



MedStar Health

Medstar Health's Clinical Advancement Program Steps on StaffGarden
GROW

Program Onboarding

Login

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Home Page

- Helpful Links
- Applying to Medstar Health's 2022 Clinical Advancement Program

Application/Program Page

- Requirements
- Activities
- Checkups
- Committees

Login: <https://medstar.staffgarden.com/>



MedStar Health

LOGIN with your MedStar Network ID




ACHIEVE!

MedStar Washington Hospital Center

Clinical Advancement Program & ePortfolio

MedStar Washington Hospital Center | Department of Nursing & Patient Care Services






Sign in

[Can't access your account?](#)

Next

This system is owned and operated by MedStar Health and its affiliated entities and is available to authorized personnel only. Access and use of this system is limited to purposes which promote the vision, mission, and values of MedStar Health and its affiliated entities. This system, including all related networks, hardware and software are subject to all applicable MedStar Health policies including MedStar Health policies governing access, acceptable use, and disclosures of system-based information. MedStar Health reserves the right to regularly monitor and record the activities of its users to assure appropriate use of information technology resources. Misuse of any MedStar Health system resources may result in disciplinary actions up to and including termination or other appropriate sanctions.



Upload Resume

 Build your ePortfolio


Welcome Anna!

Upload a resume to quickly create your portfolio.

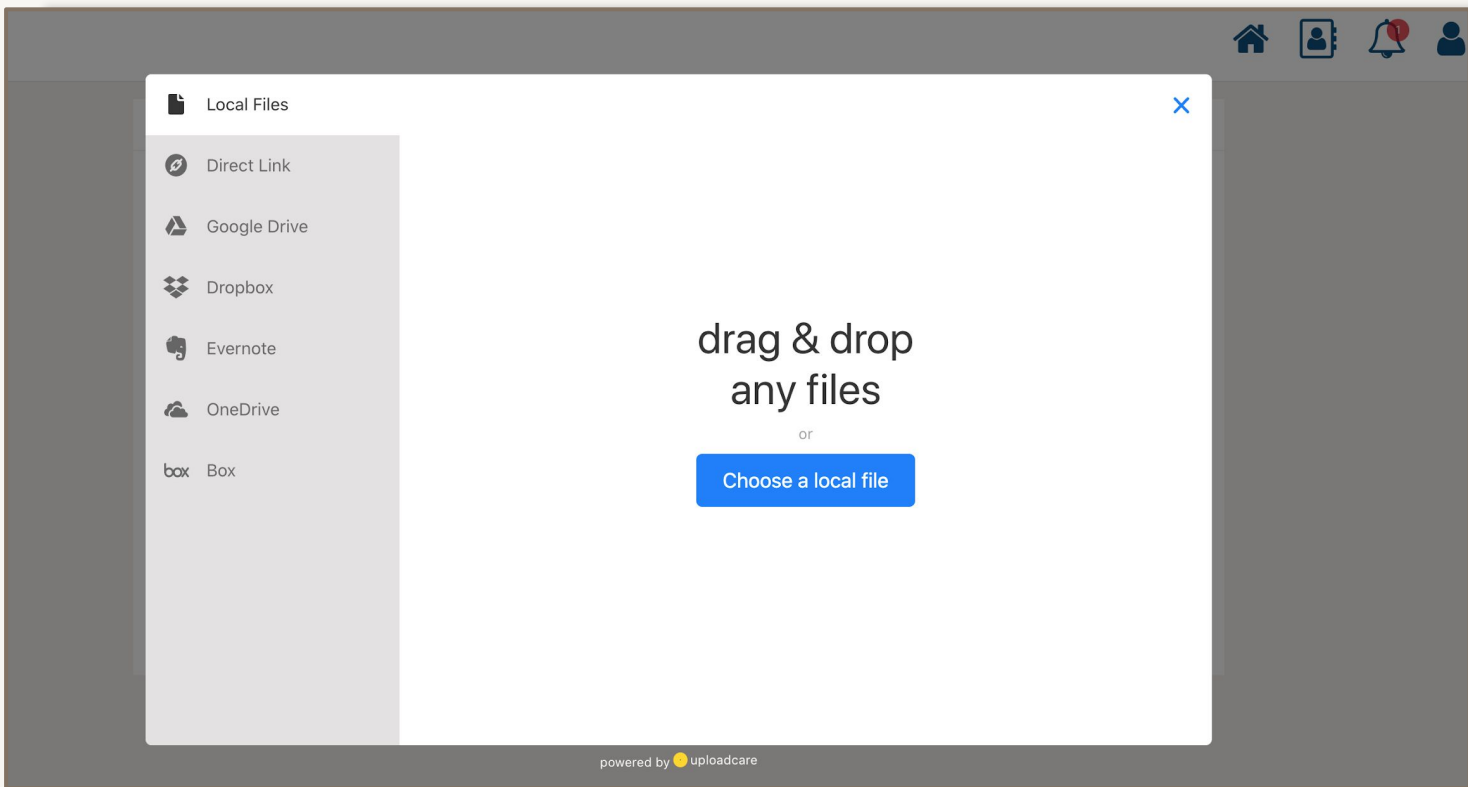
Upload your CV or Resume
(We'll build it for you)

  Upload your resume

Resume not handy?
(No worries, you can do it later.)


 I'll upload it later





Upload Resume



Upload your resume to get started on your ePortfolio or upload it later.


Home Page





SETTINGS

Anna Test



Anna Test

Classification: RN, Member Since: Jun 2022 (1 months)

Fullerton, CA (800) 671-3606

ACTIVE TASKS

COMPLETED TASKS

Specialty Certification

Record Active and Eligible for Exam Specialty Certifications. Make sure to upload your certificate(s). Get started by entering in your certifications. You can always enter in more certifications from the 'Certifications' section on your ePortfolio page.

Start

Education

Enter all degrees.


Start

Professional Organization


Enter in your professional organization membership.

Start


Helpful links

 ePortfolio Tutorial Video


This video provides a brief introduction to the ePortfolio in GROW.

 Mobile Device Shortcut Guide (PDF)

This is a How to Guide on how to create a mobile device shortcut for your ePortfolio in StaffGarden.


 Tutorial Videos Website

This is a website that lists additional tutorial videos.


 Edit your Profile

Update your name, email, password and other information.


Let's Chat




Home




My Portfolio




Alert Center



My Profile



Edit Button



Helpful Links

Home Page: Helpful Links

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

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

Helpful links

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

This is a How to Guide on how to create a mobile device shortcut for a Clinical Ladder Program in StaffGarden.

[Tutorial Videos Website](#)

This is a website that lists the StaffGarden GROW 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.



Anna Test

Classification: **RN**, Member Since: **Jun 2022 (1 months)**

📍 Fullerton, CA 📞 (800) 671-3606

ACTIVE TASKS

COMPLETED TASKS

○ Specialty Certification

Record Active and Eligible for Exam Specialty Certifications. Make sure to upload your certificate(s). Get started by entering in your certifications. You can always enter in more certifications from the 'Certifications' section on your ePortfolio page.

Start

○ Education

Enter all degrees.

Start

○ Professional Organization

Enter in your professional organization membership.

Start

📌 ePortfolio

Edit and complete your ePortfolio.

View / Build

○ Apply for the Clinical Advancement Program

Apply for the Clinical Advancement Program

Apply Now

Applying

Click on the 'Apply Now' button to apply to Medstar Health's Clinical Advancement Program.

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:

Anna Test

Program:

2022 Clinical Advancement Program

Type: *

New

Type of application

Renewal

New

Cancel

Next >

New participants should select “New.” If you have participated in the Clinical Advancement Program before, select “Renewal.”

Level Requirements

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

2022 Clinical Advancement Program

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

CAP Level 1

Requirements

1. No Disciplinary Actions - No disciplinary actions initiated in the past 12 months
2. Completed All Annual Mandatory Requirements - Completion of all annual mandatory requirements from previous 12 months including SiTEL, live classes, Occupational Health requirements, etc.
3. 18 months Employee Experience - Clinical Nurses with a minimum of 18 months of clinical experience at MedStar Washington

✓ Select **CAP Level 1**

CAP Level 2

Requirements


1. No Disciplinary Actions - No disciplinary actions initiated in the past 12 months
2. Completed All Annual Mandatory Requirements - Completion of all annual mandatory requirements from previous 12 months including SiTEL, live classes, Occupational Health requirements, etc.
3. 18 months Employee Experience - Clinical Nurses with a minimum of 18 months of clinical experience at MedStar Washington

✓ Select **CAP Level 2**

Applying: Your Information

[Profile](#) [Employee](#) [Password](#) [Photo](#)

Employee Information

 MedStar Washington Hospital Center

Facility:

Medstar Washington Hospital Center

Department:


Surg 5NW

Name:

Anna Test

Manager:

Test Manager



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

Manager Email:

test.manager4@staffgarden.com

Hire Date:

February

2015

(Your approximate hire date.)

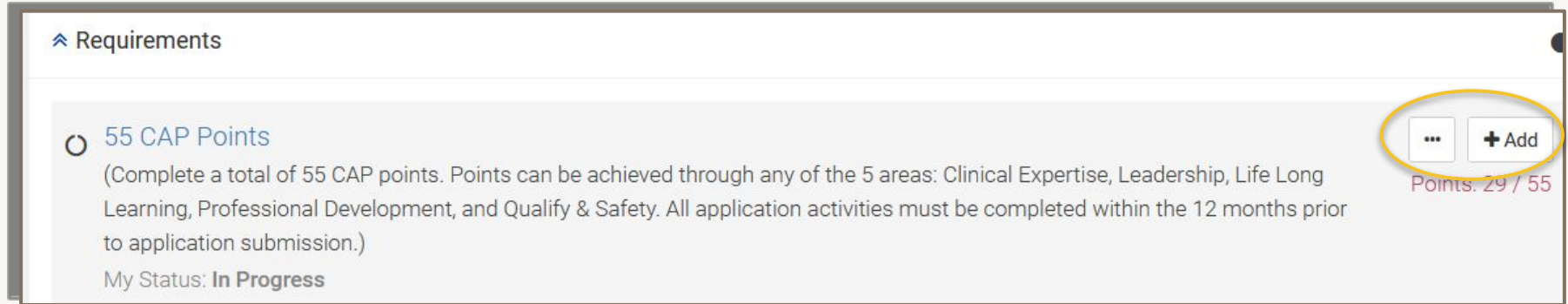
Created 6/15/2022 4:48 PM by Alanna Woods

Modified: 6/15/2022 5:32 PM by Anna Test

Save

Verify your facility, location, department, manager, and other information are correct.

Application Requirements



⤴ Requirements

○ 55 CAP Points
(Complete a total of 55 CAP points. Points can be achieved through any of the 5 areas: Clinical Expertise, Leadership, Life Long Learning, Professional Development, and Qualify & Safety. All application activities must be completed within the 12 months prior to application submission.)
My Status: **In Progress**

⋮ + Add

Points: 29 / 55

Select an icon to the right of a requirement to begin completing each requirement.

Selecting an Activity*

55 CAP Points

(Complete a total of 55 CAP points. Points can be achieved through any of the 5 areas: Clinical Expertise Leadership, Life Long Learning, Professional Development, and Qualify & Safety. All application activities must be completed within the 12 months prior to application submission.)

My Status: **In Progress**

... + Add

Points: 29 / 55

Find Add Add All Done Available Activities 1 - 5 of 63

Activity Group	Area	Points	Max Points	Sort Order	Activity
<input type="checkbox"/>	Clinical Expertise	3	6	168	Clinical Bulletin Board (Area: Clinical Expertise) 3 points per board (max. 2) Form L; Photo of board
<input type="checkbox"/>	Clinical Expertise	9	28	164	Information Systems Trainer (Area: Clinical Expertise) 9 points (4 classes max) Form L, Documentation, Form M Roster

Clinical Expertise 5 Search for Activities

Superuser/ Unit Based Champion 7 Points
Super user or UBC - 7 points (no max)
Form L; Evidence of training; Form M Roster;

In-Service 3 Points
6 max
3 points per topic (max. 2)

Skill Validation
7 points (no max)
Form L; com

Clinical Bulletin Board
3 points per board
Form L; Photo of board

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

Activity Details

Form H - Academic Degrees

All degrees must be obtained in the past 12 months and must have a focus in nursing, education, management, or a healthcare related field.

⤴ Required Document

Upload photocopy of diploma, certificate, or letter on official school letterhead conferring the degree.

Sampledocument16-2.docx

✕

Back

Save

Complete fields.

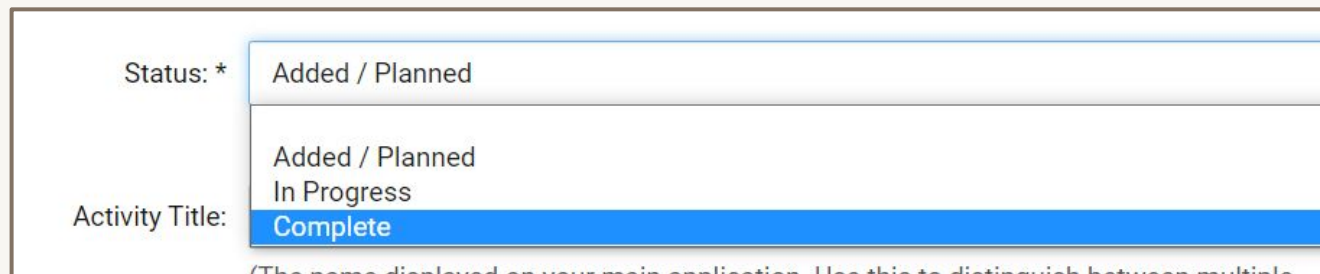
These can be edited at a later time if needed.

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 form with two labels: 'Status: *' and 'Activity Title:'. A dropdown menu is open next to the 'Status: *' label, displaying three options: 'Added / Planned', 'In Progress', and 'Complete'. The 'Complete' option is highlighted with a blue background. Below the dropdown, there is a small, faint text note: '(The name displayed on your main application. Use this to distinguish between multiple...

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

Application Page

MedStar Health

Home / Your Information / Application

REFRESH HELP PRINT SETTINGS

Anna Test - (CAP Level 2) - 9 % - Click to view Anna's ePortfolio

Program: 2022 Clinical Advancement Program

Level: CAP Level 2 (New) (Change)

Applied: 7/18/2022

Medstar Washington Hospital Center / Emerg Srvs

Manager / Director: Test Manager

Status: In Progress

User ID: anna.test3@staffgarden.com

Mobile Number: (800) 671-3606

Hired: May 2017 - 5.2 years

Years Experience: 0.00

Champion:

9 %

Complete

Requirements: 1 required, 0 complete

Activities: 1 added, 1 complete

Activity Approvals: 0 required, 0 requested, 0 approved

Points: 15 added, 55 required

Application Approvals: 1 required, 0 approved

Created: 7/18/2022 1:55 PM by Anna Test

Last Update: 7/18/2022 1:57 PM

Requirements

55 CAP Points

(Complete a total of 55 CAP points. Points can be achieved through any of the 5 areas: Clinical Expertise, Leadership, Life Long Learning, Professional Development, and Qualify & Safety. All application activities must be completed within the 12 months prior to application submission.)

My Status: In Progress

Less

15 Academic Degrees (Master's Degree)

(Area: Life Long Learning)

Complete

Required Document

Date of Achievement7/13/2022

Upload photocopy of diploma, certificate, or letter on official school Sample Doc.docx

Committees Documents Notes Checkups

Approvals (All) 2

Pre-Approval 1

Approved

Approving: Pre-Approval

Approver: Test Manager (Manager)

Application 1

Pending

Approving: Application

Approver: Test Manager (Manager)

Review your selections that you have added and your responses on your Application page.

16

Edit/Delete an Activity

Click activity to edit.



The screenshot displays a user interface with a light gray background. On the left, there is a card for an activity. The card has a blue header with the number '15' in a white circle, followed by the text 'Academic Degrees (Master's Degree)' and '(Area: Life Long Learning)'. Below this, there is a green checkmark icon and the word 'Complete'. The card is highlighted with a yellow oval. A yellow line points from the text 'Click activity to edit.' to this oval. To the right of the card, there is a section titled 'Required Document'. Below this title, there is a table with two columns. The first column is labeled 'Date of Achievement' and the second column is labeled 'Upload photocopy of diploma, certificate, or letter on official school letterhead conferring the degree.'. The table contains one row with the date '7/29/2022' and the file name 'Sampledocument16-2.docx'. On the far right of the interface, there is a circular button with a trash can icon. A yellow line points from the text 'Delete an activity' to this button.

Date of Achievement	Upload photocopy of diploma, certificate, or letter on official school letterhead conferring the degree.
7/29/2022	Sampledocument16-2.docx

Delete an activity

Submit for Unit Director Approval

Home / Application

REFRESH HELP PRINT **SUBMIT FOR UNIT DIRECTOR APPROVAL** SETTINGS

Sally Test - (CAP Level 2) - 91 % - Click to view Sally's ePortfolio

Program: 2022 Clinical Advancement Program
Level: CAP Level 2 (New) (Change)
Applied: 6/16/2022
Medstar Washington Hospital Center / Surg 5NW
Manager / Director: Test Manager

Status: In Progress
Approved: 7/18/2022 9:53 AM
User ID: alanna.woods+test393@staffgarden.com
Mobile Number: (800) 671-3606
Hired: Apr 2015 - 7.3 years
Years Experience: 19.25
Champion:

91 % Complete

Requirements: 1 required, 1 complete
Activities: 6 added, 6 complete
Activity Approvals: 0 required, 0 requested, 0 approved
Points: 65 added, 55 required
Application Approvals: 1 required, 0 approved

Created: 6/16/2022 10:06 AM by Sally Test Last Update: 7/29/2022 11:29 AM

Requirements

55 CAP Points
(Complete a total of 55 CAP points. Points can be achieved through any of the 5 areas: Clinical Expertise, Leadership, Life Long Learning, Professional Development, and Qualify & Safety. All application activities must be completed within the 12 months prior to application submission.)
My Status: Complete

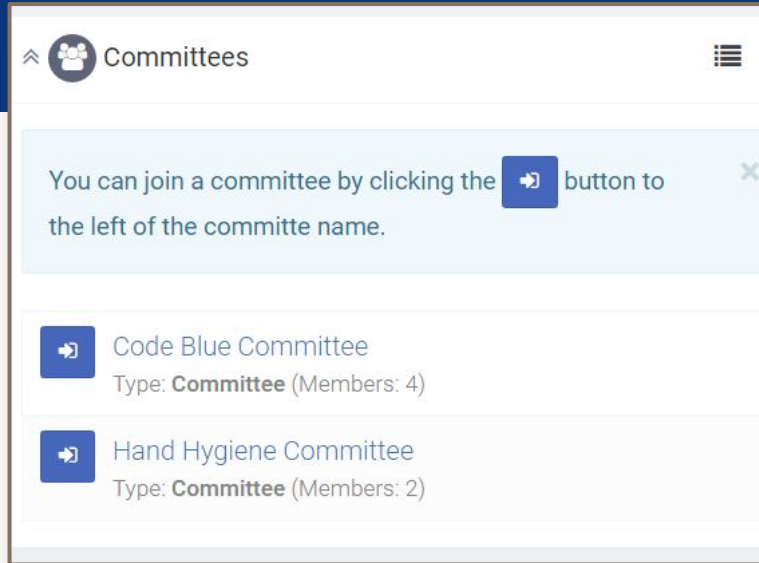
Less

20 Author/Publication (First author: Journal Publication)
(Area: Professional Development)
Complete

Points: 65

Submit for Unit Director Approval indicates **ALL** of your program requirements have been fulfilled and ready to be reviewed.

Committees



Find the committees section on the bottom of the Home Page or on the right hand-side of the Application page.



Click the icon to join or leave a committee.

Checkups (Sorted by #)

1 Period Ending: 7/1/2022



<Not completed> (Rose Test - owner)

<Not completed> (Test Manager - manager)

My Progress: Below Expectations ✓ 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

Checkups

1. From your ladder 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.'

IT Questions?

Contact StaffGarden

Phone: 800-671-3606

Email: help@staffgarden.com

Live Chat: Monday - Friday 8:30am to 5:30pm PST

