



Clinical Ladder Program Steps

Updated February 2021





Program Onboarding

- Go to <https://hoagladder.staffgarden.com>
- Registration
- Login
 - Forgot your password?
- Homepage
 - Buttons on homepage (Home, My Portfolio, Alert Center, My Profile, Edit, Link Button)
- Applying to Program
- Requirements
 - Walkthrough of the different requirements for the Clinical Ladder Program
- Checkups
- Application Statuses
 - Explanation of the different statuses on an application



Registration

- Go to URL:
<https://hoagladder.staffgarden.com>
 - Do NOT type URL into google or any other search engine
 - You can tell it is the correct page because it will have Hoag's logo and say at the top 'Welcome to the Hoag Clinical Ladder'
- Fill out the fields
 - The email address will become your User ID for future logins
 - **You may register with your personal email address for direct notifications.**
 - Create your password in the Password field
- Click 'Get Started' to finish registering

Welcome to the Hoag Clinical Ladder

Welcome back! Login to your account.

Sign In With Google

First name Last name

Email address

Mobile number

Password

Get Started

I already have an account »

hoag

Welcome to the Hoag Clinical Ladder

Please note Hoag 2021 Clinical Ladder enrollment ends December 31st 2020.

You may register with your personal email address for direct notifications. If you are interested in you of upcoming meetings and for any correspondence, please feel free to be reached by your personal email, feel free to contact us.

We are excited to have you a part of our "staff" clinical ladder is a tool developed specifically for clinical nursing. The clinical ladder is a structured program designed to distinguish advancement in care, recognize and reward nursing expertise and contributions.

The purpose of our clinical ladder is to:

- Enhance, recognize and reward professional nursing expertise and contributions.



Login

Welcome back! Login to your account.

Sign In With Google

User ID

Password

Sign in

Welcome back Alanna

[Forgot your password?](#)

[« I need to create an account](#)

Welcome to the Hoag Clinical Ladder

Please note Hoag 2021 Clinical Ladder enrollment is open from November 1st to December 31st 2020.

You may register with your personal email address so that your Last name of upcoming meetings and for any communication notifications reached by your personal email, feel free to use your Hoag email.

We are excited to have you a part of our "state of the art" nursing clinical ladder is a tool developed specifically at Hoag hospital to nursing. The clinical ladder is a structured system to provide our

Email address

Mobile number

Password

Passwords must meet the following complexity rules:

- The password must contain at least one number.
- The password must contain at least one letter.
- The password cannot contain any spaces.
- The password must be at least 8 characters.

Get Started

[I already have an account »](#)

- Login URL: <https://hoagladder.staffgarden.com>
- Enter in your User ID and password to log in
 - User ID is the email address associated with your account
 - Password is whatever you created for this account
- If the page is asking for your First name and Last name then you are on the **wrong** page
 - Click 'I already have an account' button to get to the correct page

Login: Forgot your password?

If you forgot your password then you can make a new one.

1. Click 'Forgot your password?' button
2. Type in the email address associated with your account
3. Check your email (inbox and spam) for password reset email
4. Click 'Reset your password' button in email
5. Create your new password

Password

Sign in

Welcome back Alanna

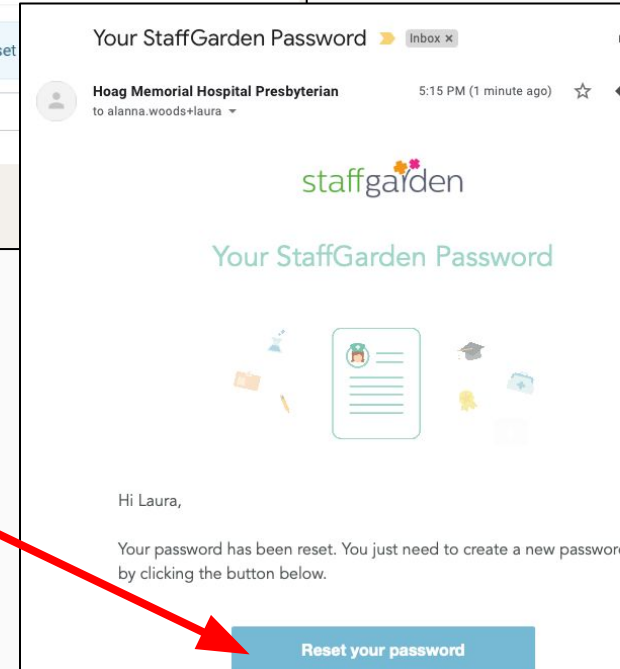
[Forgot your password?](#)

Recover your password

Enter the email address associated with your account, and we'll email you a link to reset

Email Address:

Cancel Send Password





Homepage

The screenshot shows the user's profile page. At the top left is the 'hoag' logo. To the right are navigation icons: a home icon, a portfolio icon, a notification bell with a red '2', and a user profile icon. Below the navigation bar is a 'HOME' header. The main content area features the user's name 'Laura Bailey (test)' with an edit icon, their classification 'RN, Member Since: Nov 2020 (2 months)', and location/contact info 'Fullerton, CA (800) 671-3606'. A progress bar shows 'TO BE DONE' (active) and 'COMPLETED'. A task card for 'Hoag 2021 Clinical Ladder' is shown with a 'View' button. On the right, a 'Helpful links' section includes 'Clinical Ladder Exemplar Activity Points', 'Edit your Profile', and 'View your Portfolio'.



Home



My Portfolio



Alert Center



My Profile



Edit Button



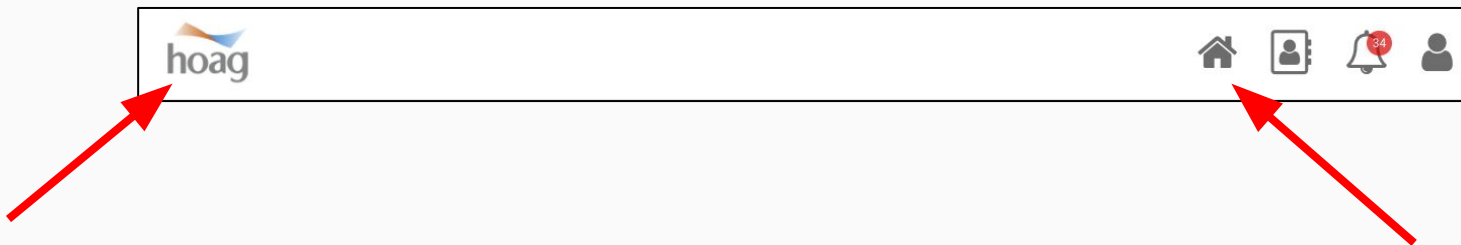
Link Button



Home

This button takes you back to your homepage.

You can also use the Hoag logo button in the top left corner to navigate to homepage.





Alert Center

This button allows you to see a list of all notification system from the system to you.

You can click View Details to see the full communication.

Notifications

Hoag Memorial Hospital Presbyterian: Your password has been changed.
<https://bit.ly/2MnN7Ik>
Dec 31
[View Details](#)

Hoag Memorial Hospital Presbyterian: We have reset your password and sent reset instructions to: alanna.woods+laura@staffgarden.com <https://bit.ly/2MnN7Ik>
Dec 31
[View Details](#)

Hoag Memorial Hospital Presbyterian: Welcome to the committee Clinical Information Technology Council (2021)! (Hoag Clinical Ladder)
Dec 31
[View Details](#)

Hoag Memorial Hospital Presbyterian: You have a meeting for the Clinical Information Technology Council (2021) on 11/17/2021 2:00 PM.
<https://app.staffgarden.com/api/a9ux87b/account-group/invite/48995>
Dec 31
[View Details](#)

Hoag Memorial Hospital Presbyterian: You have a meeting for the Clinical Information Technology Council (2021) on 8/25/2021 2:00 PM.
<https://app.staffgarden.com/api/a9ux87b/account-group/invite/48996>
Dec 31
[View Details](#)



My Profile

This allows you to edit different info related to your account.

Profile page lets you update your contact info (including email address/user ID).

Employee page lets you change info such as your department.

Password page lets you change your password.

Profile Employee Password Photo

Profile

Profile Information

First Name:* Laura Last Name:* Bailey (test)

My Portfolio:* laura-baileytest
Public link: <https://portfolio.staffgarden.com/laura-baileytest>

Professional Title: Example: MS, RN; BSN, LPN, ...

Email Address:* alanna.woods+laura@staffgarden.com
(Your email address will be your user ID)

Profile Employee Password Photo

Employee Information

hoag Hoag Memorial Hospital Presbyterian

Name: Laura Bailey (test)

Facility: Hoag Hospital Newport Beach

Department: CCU

Manager: Alanna Woods (hoagladder)

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

Manager Email: alanna.woods+hoagcl@staffgarden.com

Hire Date: February 2007
(Your approximate hire date.)







Edit Button

This button will allow you to edit information.


⌵ Laura Bailey (test)












Laura Bailey (test) 

Classification: **RN**, Member Since: **Nov 2020 (2 months)**

📍 Fullerton, CA 📞 (800) 671-3606

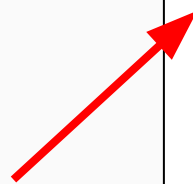
⌵  Activities 3

Activity	Points
 Achieve BSN or higher in current Clinical Ladder Year (Area: Exemplary Professional Practice) Requirement: Exemplar Activity Points (3) Status: Added / Planned	 1 
 Journal Club participation (Area: New Knowledge, Innovations, and Improvements) Requirement: Exemplar Activity Points (3) Status: Added / Planned	 1 
 Recipient of an Award, or honor (Area: Transformational Leadership) Requirement: Exemplar Activity Points (3) Status: Added / Planned	 2 
	4





Link Button


This button will allow you to open up resources under the Helpful Links area on your homepage.



Helpful links

 [Clinical Ladder Exemplar Activity Points](#)
Clinical Ladder Exemplar Activity Points as of December 2020.

 [Edit your Profile](#)
Update your name, email, password, photo, and contact information.

 [View your Portfolio](#)
This is your online CV. We use this information to match you to opportunities. You're already 79% complete.



Applying to Program

Click 'Apply now' button on homepage to apply to Hoag's Clinical Ladder Program.

Please note that this apply button will only allow you to apply to the program during Hoag's enrollment period.

Hi Laura! You're off to a great start.
You are currently in the Ladder Application stage.

TO BE DONE	COMPLETED
<input type="radio"/> Apply for the Clinical Ladder Apply to the Hoag 2021 Clinical Ladder	Apply now

A red arrow points to the 'Apply now' button.



Applying to Program

Select type (new or renewal)

Select ladder level you are applying to.

*Please make sure you meet the eligibility requirements (aka prerequisites) listed for the level.

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*: ▼
(Choose 'New' if this is your FIRST time participating in the program.)

Hoag 2021 Clinical Ladder

Select the level you wish to complete. Each level lists pre-requisites. You should ensure that you currently meet these requirements before s

Clinical Nurse II

Requirements

1. No Suspension - Applicant is not in any form of discipline. (Written and / or disciplinary suspension.)
2. REACH (Achieves Expectations+) - Overall rating of 'Achieves Expectations' or better on annual REACH evaluation.
3. Experience - One year of RN clinical experience on the same unit at Hoag with successful completion of department orientation.
4. SMART Goal - Must have SMART goal filled out on application.
5. Committee - Must have Committee selected on application.

Clinical Nurse III

Requirements

1. No Suspension - Applicant is not in any form of discipline. Note: Written and or disciplinary suspension.
2. REACH (Achieves Expectations+) - Overall rating of 'Achieves Expectations' or better on annual REACH evaluation.
3. Experience - A minimum of 3 years of continuous employment (FT/PT) as an RN in an Acute Care hospital.
4. Education (BSN) - BSN Required. Must already have this in order to apply to this level.
5. Certification - National Certification in Specialty Area. Must already have this in order to apply to this level.
6. SMART Goal - Must have SMART goal filled out on application.
7. Committee - Must have Committee selected on application.



Applying to Program

Fill out all the fields provided (FTE field is optional).

If the fields are already filled out because you are renewing then please check they are still correct.

Your Information

We need to know your manager and the date you were hired. Your manager will be notified once your application has been submitted.

Name:

Email Address:

Facility: ▼

Department: ▼

Status: ▼ FTE:

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


Hire Date: ▼ ▼
(Your approximate hire date.)



Applying to Program

Once you get to the application page you are finished applying. The application's status will be 'Applied'.

From the moment you finish applying the application is visible to those that have access (Manager, Administrators, Champions).

You can click the min/max button to see more info about the application. 

⌵ Laura Bailey (test) - (5 % Complete) - Click to view Laura's ePortfolio 

Program: **Hoag 2021 Clinical Ladder**

Level: **Clinical Nurse II (Renewal)**

Applied: **1/4/2021**

Facility: **Hoag Hospital Newport Beach**

Department: **CCU**

Manager / Director: **Alanna Woods (hoagladder)**

(800) 671-3606

Status: **Applied**

Last Update: **1/4/2021 12:35 PM**

✉ Email: **alanna.woods+laura@staffgarden.com**

Mobile Number: **(800) 671-3606**

Hired: **Feb 2007 - 13.9 years**

Years Experience: **5.67**

Champion:



5 %
Complete

Created: **1/4/2021 12:34 PM** by **Laura Bailey (test)**

Clinical Ladder Meetings

(Attend 2 Clinical Ladder Meetings during fiscal year.)

(In Progress) - My Status: **In Progress**

 **2021 Clinical Ladder Meeting**

No meetings scheduled

Hoag Committee/Council

(Involvement in a Hoag Committee/Council with 50% attendance by member. Make sure to join a committee using the Committees list on your homepage.)

(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

Communication

(Quarterly communication to UPC on committee/council work.)

(In Progress) - My Status: **In Progress**



Clinical Improvement Project

(Department Director agreed upon Clinical Improvement Project. Please click on the plus button on the right to get started on your project.)

(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**



Exemplar Activity Points (3)

(3 Exemplar Activity Points)

(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

Points: 0 / 3





Applying to Program

Anytime you need to access your application login, go to your homepage, under TO BE DONE click the button next to your current program application.

This will take you to your current application page.

Information you add to your application is visible to those that have access to your current application.

Hi Laura! You're off to a great start.
You are currently in the Ladder Application stage.

TO BE DONE COMPLETED

Hoag 2021 Clinical Ladder
Clinical Nurse II (Renewal)
CCU (Alanna Woods (hoagladder))
Status: **Applied**

View

The status of your application is visible from your homepage.

Requirements



The application page lists the program requirements based on the ladder level you selected for your application.

On this example image the requirements are:

- Clinical Ladder Meetings
- Hoag Committee/Council
- Communication
- Clinical Improvement Project
- Exemplar Activity Points (3)

▼ Laura Bailey (test) - (5 % Complete) - Click to view Laura's ePortfolio

- Clinical Ladder Meetings
(Attend 2 Clinical Ladder Meetings during fiscal year.)
(In Progress) - My Status: **In Progress**

👤 2021 Clinical Ladder Meeting No meetings scheduled
- Hoag Committee/Council
(Involvement in a Hoag Committee/Council with 50% attendance by member. Make sure to join a committee using the Committees list on your homepage.)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**
- Communication +
(Monthly communication to UPC on committee/council work (or if not meeting monthly, as often as meetings are being held))
(In Progress) - My Status: **In Progress**
- Clinical Improvement Project +
(Department Director agreed upon Clinical Improvement Project. Please click on the plus button on the right to get started on your project.)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**
- Exemplar Activity Points (3) Points: 0 / 3 ⋮ +
(3 Exemplar Activity Points)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

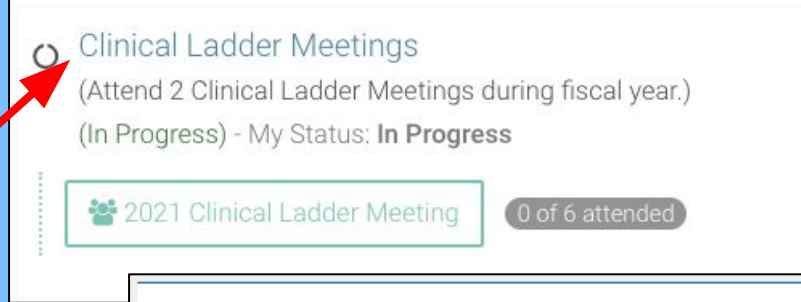
Requirements

Requirements are filled out in different ways which this documents will cover.

Click on the name of the requirement to enter in additional notes and update the requirement status.

When you have completed the requirement update the status to 'Completed'.

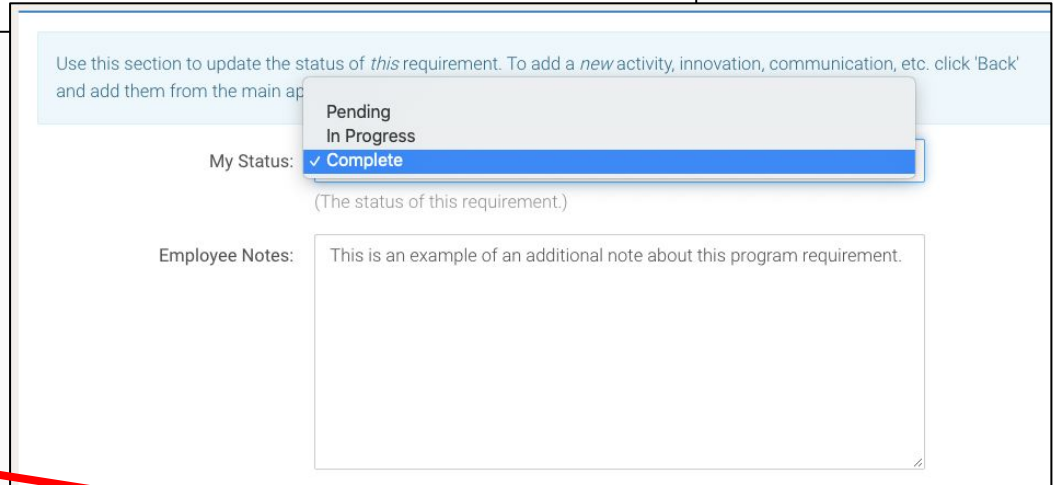
*Please note that this notes section is NOT how you complete the requirement. It just allows you to make additional notes related to that requirement.



Clinical Ladder Meetings
(Attend 2 Clinical Ladder Meetings during fiscal year.)
(In Progress) - My Status: **In Progress**

2021 Clinical Ladder Meeting 0 of 6 attended

A red arrow points from the 'Requirements' title to the top-left icon of this card.



Use this section to update the status of *this* requirement. To add a *new* activity, innovation, communication, etc. click 'Back' and add them from the main app.

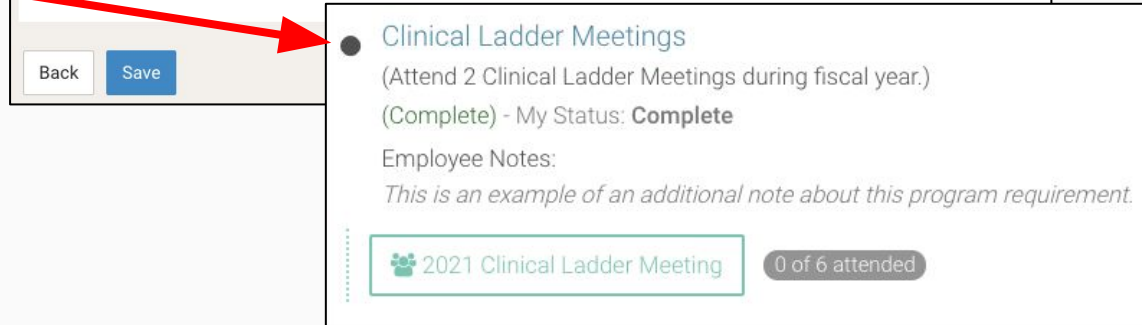
My Status: **Complete**

(The status of this requirement.)

Employee Notes: This is an example of an additional note about this program requirement.

Buttons: Back, Save

A red arrow points from the 'Completed' status in the dropdown menu to the 'Save' button.



Clinical Ladder Meetings
(Attend 2 Clinical Ladder Meetings during fiscal year.)
(Complete) - My Status: **Complete**

Employee Notes:
This is an example of an additional note about this program requirement.

2021 Clinical Ladder Meeting 0 of 6 attended



Requirement: Clinical Ladder Meetings

The organizer(s) listed on Clinical Ladder Meetings are able to schedule meetings and take attendance in the system. When attendance is taken in the system the application will automatically update to reflect your attendance.

You can click on the '2021 Clinical Ladder Meeting' button to see more info such as scheduled meetings and the organizer(s).

The screenshot shows a user interface for 'Clinical Ladder Meetings'. At the top, there is a circular icon and the text 'Clinical Ladder Meetings (Attend 2 Clinical Ladder Meetings during fiscal year.) (In Progress) - My Status: In Progress'. Below this, there is a button labeled '2021 Clinical Ladder Meeting' with a group of people icon, which is highlighted by a red arrow. To the right of the button is a grey pill-shaped button that says '0 of 6 attended'.

*Please note you are not able to take your own attendance.

Clinical Ladder Meetings

2021 Clinical Ladder Meeting page:

- **Scheduled Meetings**
 - Click on the Meeting name to view attendance. You can see if you've been marked attended or not.
- **Members**
 - List of all members
- **Organizers**
 - Organizers have access to schedule meetings, take attendance, and add more organizers.

2021 Clinical Ladder Meeting

Meeting Occurrence:
This Council meets on the 1st Thursday of every even month. Each meeting will last 1 hour long.

Zoom Information:
Please click on the Zoom link below to register in advance for all meetings. After registering, you will receive a confirmation email containing information about joining the meeting.

https://hoag-org.zoom.us/webinar/register/WN_5HWFvynTveVrl8Jil_7rQ

Meetings (within the last year) **6**

-	Subject	D
	2021 Clinical Ladder Meeting	4/7
	2021 Clinical Ladder Meeting	12/2
	2021 Clinical Ladder Meeting	6/3

Organizers **2**

Name ^	Email
Kim Mullen	kim.mullen@hoag.org
Vienna Ito	vienna.ito@hoag.org



Requirement: Hoag Committee/Council

- Hoag Committee/Council

(Involvement in a Hoag Committee/Council with 50% attendance by member. Make sure to join a committee using the Committees list on your homepage.)

(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

- Step 1: Join a committee
 - You can do this from the Committee list on your homepage
- Step 2: Associate the committee with the requirement listed on application



Hoag Committee/Council: Join a Committee

- Go to the Committee list (located on both homepage and application page)
- To join a committee click the button to the left of committee's name
- Committees you've joined show up at the top of the list
- To unjoin a committee click button on left

The screenshot displays the 'Committees' page in the Hoag application. At the top right, the 'hoag' logo is visible. A light blue notification banner at the top states: 'You can join a committee by clicking the button to the left of the committee name.' Below this, a list of committees is shown. The 'Clinical Information Technology Council (2021) Committee' is highlighted in grey. To its left is a blue square button with a white right-pointing arrow. A red arrow points to this button, and a black callout box with the text 'Click here to join.' is positioned above it. Below this committee, other committees are listed: 'Advanced Practice Nursing Council (2021) Committee', 'Blood Culture Contamination Reduction Committee (2021) Committee', and 'Clinical Alarms Management Committee (2021) Committee'. A second screenshot on the right shows the same list, but the 'Clinical Information Technology Council (2021) Committee' is now at the top, and its left button is a white square with a grey circular arrow, indicating it has been joined. A green checkmark icon is visible to the right of this committee's name. A red arrow points to this updated button.



Hoag Committee/Council: Associate Committee to Requirement

Click on the name of the requirement.

Select a committee from the dropdown list.

Please note this dropdown list only shows committees you've already joined.

Hoag Committee/Council
(Involvement in a Hoag Committee/Council with 50% attendance by member. Make sure to join a committee using the Committees list on your homepage.)
(In Progress) - My Status: **In Progress** - Manager / Director
Status: **Pending**

Committee: **✓ Clinical Information Technology Council (2021)**
(Select the name of the committee / meeting related to this requirement. You must first join the meeting / committee in order for it to display in this list.)



Hoag Committee/Council

This is what it should look like when you've added your committee to the requirement.

You can click on the Committee name to see more info about that committee such as scheduled meetings, members, and organizer(s).

Attendance number will automatically update when an organizer marks you as attended in the system.

○ Hoag Committee/Council
(Involvement in a Hoag Committee/Council with 50% attendance by member. Make sure to join a committee using the Committees list on your homepage.)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Needs Review**

Clinical Information Technology Council (2021)


0 of 4 attended

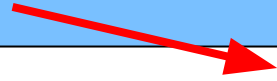
Two red arrows point from the text on the left to the committee name and the attendance indicator in the screenshot.



Requirement: Communication

Communication
(Monthly communication to UPC on committee/council work (or if not meeting monthly, as often as meetings are being held))
(In Progress) - My Status: **In Progress**







Click on the plus + button to the right of the Communication requirement.

This will allow you to enter in 1 communication.

Repeat this process at least 12 communications entered in by the end of the program year.

Requirement:* 

(The requirement related to this note.)


Date:* 


Notes:*

File Name:

External Link:

Communication
(Monthly communication to UPC on committee/council work (or if not meeting monthly, as often as meetings are being held))
(In Progress) - My Status: **In Progress**



 12/31/2020 (Click to edit)

This is an example note for the type of communication I did for UPC on committee/council work.




Communication


Enter in the date you did the communication.

Enter in notes regarding what you did for your UPC communication on committee/council work.

Each time you fill this out it will be added underneath the Communication requirement.

Requirement:* 


(The requirement related to this note.)


Date:* 



Notes:*

File Name:

External Link:

 Communication
(Quarterly communication to UPC on committee/council work.)
(In Progress) - My Status: **In Progress**

 12/31/2020 (Click to edit)
This is an example note for the type of communication I did for the UPC on committee/council work.

 4/5/2021 (Click to edit) 

Here is another example of my communication to UPC on committee/council work.
This time I've uploaded a file.



Requirement: Clinical Improvement Project

Click on the plus + button to the right of the Clinical Improvement Project requirement.

This will allow you to enter in 1 project.

As you enter in and save your Project info it will populate under this requirement on your application.

Clinical Improvement Project
(Department Director agreed upon Clinical Improvement Project. Please click on the plus button on the right to get started on your project.)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

A red arrow points to a small square button with a white plus sign (+) in the top right corner of the card.

Clinical Improvement Project
(Department Director agreed upon Clinical Improvement Project. Please click on the plus button on the right to get started on your project.)
Initiative: **Inpatient Patient Experience**
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

More

Reduce Falls

Evidence Design
Data Tracked: **Number of Falls** (Number)
Dates: **1/1/2021 - 12/31/2021** (Monthly)

Description
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Goals
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad

A red arrow points to the 'Reduce Falls' button.

Clinical Improvement Project


Fill out the fields. The fields with an asterisk* are required in order to save. Please note you can save and return to this page later.

The blue 'Next' button at the bottom of the page will let you BOTH save this page AND go to the next page.

Clinical Improvement Project

Employee:

Level:

Initiative:* 
(Select the initiative that best matches your project.)

Subject:*

Chair: Co-Chair:

Description:
(Brief description of Clinical Council/Committee/Innovation)

Goals:
(SMART Goal (s) (Specific, Measurable, Attainable, Rewarding, Trackable))

Clinical Improvement Project

The next page is for data tracking related to your Clinical Improvement Project.

Fill out the fields and click Save.


If you don't know what you are tracking yet you are able to just click save and return to this page later to fill it out.


Clinical Improvement Project Evidence


Enter the details around the type of evidence that you will gather for this project.


Employee: Laura Bailey (test)

Level: Clinical Nurse II

Start: |  (First collection date.)

End: |  (Last collection date.)

Frequency:  (How frequently will you record evidence.)

Evidence Type:  (The type of evidence you will collect.)

Data Tracked: e.g. #Falls, #Incidents
(The name of the evidence value you are collecting.)


Clinical Improvement Project


To enter in the data you are collecting, first click on your project name.

Then go to the Evidence section on the right side of the page.

Click on an empty field and enter in your data point. It will save automatically after a few seconds (the field will change color temporarily after saving).















Refresh your page to see the graph automatically update with your data.

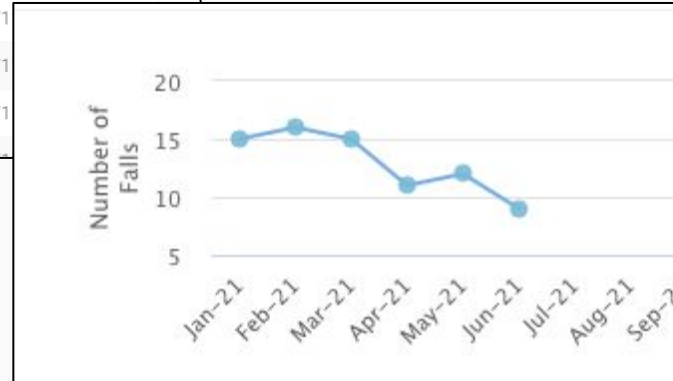
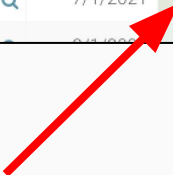
 Clinical Improvement Project
(Department Director agreed upon Clinical Improvement Project. Please click the plus button on the right to get started on your project.)
Initiative: **Inpatient Patient Experience**
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

 Reduce Falls



Evidence 12

	Date ^	Number Of Falls	Modified	
	1/1/2021	15	1/11/2021 12:37 PM	
	2/1/2021	16	1/11/2021 12:37 PM	
	3/1/2021	15	1/11/2021 12:37 PM	
	4/1/2021	11	1/11/2021 12:37 PM	
	5/1/2021	12	1/11/2021 12:37 PM	
	6/1/2021	9	1/11/2021 12:37 PM	
	7/1/2021	10	1/11/2021 12:37 PM	



Clinical Improvement Project

Once your Project is created you will be taken to your Clinical Improvement Project page. This page displays all the info related to your project.

You can edit your project info by clicking the pencil icon in top right.

You can enter in data you are tracking.

You can upload documents related to your project.

The screenshot displays a project page for 'Reduce Falls'. It includes a line chart showing the number of falls from January to December 2021. The chart shows a general downward trend from 15 falls in January to 9 in June, with a slight increase to 11 in July and 12 in August. The evidence table on the right lists 12 entries, each with a date, number of falls, and a modified timestamp. A pencil icon in the top right corner of the project details section is highlighted with a red arrow. Another red arrow points to the 'Add' button at the bottom of the evidence table. A third red arrow points to the 'Add' button at the bottom of the documents section.

Reduce Falls
Author: Laura Bailey (test)
(Hoag Hospital Newport Beach / Future)
Initiative: Inpatient Patient Experience

Evidence Design
Data Tracked: **Number of Falls** (Number)
Dates: 1/1/2021 - 12/31/2021
Frequency: **Monthly**

Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Goals:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Success:
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Time Frame:
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Organization Value:
Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Service Value:
Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Quality Value:
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Other Value:
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

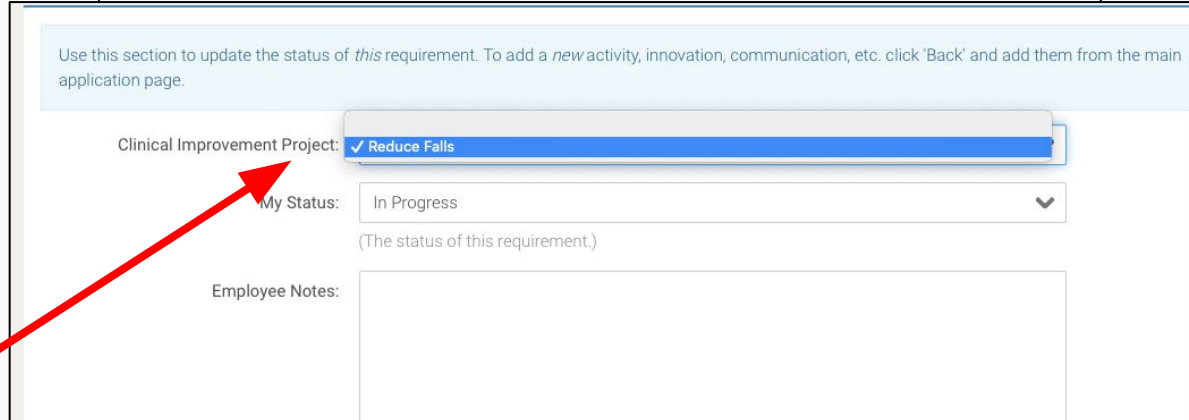
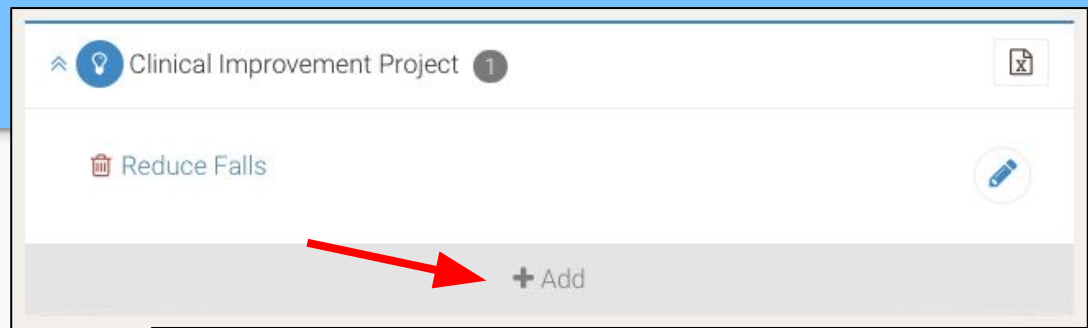
ANCC Magnet Source Of Evidence:
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Date	Number Of Falls	Modified
1/1/2021	15	1/11/2021 12:37 PM
2/1/2021	16	1/11/2021 12:37 PM
3/1/2021	15	1/11/2021 12:37 PM
4/1/2021	11	1/11/2021 12:37 PM
5/1/2021	12	1/11/2021 12:37 PM
6/1/2021	9	1/11/2021 12:37 PM
7/1/2021		1/11/2021 12:36 PM
8/1/2021		1/11/2021 12:36 PM
9/1/2021		1/11/2021 12:36 PM
10/1/2021		1/11/2021 12:36 PM
11/1/2021		1/11/2021 12:36 PM
12/1/2021		1/11/2021 12:36 PM

Clinical Improvement Project

You can enter in additional Projects by scrolling down to the bottom of your Application page to the section titled “Clinical Improvement Project” and clicking the +Add button.

If you need to change the Project associated with your Clinical Improvement Project, then click on the requirement and select the project from the dropdown list.





Requirement: Exemplar Activity Points

○ Exemplar Activity Points (3)
(3 Exemplar Activity Points)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

Points: 0 / 3 ... +

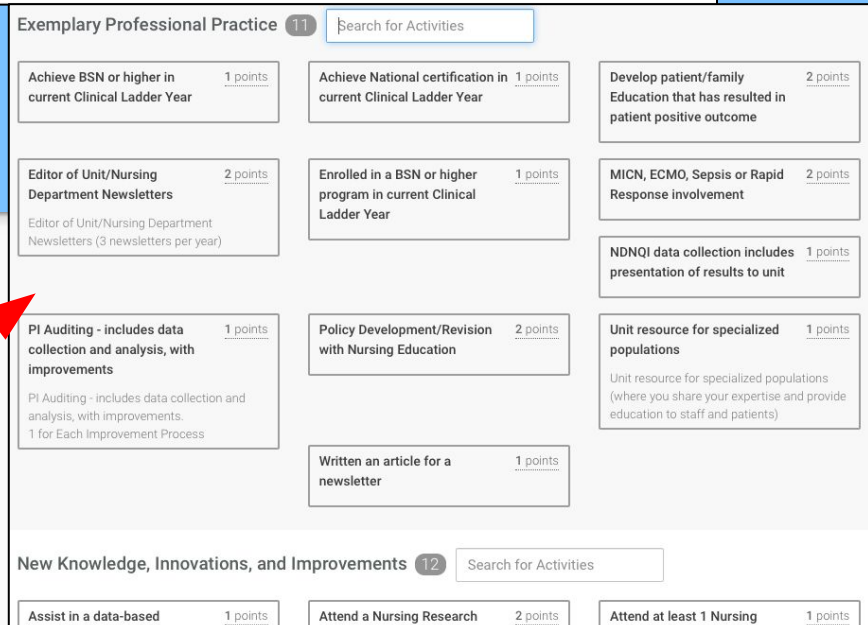


Exemplary Professional Practice 11

Achieve BSN or higher in current Clinical Ladder Year <u>1 points</u>	Achieve National certification in current Clinical Ladder Year <u>1 points</u>	Develop patient/family Education that has resulted in patient positive outcome <u>2 points</u>
Editor of Unit/Nursing Department Newsletters <u>2 points</u> Editor of Unit/Nursing Department Newsletters (3 newsletters per year)	Enrolled in a BSN or higher program in current Clinical Ladder Year <u>1 points</u>	MICN, ECMO, Sepsis or Rapid Response involvement <u>2 points</u>
PI Auditing - includes data collection and analysis, with improvements <u>1 points</u> PI Auditing - includes data collection and analysis, with improvements. 1 for Each Improvement Process	Policy Development/Revision with Nursing Education <u>2 points</u>	NDNQI data collection includes presentation of results to unit <u>1 points</u>
	Written an article for a newsletter <u>1 points</u>	Unit resource for specialized populations <u>1 points</u> Unit resource for specialized populations (where you share your expertise and provide education to staff and patients)

New Knowledge, Innovations, and Improvements 12

Assist in a data-based <u>1 points</u>	Attend a Nursing Research <u>2 points</u>	Attend at least 1 Nursing <u>1 points</u>
----------------------------------------	-------------------------------------------	-------------------------------------------

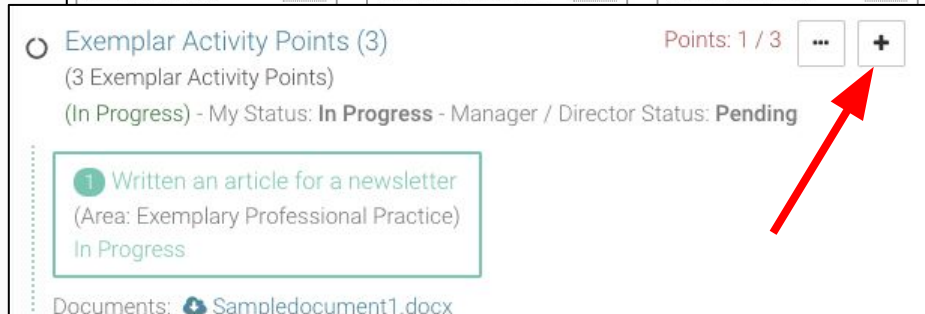


○ Exemplar Activity Points (3)
(3 Exemplar Activity Points)
(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

Points: 1 / 3 ... +

1 Written an article for a newsletter
(Area: Exemplary Professional Practice)
In Progress

Documents: Sampledocument1.docx



Click on the plus + button to the right of the Exemplar Activity Points requirement.

Select an activity from those listed. You can use the search field to look for specific activities. For example if you type 'education' into the field it will show you all activities with the word 'education' in the title or description.

Repeat these steps until you have meet the minimum points required.

Exemplar Activity Points

For each activity you can update it's status, enter in notes, or upload a file.

Status options:

- Added/Planned
- In Progress
- Completed

This information will show up beneath the activity on your application.

You can click on the name of an activity to edit this information.

Written an article for a newsletter

Points: 1

Status:*

In Progress

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

Activity Title:

Written an article for a newsletter

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

Notes:

(Please expand on the activity with a short narrative.)

Attach File(s)

Exemplar Activity Points (3)

Points: 1 / 3

(3 Exemplar Activity Points)

(In Progress) - My Status: **In Progress** - Manager / Director Status: **Pending**

1 Written an article for a newsletter
(Area: Exemplary Professional Practice)
In Progress

Documents:  Sampledocument1.docx

Exemplar Activity Points

As you add activities the points listed on your application will update.

To manage your activities (edit and delete), scroll down to the bottom of the application page to the section titled “Activities”. The red trash can icon and red X button allow you to **delete** an activity. The pencil icon allows you to **edit** an activity.

The screenshot displays the 'Exemplar Activity Points' section of an application. At the top, it shows '3 / 3' points and a status of 'Pending'. Below this is a table of activities. Each activity row includes a pencil icon for editing and a trash can icon for deleting. The total points for all activities are shown at the bottom of the list.

Activity	Points
Attend at least 1 Nursing Research Council meeting or research related education offering (Area: New Knowledge, Innovations, and Improvements) Requirement: Exemplar Activity Points (3) Status: Added / Planned	1
Epic Super User for upgrades and optimization (Area: Transformational Leadership) Requirement: Exemplar Activity Points (3) Status: Added / Planned	1
Written an article for a newsletter (Area: Exemplary Professional Practice) Requirement: Exemplar Activity Points (3) I wrote an article for NY Times. It was published on 1/11/2021. Status: Complete	1
3	



Checkups

Hi Laura! You're off to a great start.
You are currently in the **Ladder Application** stage.



TO BE DONE

COMPLETED

Hoag 2021 Clinical Ladder

Clinical Nurse II (Renewal)

CCU (Alanna Woods (hoagladder))

Status: **Level (Approved)**

My Checkups

Not Complete 1

1 Period Ending: 4/1/2021

<Not completed> (Laura B)

<Not completed> (Alanna manager)

Committees

Documents

Notes

Checkups

Tasks

Checkups

1 Period Ending: 4/1/2021

<Not completed> (Laura Bailey (test) - owner)

<Not completed> (Alanna Woods (hoagladder) - manager)

Once an application's status is 'Level (Approved)' checkups become available. Currently checkups are requested quarterly.

Checkups are accessible from the homepage and application page.

Each checkup should be filled out prior to the date listed. This is the checkup's due date.

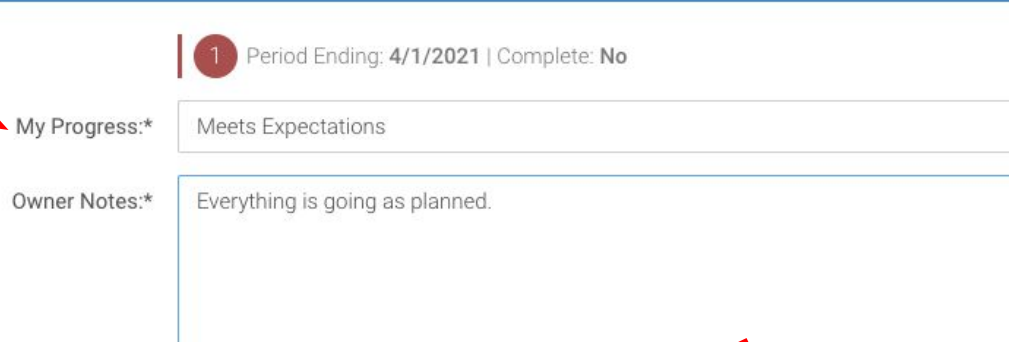
The system will send a weekly reminder email if the person hasn't filled it out by the due date.

Checkups

To fill out a checkup click on the pencil icon then fill out the My Progress and Owner Notes fields. Then click save.

Once both the owner (which means the owner of the application) and the manager have filled out their part of the Checkup the checkup is considered completed and the date updates to the date completed.

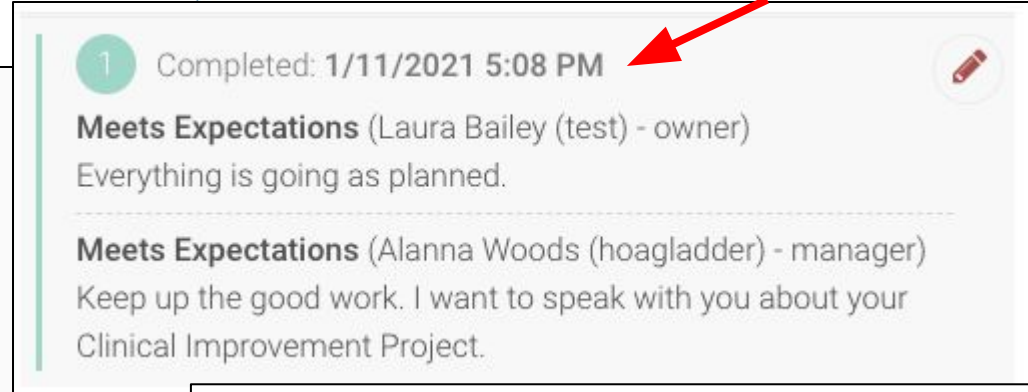
The next checkup becomes available when the previous checkup is completed OR the previous checkup is past due.



1 Period Ending: 4/1/2021 | Complete: No

My Progress:* Meets Expectations

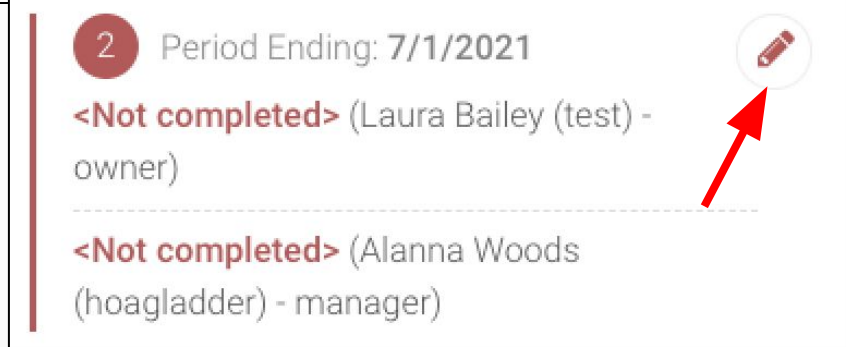
Owner Notes:* Everything is going as planned.



1 Completed: 1/11/2021 5:08 PM

Meets Expectations (Laura Bailey (test) - owner)
Everything is going as planned.

Meets Expectations (Alanna Woods (hoagladder) - manager)
Keep up the good work. I want to speak with you about your Clinical Improvement Project.



2 Period Ending: 7/1/2021

<Not completed> (Laura Bailey (test) - owner)

<Not completed> (Alanna Woods (hoagladder) - manager)



Application Statuses

- **Applied**
 - All applications start out with this status
- **Level (Approved)**
 - Manager approves you are meet prerequisites for the ladder level on your application
- **Submitted for Approval**
 - You can click the 'Submit for Approval' button
 - Signifies that you have completed filled out your application and are ready for final review/approval
 - Your application % will not be 100 yet (only at 100% once final approval happens)
 - This status is typically applicable near the end of the program year
- **Completed (Approved)**
 - Manager (and any other approvers listed) have provided final approval that you have completed all requirements of the program
 - This status will get application to 100% complete
- **Rejected**
 - Manager rejected your application
 - Typically signifies you do not meet ladder level prerequisites
- **Withdrawn**
 - Nurse is no longer participating in the program
 - This status is update by Ladder Administrators (or by StaffGarden team upon request)

Application Statuses: Applied

Applications start with the status 'Applied'.

Hi Laura! You're off to a great start.
You are currently in the **Ladder Application** stage.

TO BE DONE

COMPLETED

 Hoag 2021 Clinical Ladder

[View](#)

Clinical Nurse II (Renewal)

CCU (Alanna Woods (hoagladder))

Status: **Applied**



Application Statuses: Level (Approved)

Applications move to 'Level (Approved)' status when the manager listed on the application has provided this approval.

They are approving you meet the prerequisites for the ladder level you selected.

These prerequisites were listed when you selected the ladder level while applying to the program.

Hoag 2021 Clinical Ladder

Select the level you wish to complete. Each level lists pre-requisites. You should ensure that you currently meet these requirements before selecting this level.

Clinical Nurse II

Requirements

1. No Suspension - Applicant is not in any form of discipline. (Written and / or disciplinary suspension.)
2. REACH (Achieves Expectations+) - Overall rating of "Achieves Expectations" or better on annual REACH evaluation.
3. Experience - One year of RN clinical experience on the same unit at Hoag with successful completion of department orientation.
4. SMART Goal - Must have SMART goal filled out on application.
5. Committee - Must have Committee selected on application.

Select **Clinical Nurse II**

Clinical Nurse III

Requirements

1. No Suspension - Applicant is not in any form of discipline. Note: Written and or disciplinary suspension.
2. REACH (Achieves Expectations+) - Overall rating of "Achieves Expectations" or better on annual REACH evaluation.
3. Experience - A minimum of 3 years of
4. Education (BSN) - BSN Required. Must
5. Certification - National Certification in S
6. SMART Goal - Must have SMART goal
7. Committee - Must have Committee se

Select **Clinical Nurse III**

Hi Laura! You're off to a great start.
You are currently in the **Ladder Application** stage.

TO BE DONE	COMPLETED
<p>Hoag 2021 Clinical Ladder Clinical Nurse II (Renewal) CCU (Alanna Woods (hoagladder)) Status: Level (Approved)</p>	<p>View</p>

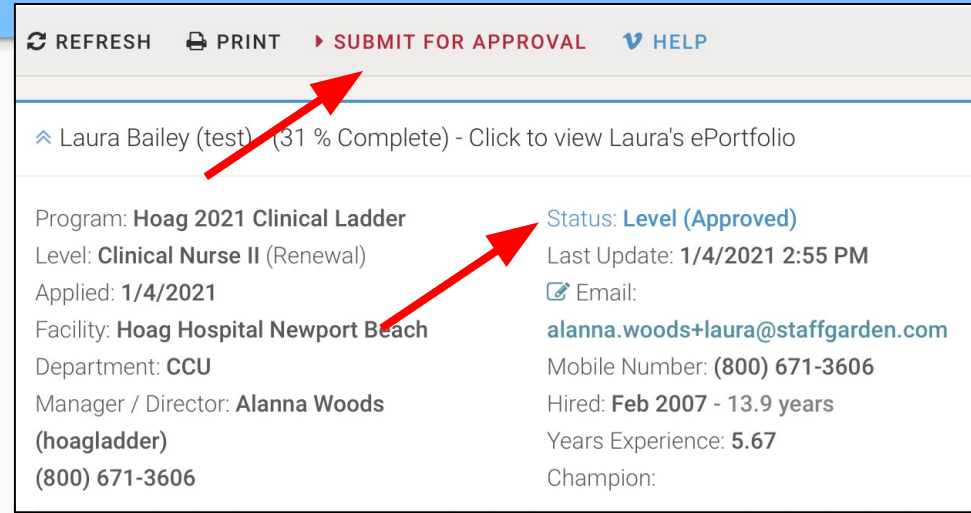
Application Statuses: Submitted for Approval

Applications move to the 'Submitted for Approval' status by the ladder nurse.

The Submit for Approval button is available at the top of the application page to the ladder nurse as soon as their application moves to the Level (Approved) status.

This button should be clicked when all the requirements listed on the application are filled out and completed.

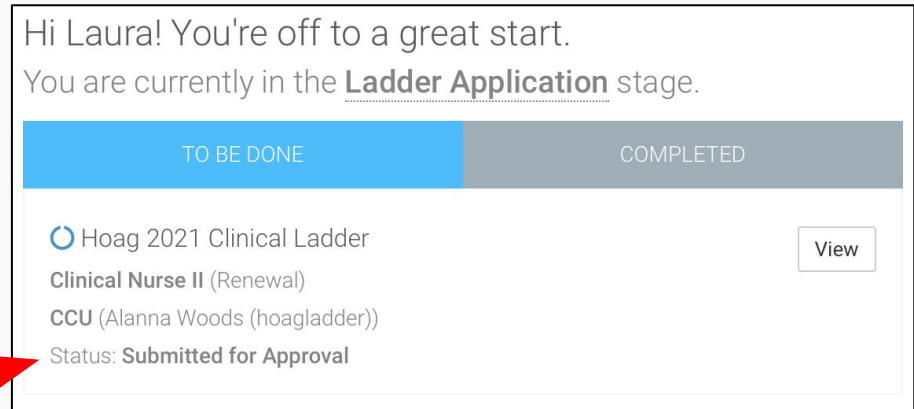
*Please note the application's %complete will not be 100% yet.



REFRESH PRINT **SUBMIT FOR APPROVAL** HELP

Laura Bailey (test) (31 % Complete) - Click to view Laura's ePortfolio

Program: **Hoag 2021 Clinical Ladder** Status: **Level (Approved)**
Level: **Clinical Nurse II (Renewal)** Last Update: 1/4/2021 2:55 PM
Applied: 1/4/2021 Email: alanna.woods+laura@staffgarden.com
Facility: **Hoag Hospital Newport Beach** Mobile Number: (800) 671-3606
Department: **CCU** Hired: **Feb 2007 - 13.9 years**
Manager / Director: **Alanna Woods** Years Experience: **5.67**
(**hoagladder**) Champion:
(800) 671-3606



Hi Laura! You're off to a great start.
You are currently in the Ladder Application stage.

TO BE DONE	COMPLETED
<p>Hoag 2021 Clinical Ladder Clinical Nurse II (Renewal) CCU (Alanna Woods (hoagladder)) Status: Submitted for Approval</p>	<p>View</p>

Application Statuses: Completed (Approved)

🔗 Laura Bailey (test) - (31 % Complete) - Click to view Laura's ePortfolio

Program: **Hoag 2021 Clinical Ladder** Status: **Submitted for Approval**
Level: **Clinical Nurse II (Renewal)** Last Update: 1/4/2021 3:09 PM
Applied: 1/4/2021 Email: alanna.woods+laura@staffgarden.com
Facility: **Hoag Hospital Newport Beach** Mobile Number: (800) 671-3606
Department: **CCU** Hired: **Feb 2007 - 13.9 years**
Manager / Director: **Alanna Woods** Years Experience: 5.67
(**hoagladder**) Champion:
(800) 671-3606

31 % Complete

Approvals (All)

Application 1

Approving: **Application**
Approver: **Alanna Woods (hoagladder)**
Status: **Submitted for Approval**

Note: A red arrow points to the thumbs up icon in the Approvals section.

Applications move to the 'Completed (Approved)' status once all the Application Approvals listed have clicked thumbs up to approve.

🔗 Laura Bailey (test) - (100 % Complete) - Click to view Laura's ePortfolio

Program: **Hoag 2021 Clinical Ladder** Status: **Completed (Approved)**
Level: **Clinical Nurse II (Renewal)** Last Update: 1/4/2021 3:09 PM
Applied: 1/4/2021 Email: alanna.woods+laura@staffgarden.com
Facility: **Hoag Hospital Newport Beach** Mobile Number: (800) 671-3606
Department: **CCU** Hired: **Feb 2007 - 13.9 years**
Manager / Director: **Alanna Woods (hoagladder)** Years Experience: 5.67
(800) 671-3606 Champion:

100 % Complete

Approvals (All)

Application 1

Approving: **Application**
Approver: **Alanna Woods (hoagladder)**
Status: **Completed (Approved)**
Great job!

Note: Red arrows point to the status change and the thumbs up icon in the Approvals section.

Applications with the status 'Level (Approved)' or 'Submitted for Approval' status are able to receive this approval.

Approving: **Application**
Approver: **Alanna Woods (hoagladder)**
Status: **Completed (Approved)**
Great job!

Note: A red arrow points to the thumbs up icon.

IT Support Questions?

The StaffGarden Team is here to help!

Phone: 800-671-3606

Email: support@staffgarden.com

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