Medstar Health’s Clinical Advancement Program Steps on StaffGarden GROW

Program Onboarding

Login

- Upload Resume

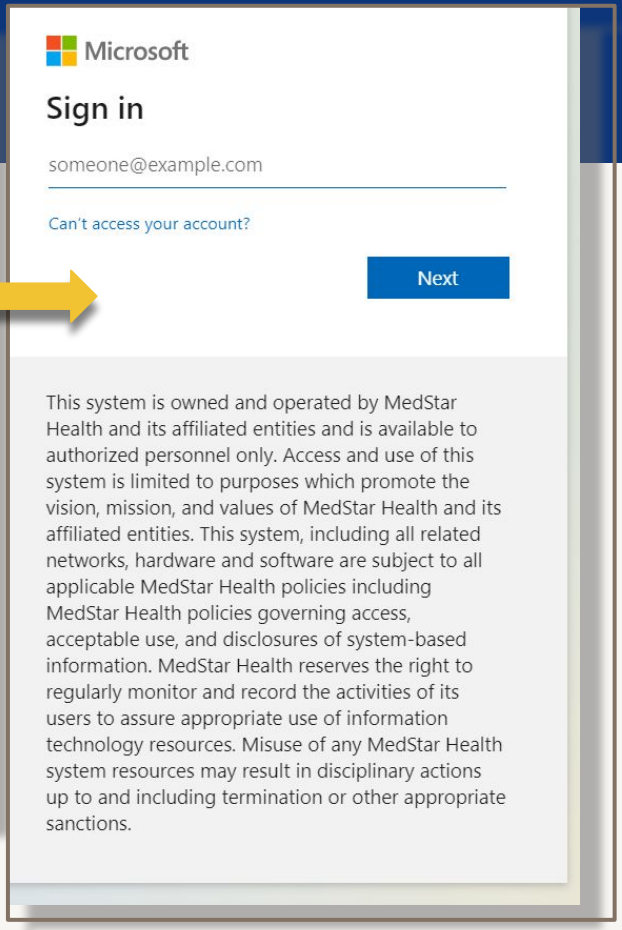
Home Page

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

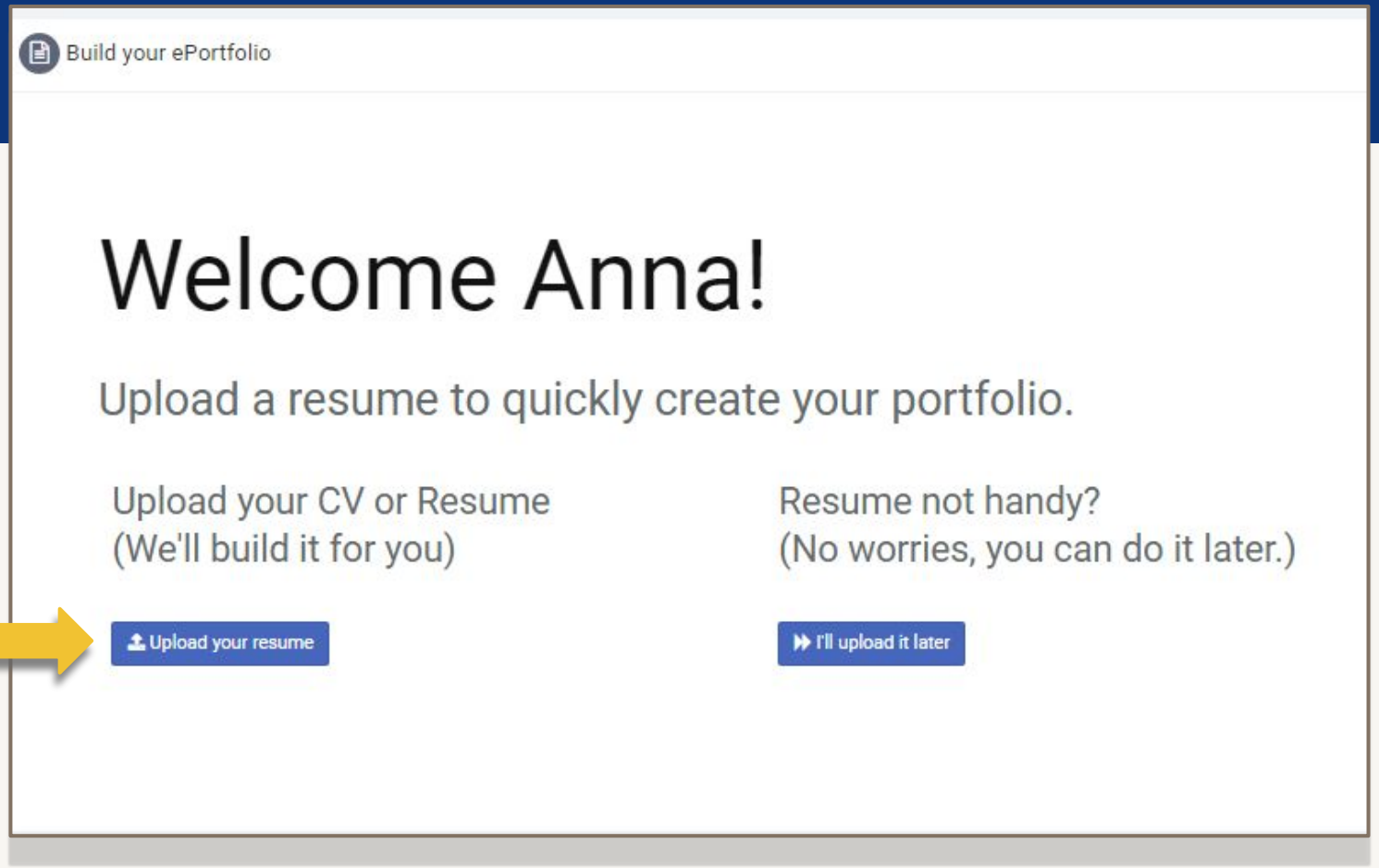
Application/Program Page

- Requirements
- Activities
- Checkups
- Committees

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



Upload Resume



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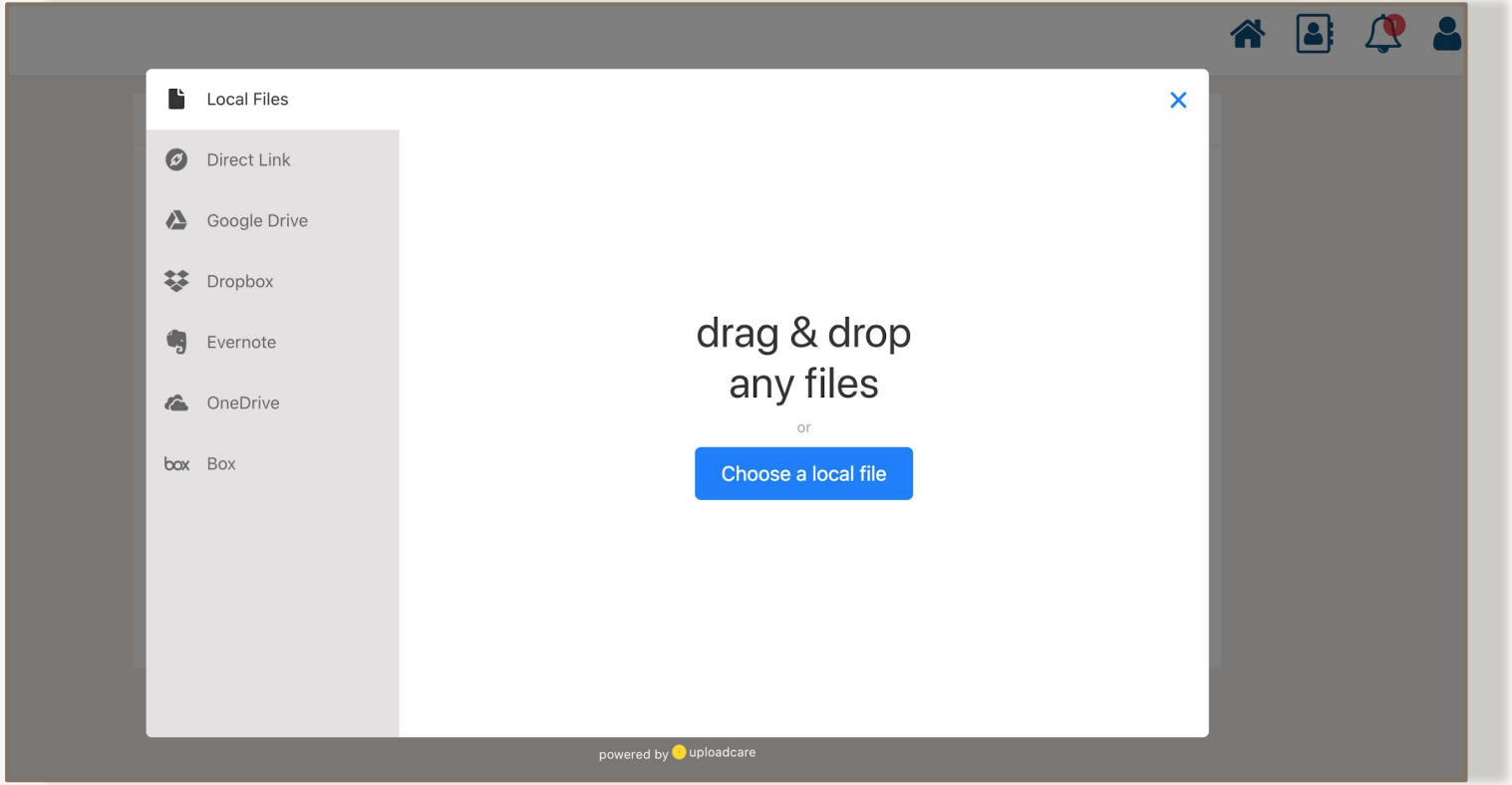
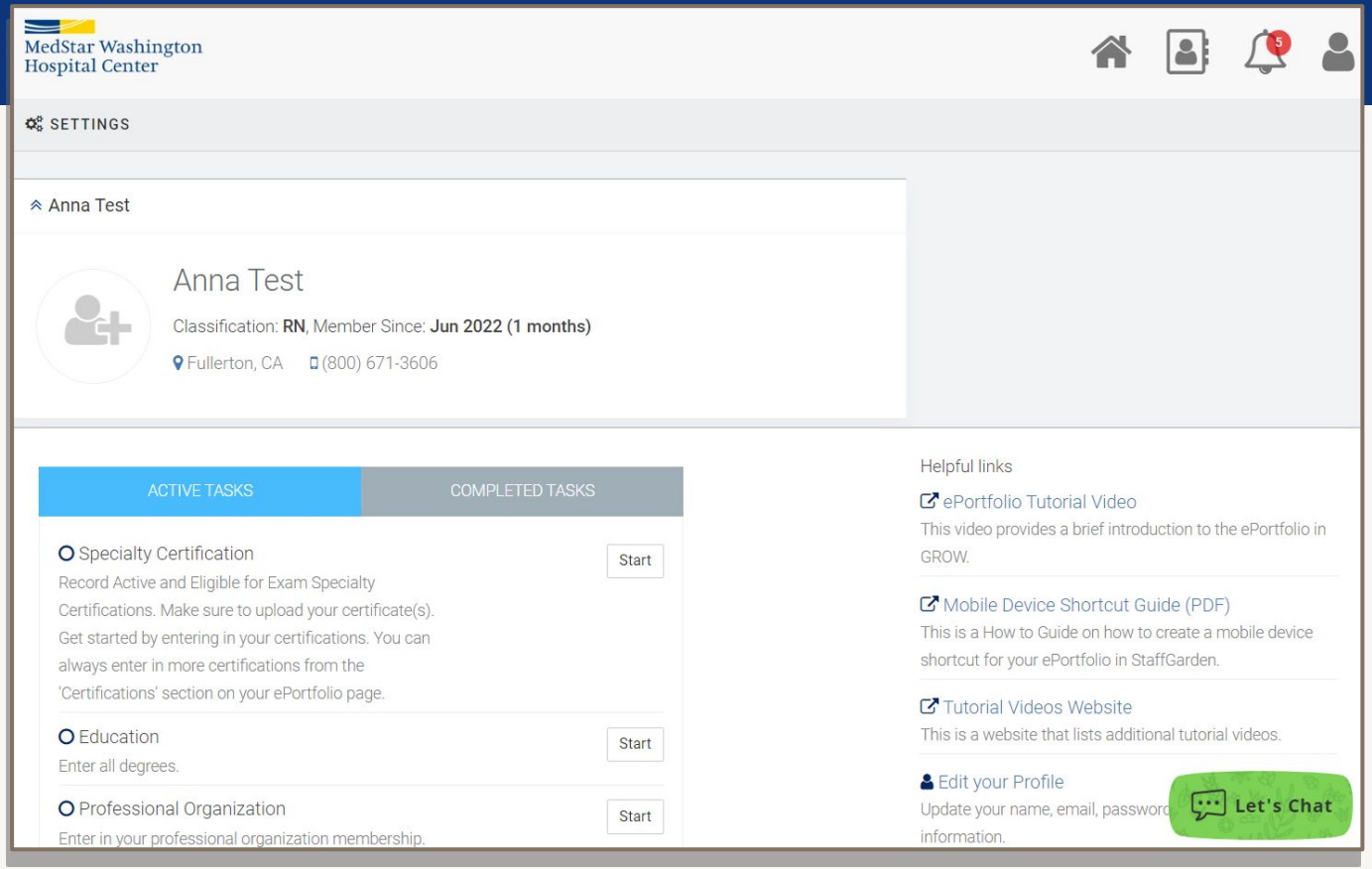


Upload your resume to get started on your ePortfolio or upload it later.

Home Page



Home

My Portfolio

Alert Center

My Profile

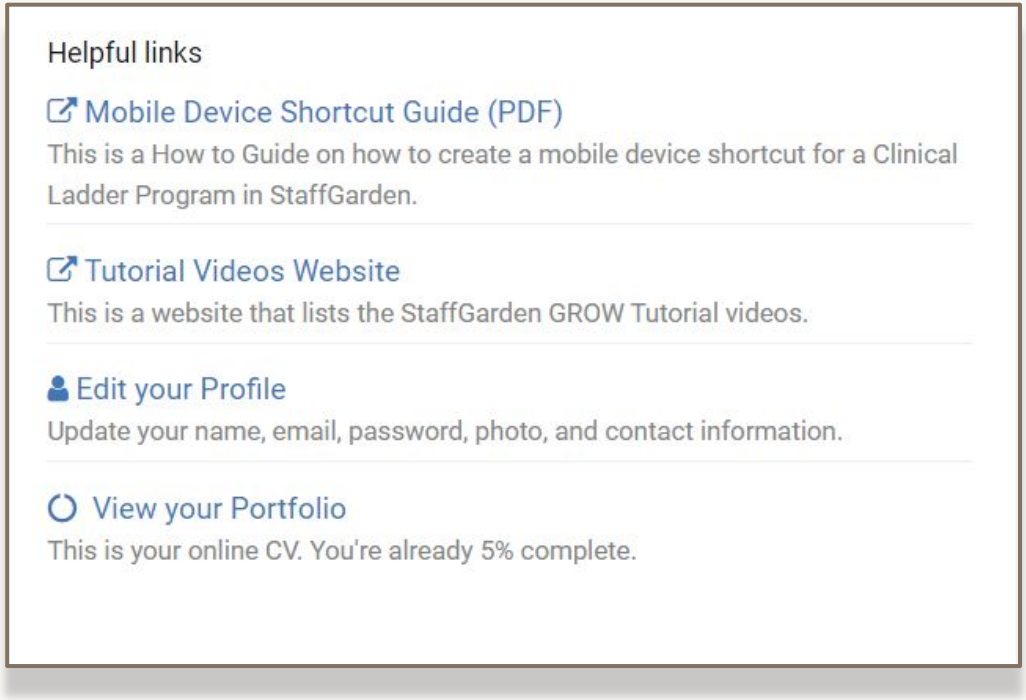
Edit Button

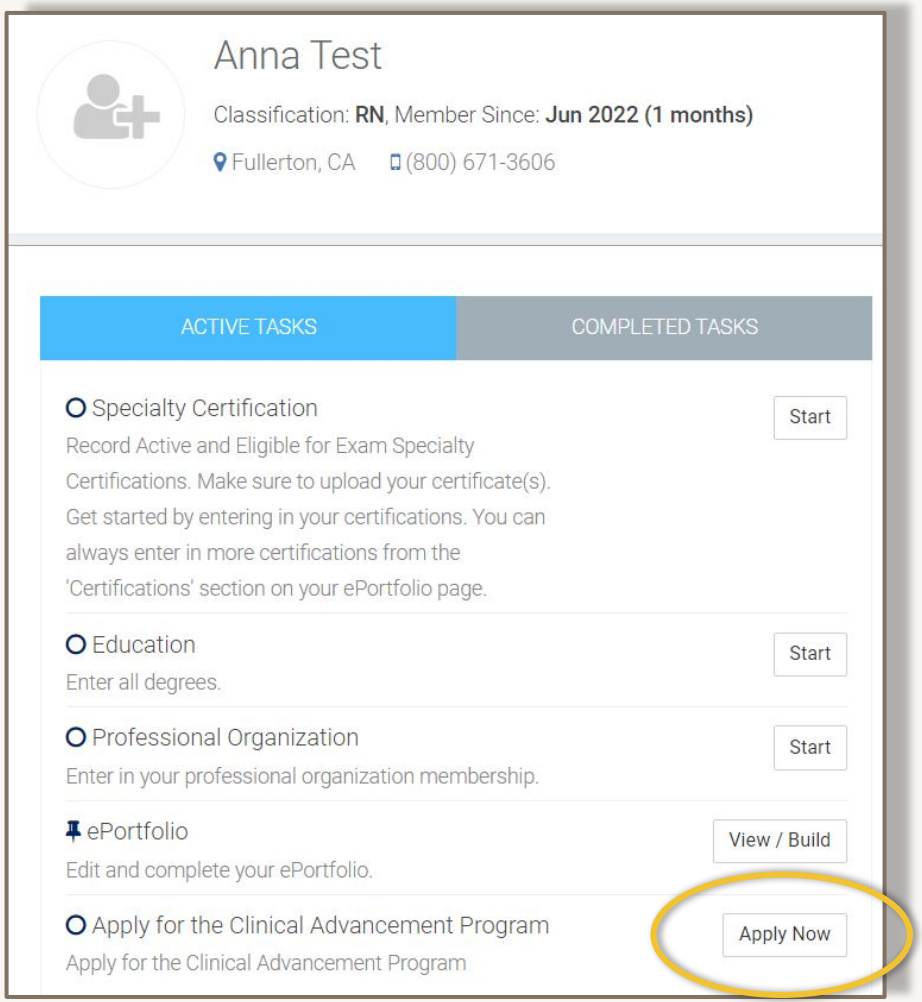
Helpful Links

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.

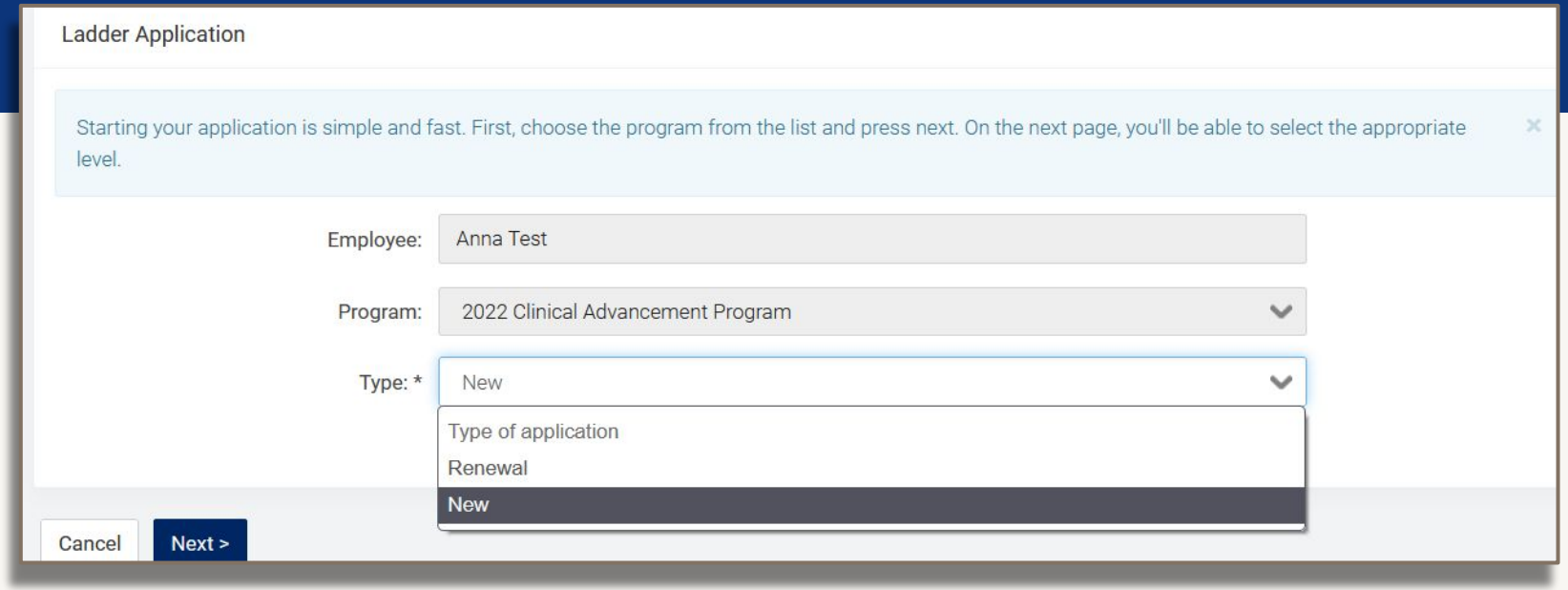




Applying

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

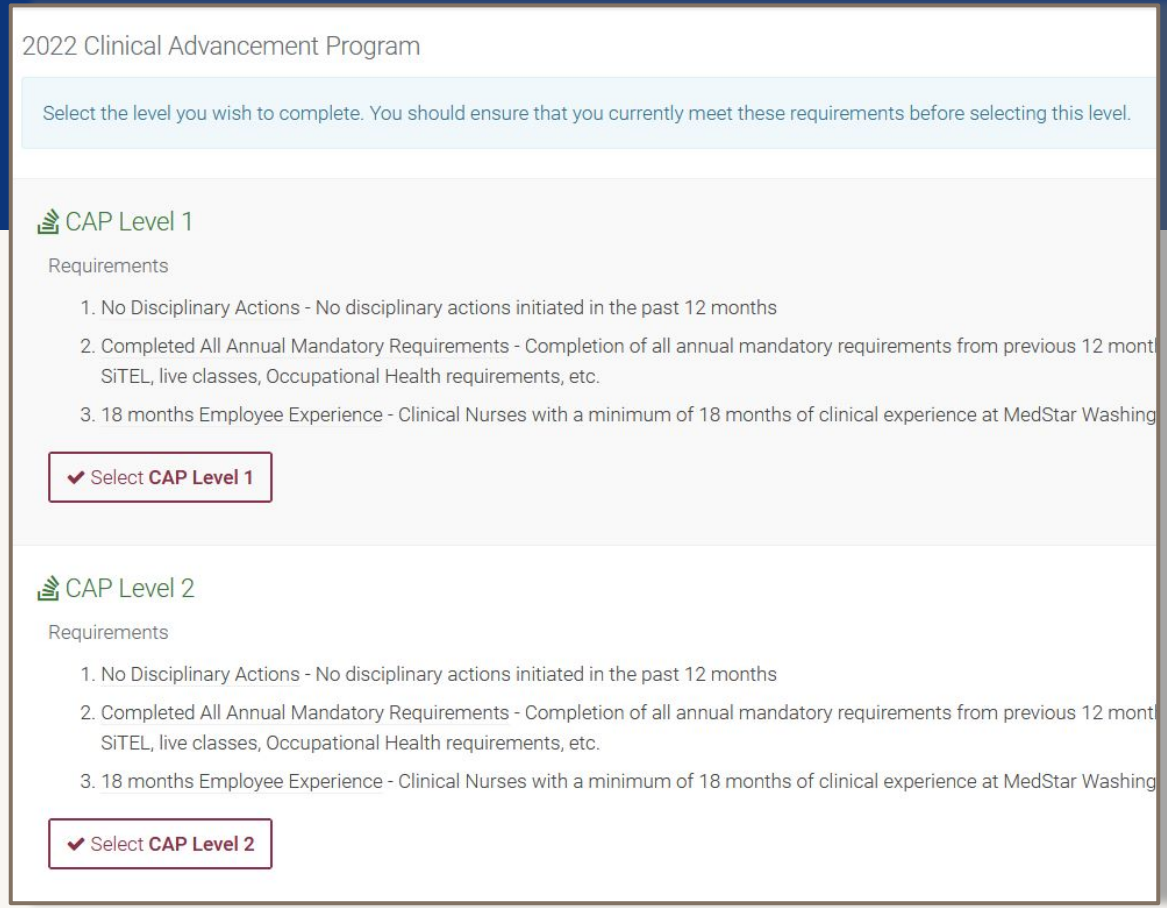
Application Type



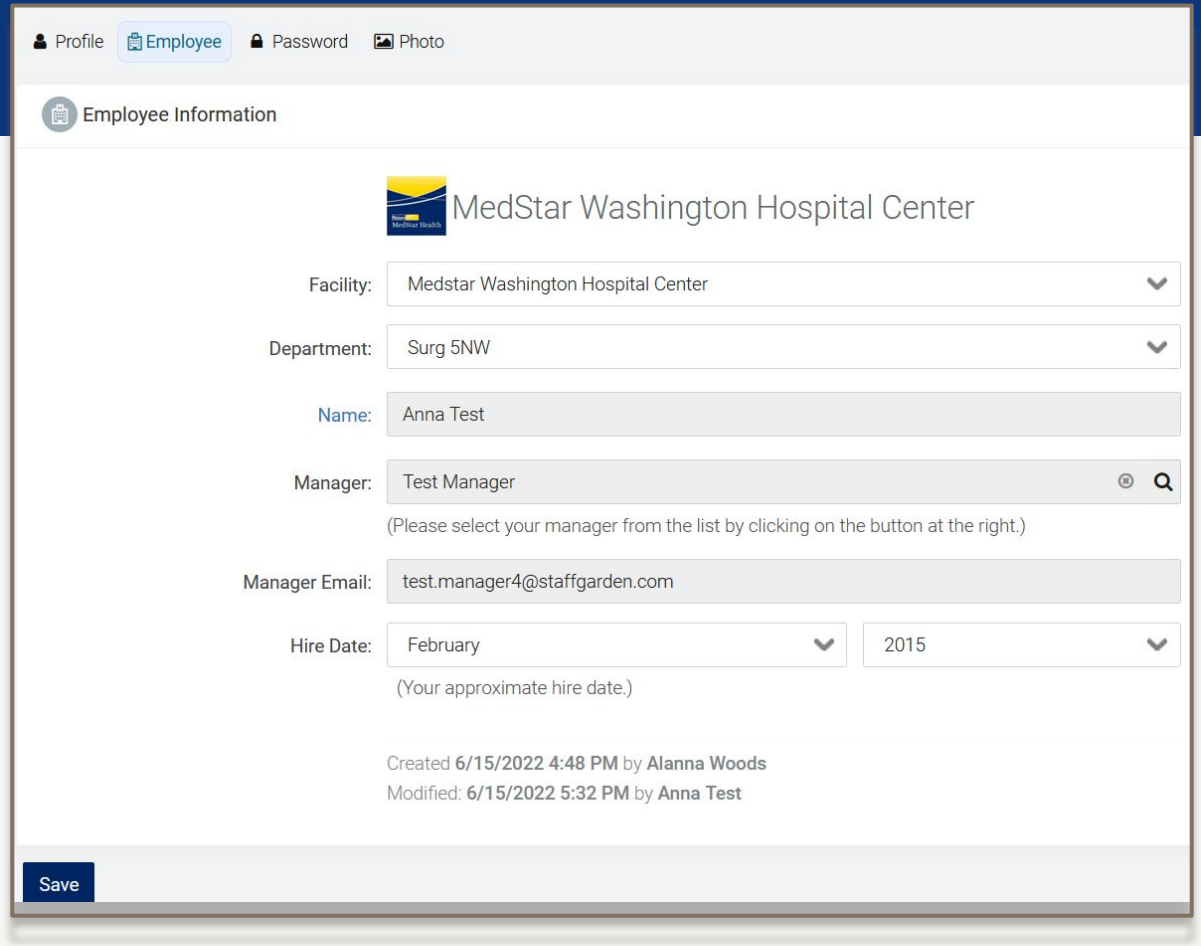
New participants should select “New.” If you have participated in the Clinical Advancement Program before, select “Renewal.”

Level Requirements

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

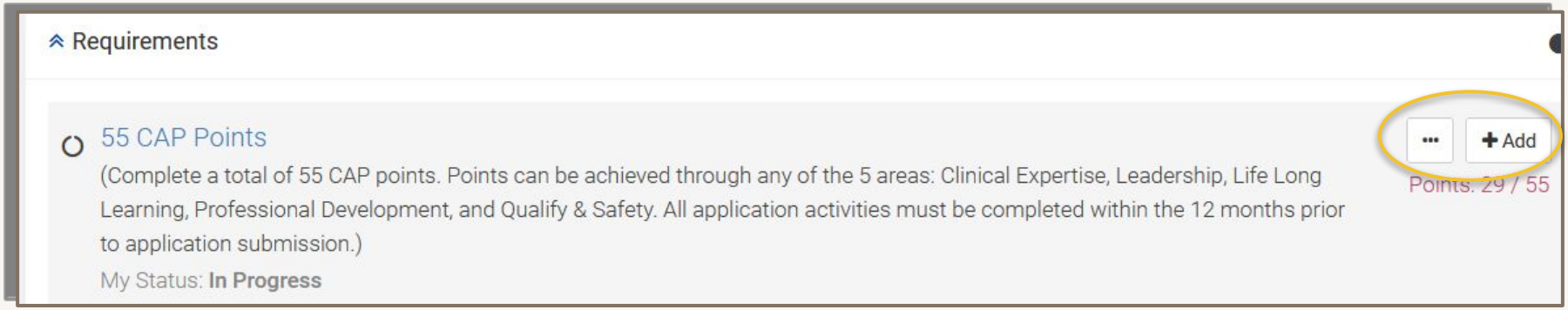


Applying: Your Information



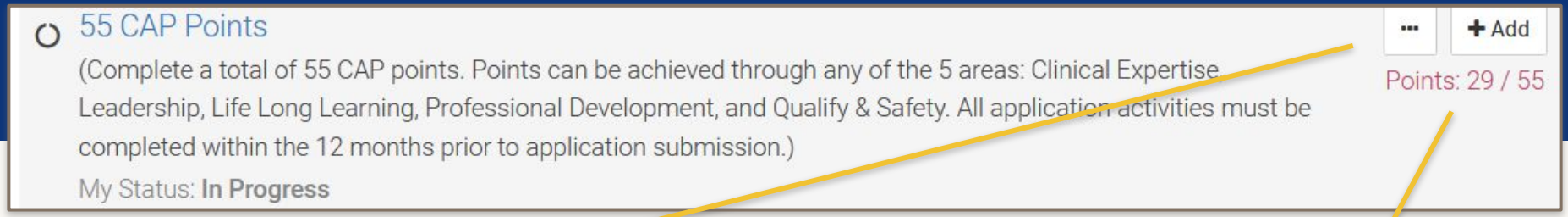
Verify your facility, location, department, manager, and other information are correct.

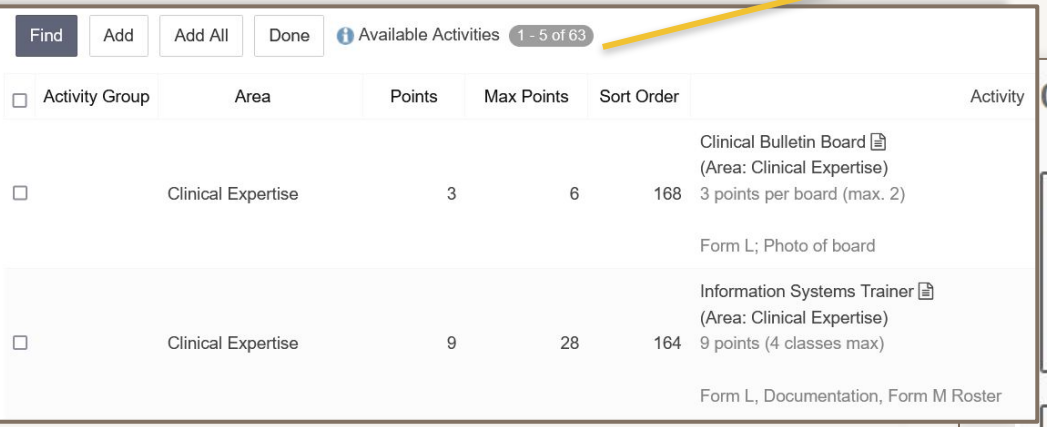
Application Requirements

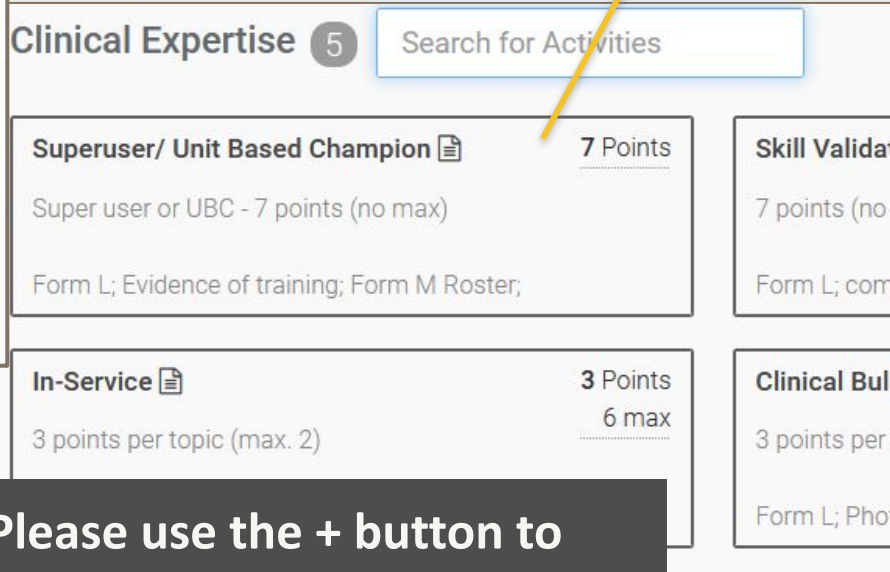


Select an icon to the right of a requirement to begin completing each requirement.

Selecting an Activity*

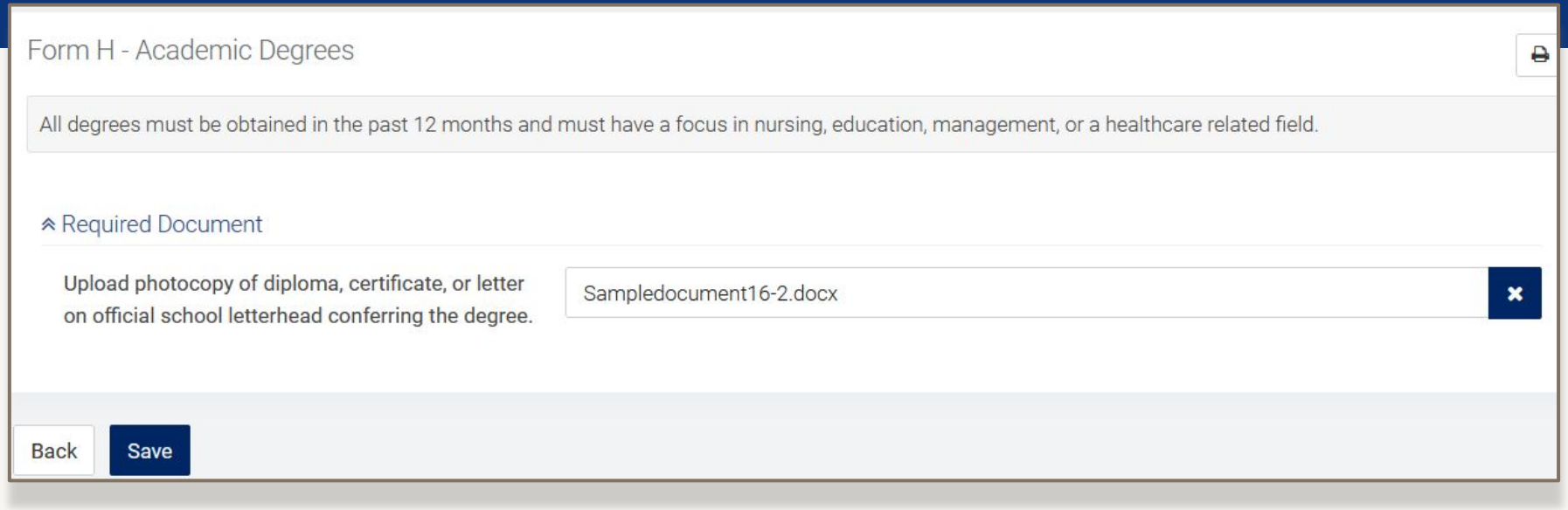






The "+" or "..." will display a list of options. ***Please use the + button to satisfy this requirement.**

Activity Details



Complete fields.

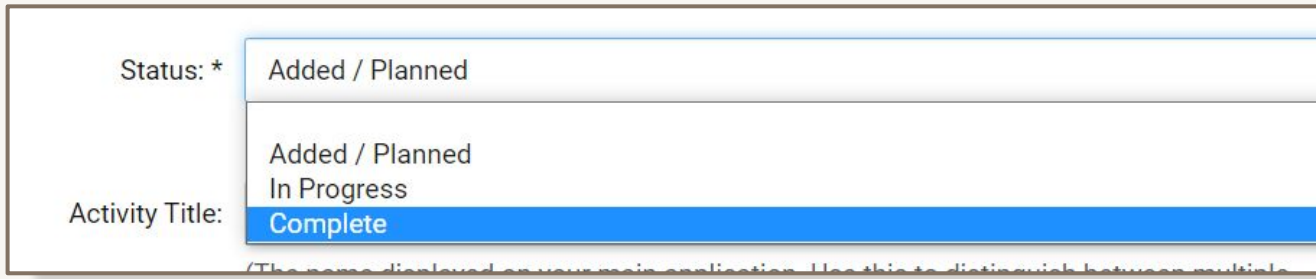
These can be edited at a later time if needed.

Choosing a Status for an Activity

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

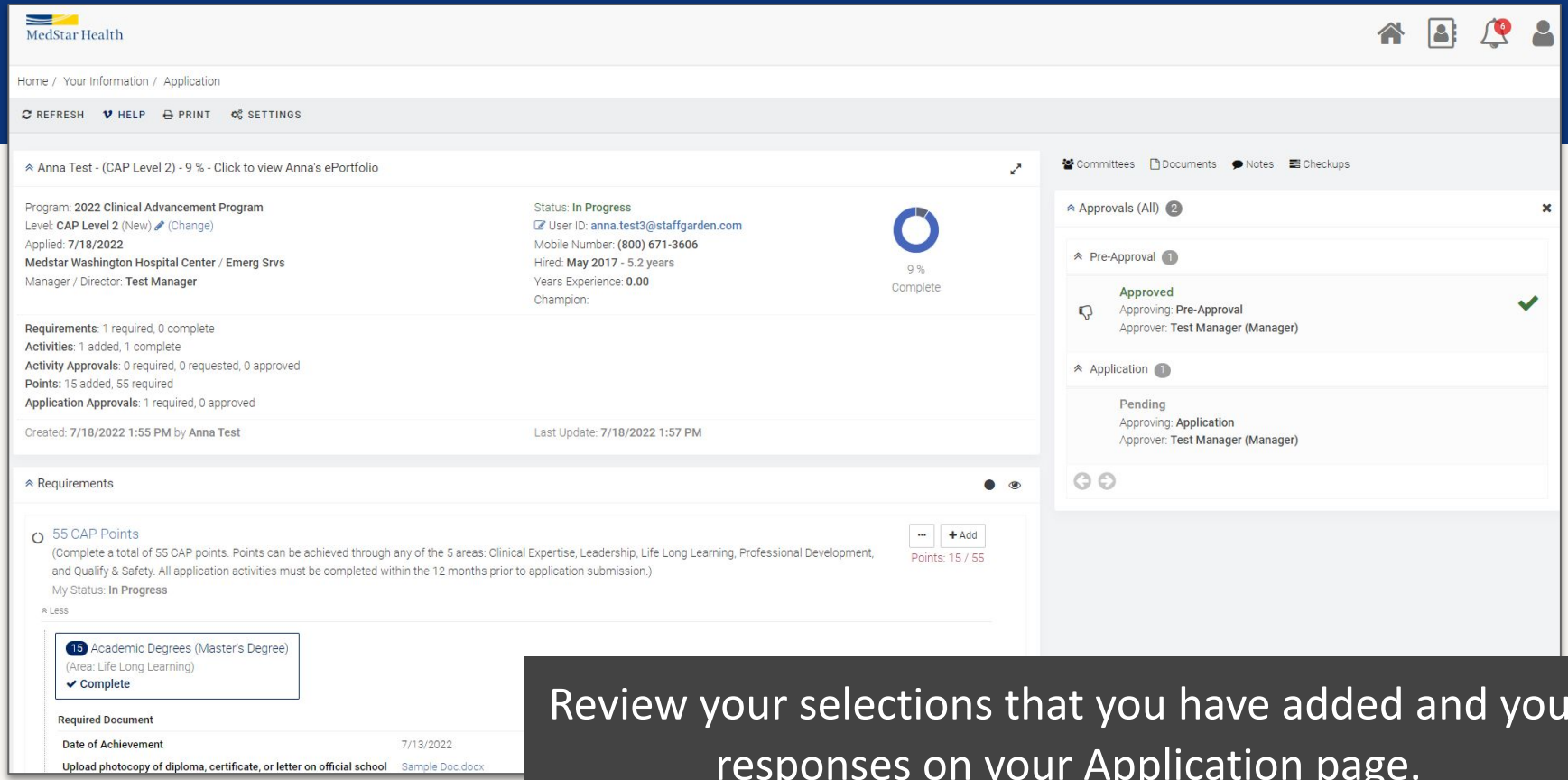
In Progress - you are working on this activity

Complete - you have finished this activity



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

Application Page



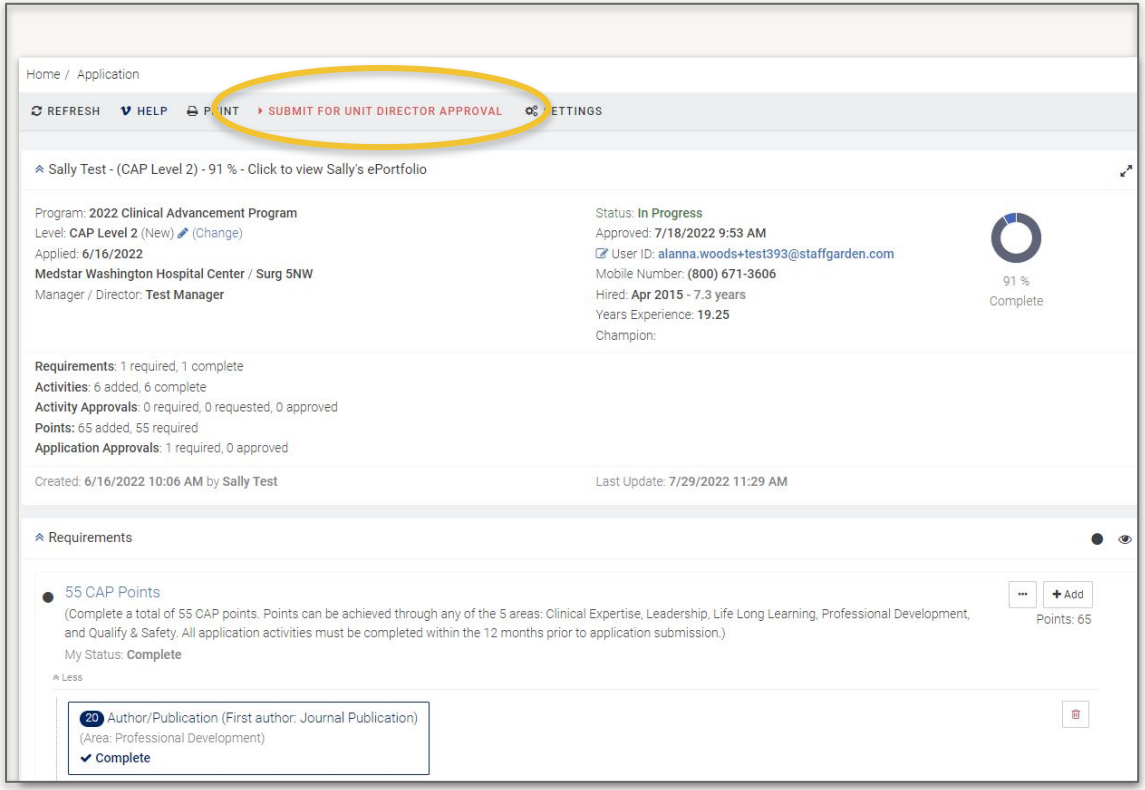
Review your selections that you have added and your responses on your Application page.

Edit/Delete an Activity

Click activity to edit.

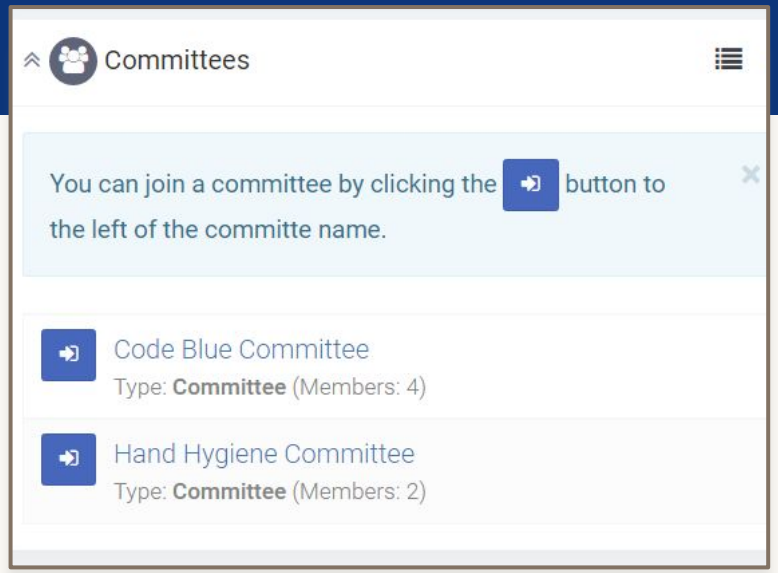
Delete an activity

Submit for Unit Director Approval

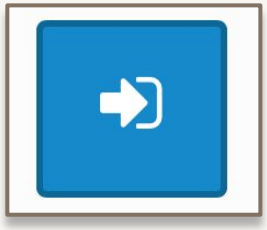


Submit for Unit Director Approval indicates **ALL** of your program requirements have been fulfilled and ready to be reviewed.

Committees

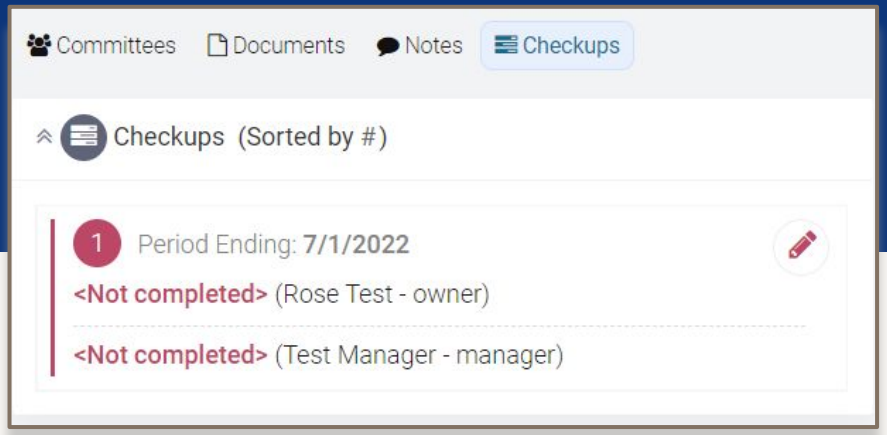


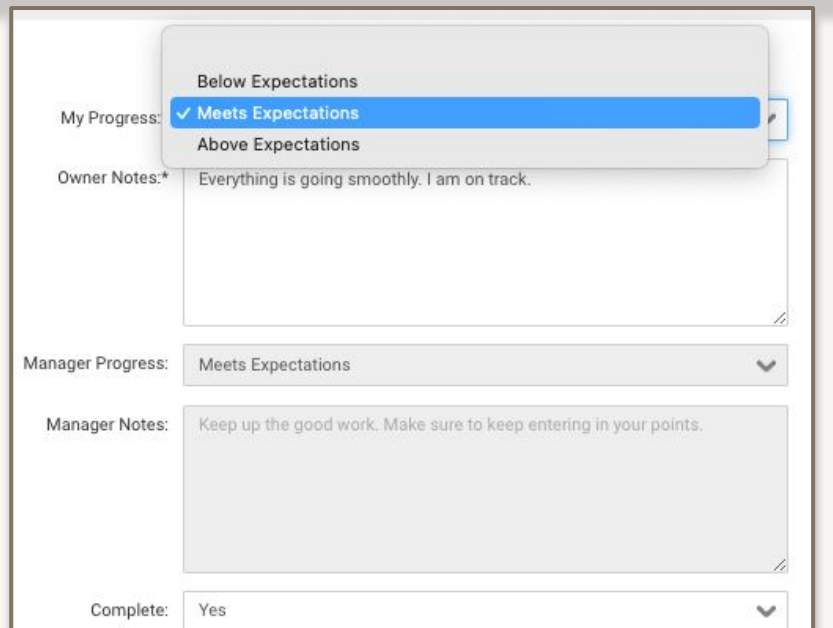
Find the committees section on the bottom of the Home Page or on the right hand-side of the Application page.



Click the icon to join or leave a committee.

Checkups





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