		5

Choosing a Requirement Status

Click on the requirement's name to edit the status. Select from the My Status field and click save.



A screenshot of a web form showing a dropdown menu for 'My Status'. The menu is open, displaying three options: 'Pending', 'In Progress', and 'Complete'. The 'Complete' option is selected and highlighted with a blue bar. Below the dropdown, there is a text input field labeled 'Employee Notes:'. The text '(The status of this requirement.)' is visible below the dropdown menu.

☐ Leadership
(Must demonstrate expertise by achieving at least 1 point in this category.)
My Status: In Progress

☒ Leadership
(Must demonstrate expertise by achieving at least 1 point in this category.)
My Status: Complete

Pending or In Progress - you have not completed this requirement yet

Complete - you have finished this requirement

Updating your Requirement status to Complete will increase your application percentage.

Request Approval

1 L-1: Active participant in a unit, site, or system committee, taskforce, or initiative workgroup
(Area: Leadership)
✓ Complete

Request Approval

Some activities may ask for Request Approval. To request approval click on the Request Approval button and select the appropriate approver

The information you provide will be sent to the approver for them to review and approve.

Approver

Advocate Trinity Hospital

Advocate Aurora Health Onboarding

Alanna Woods (aah) (GROW Product Manager)

Brian Card (aah)

Helen Test (ExPRT Committee Member) (ExPRT Committee Member)

Nelly Test (ExPRT Co-Chair) (ExPRT Co-Chair)

Sam Test (ExPRT Chair) (ExPRT Chair)

✓ Test Manager (Manager)

Status:

Approver: *

In the notes section you can further specify what you're asking them to




Applicant Notes:


Please include an explanation of what you are requesting.


Choose an approver.

Checkups

1. From your Application page, click on 'Checkups,' on the upper right hand side pane.
2. Begin by clicking on the pencil icon.
3. Select from the 'My Progress' dropdown list.
4. Enter in your comments regarding the progress of your ladder application.
5. Press 'Save.'

« Admin  Committees  Documents  Notes **Checkups**

⌵  Checkups

1 Period Ending: 3/1/2022 

<Not completed> (Judith Test - owner)

<Not completed> (Test Manager - manager)

Below Expectations

My Progress: **Meets Expectations**

Above Expectations

Owner Notes:* Everything is going smoothly. I am on track.

Manager Progress: Meets Expectations

Manager Notes: Keep up the good work. Make sure to keep entering in your points.

Complete: Yes

(Marking an item complete locks this record.)

Submit for Approval

The screenshot displays the Advocate Aurora Health ePortfolio interface. At the top left is the Advocate Aurora Health logo. The top right contains navigation icons: a home icon, a user profile icon, a notification bell with a red '3' badge, and another user profile icon. Below the header is a breadcrumb trail: 'Home / Application'. A secondary navigation bar includes 'REFRESH', 'HELP', 'PRINT', 'SUBMIT FOR MANAGER APPROVAL' (highlighted with a blue oval), and 'SETTINGS'. The main content area is titled 'Jessica Test - (98 % Complete) - Click to view Jessica's ePortfolio'. It features a circular progress indicator at 98% labeled 'Complete'. The user's information is listed: Program: 2022 Excellence in Career Engagement & Learning (ExCEL) Program- RN, Level: Level B (New) (Change), Applied: 3/28/2022, Advocate Trinity Hospital / Emergency Department, Manager / Director: Test Manager, Requirements: 8 required, 8 complete, Approvals: 3 required, 3 requested, 1 approved. A sidebar on the right shows 'Committees', 'Documents', 'Notes', and 'Checkups'. Below this is a section for 'Approvals (All) 5', which includes a 'Pre-Approval 1' section showing an 'Approved' status with a green checkmark, and an 'Activity 3' section showing a 'Pending' status. The bottom of the main content area shows 'Requirements' with a 'Leadership' category selected and an '+ Add' button.

Advocate Aurora Health

Home / Application

REFRESH HELP PRINT **SUBMIT FOR MANAGER APPROVAL** SETTINGS

⌵ Jessica Test - (98 % Complete) - Click to view Jessica's ePortfolio

Program: 2022 Excellence in Career Engagement & Learning (ExCEL) Program- RN
Level: Level B (New) (Change)
Applied: 3/28/2022
Advocate Trinity Hospital / Emergency Department
Manager / Director: Test Manager
Requirements: 8 required, 8 complete
Approvals: 3 required, 3 requested, 1 approved

Status: Level Approved
User ID: [jessica.test31@staffgarden.com](#)
Mobile Number: (800) 671-3606
Hired: Apr 2017 - 4.9 years
Years Experience: 0.00
Champion:

98 %
Complete

Created: 3/28/2022 12:43 PM by Jessica Test Last Update: 3/29/2022 11:51 AM

⌵ Requirements

● Leadership

⌵ Committees Documents Notes Checkups

⌵ Approvals (All) 5

⌵ Pre-Approval 1

Approved
Approving: Pre-Approval
Approver: Test Manager (Manager)

⌵ Activity 3

Pending
Approving: Activity - L-3.2:
Preceptor for a senior practicum nursing student (72 hours)
Approver: Test Manager (Manager)

Submit for Manager Approval indicates **ALL** of your program requirements have been fulfilled and ready to be reviewed by your organization.

IT Questions?

Contact StaffGarden at 800-671-3606 or via Chat

