



2023 ADVANCE Clinical Ladder Program Steps for Applicants on StaffGarden GROW

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Home Page

The screenshot shows the INOVA Home Page. At the top left is the INOVA logo. On the right are navigation icons: Home, Profile, Alerts (with a red '4' notification), and a user profile picture. Below the logo is a 'SETTINGS' link. The main header area displays the user's name 'Dani Smith' and a dropdown arrow. Below this is a profile card for Dani Smith, including a profile picture, name, classification 'RN, Member Since: Jun 2023 (1 days)', location 'Fullerton, CA', and phone number '(800) 671-3606'. The main content area is titled 'You are currently in the Welcome stage.' and contains a task list with two tabs: 'TO BE DONE' and 'COMPLETED'. The 'TO BE DONE' tab is active and shows four tasks: 'RN Experience' (Get Started), 'Highest Nursing Degree' (Start), 'National Certifications' (Start), and 'Professional Organizations' (Get Started). A fifth task, 'Apply for the Inova Health System', is partially visible. To the right of the task list is a 'Helpful links' section with four items: 'Mobile Device Shortcut', 'Tutorial Videos Website', 'Edit your Profile', and 'View your ePortfolio'. At the bottom right is a 'Let's Chat' button.

INOVA

SETTINGS

⌵ Dani Smith

Dani Smith
Classification: RN, Member Since: Jun 2023 (1 days)
Fullerton, CA (800) 671-3606

You are currently in the Welcome stage.

TO BE DONE COMPLETED

RN Experience Get Started
Please enter in the number of years of nursing experience with a RN license under the Professional Experience section of the ePortfolio.

Highest Nursing Degree Start
Enter in your highest nursing degree you have earned and date of completion.

National Certifications Start
Please list any National Certifications (eligible to be certified OR active certification). NOTE: ACLS, BLS and PALS are credentials NOT certifications.

Professional Organizations Get Started
Do you belong to any Professional Organizations? If yes, please list the Professional Organizations as well as any leadership roles you hold.

Apply for the Inova Health System Apply Now

Helpful links

- [Mobile Device Shortcut](#)
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 ePortfolio](#)
This is your online CV. You're already 7% complete.

Let's Chat

A vertical navigation menu on the right side of the page. It consists of seven items, each with a square icon in a light blue box and a white rectangular label to its right. The items are: Home (house icon), My Portfolio (calendar with person icon), Alert Center (bell icon), My Profile (person icon), Edit Button (pencil icon), and Helpful Links (share icon).

- Home
- My Portfolio
- Alert Center
- My Profile
- Edit Button
- Helpful Links

Home Page: Helpful Links

Get acquainted with the StaffGarden GROW platform and the valuable resources provided by Inova Health System.

The Helpful links section is located on the right hand side of your Home page.

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.

[ePortfolio Video](#)

This video explains how to build your ePortfolio and mentions some best practices. The ePortfolio provides you with a digital CV to house and track all your professional information. (Video length: 3 minutes 14 seconds)

[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 88% complete.

Applying

Click on the 'Apply Now' button to apply to Inova Health System's 2023 ADVANCE Clinical Ladder Program.

You are currently in the Welcome stage.

TO BE DONE	COMPLETED
<p><input type="radio"/> RN Experience</p> <p>Please enter in the number of years of nursing experience with a RN license under the Professional Experience section of the ePortfolio.</p>	<p>Get Started</p>
<p><input type="radio"/> Highest Nursing Degree</p> <p>Enter in your highest nursing degree you have earned and date of completion.</p>	<p>Start</p>
<p><input type="radio"/> National Certifications</p> <p>Please list any National Certifications (eligible to be certified OR active certification). NOTE: ACLS, BLS and PALS are credentials NOT certifications.</p>	<p>Start</p>
<p><input type="radio"/> Professional Organizations</p> <p>Do you belong to any Professional Organizations? If yes, please list the Professional Organizations as well as any leadership roles you hold.</p>	<p>Get Started</p>
<p><input type="radio"/> Apply for the Inova Health System ADVANCE Clinical Ladder Program</p> <p>Click to apply for the Inova Health System ADVANCE Clinical Ladder Program.</p>	<p>Apply Now</p>

Applying: 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

Dani Smith

Program *

2023 ADVANCE Clinical Ladder Program

Type *

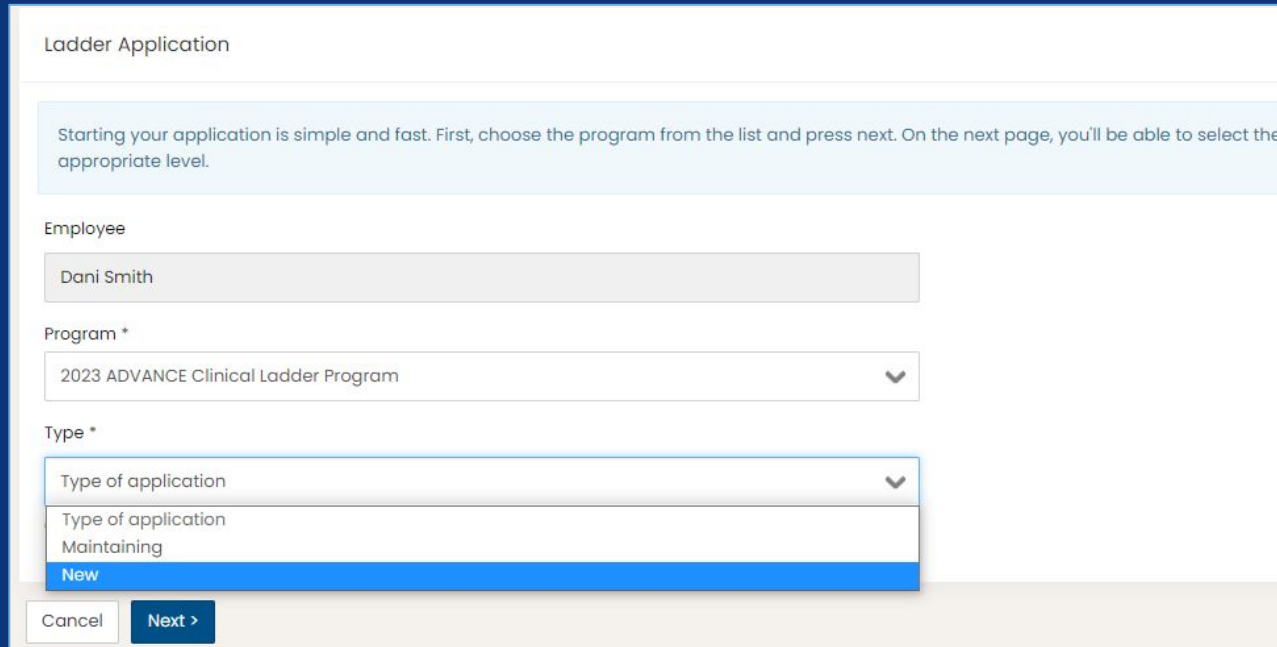
Type of application

Type of application

Maintaining

New

Cancel Next >

The image shows a web form titled "Ladder Application". At the top, there is a light blue banner with instructions: "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." Below this, the form has several sections. The "Employee" section contains a text input field with "Dani Smith". The "Program *" section contains a dropdown menu with "2023 ADVANCE Clinical Ladder Program" and a downward arrow. The "Type *" section contains a dropdown menu that is open, showing three options: "Type of application", "Maintaining", and "New". The "New" option is highlighted in blue. At the bottom of the form, there are two buttons: "Cancel" and "Next >".

Select the correct application type. New participants should select “New.” If you have participated in the Inova Health System’s 2023 ADVANCE Clinical Ladder Program before, select “Maintaining.”

Applying: Level Prerequisites

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

2023 ADVANCE Clinical Ladder Program

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

RN 2

Registered Nurse with 1-2 years of experience; occasionally requires direction in several aspects of work; building confidence in practice

Eligibility Requirements

1. RN Job Profile - Must be a registered nurse - direct care nurse.
2. Eligible Position - Must be in a non-exempt, budgeted and benefit-eligible position (0.5 FTE or greater).
3. Probationary Period - Must have successfully completed the probationary period (first 90 days of employment).
4. Progressive Discipline Process - Must not be in the progressive discipline process.
5. Performance Rating - Must have an overall annual performance check in rating of successful or above in each category.
6. Competencies - Must be current in all required hospital and job specific competencies.
7. Contact Hours - Must have 8 hours or more contact hours.
8. Length of Employment - Must have 1-2 years of nursing experience.

Select RN 2

RN 2 (Maintaining)

Registered Nurse with 1-2 years of experience; occasionally requires direction in several aspects of work; building confidence in practice

Eligibility Requirements

1. ADVANCE Maintenance Requirement - A previous RN2 ADVANCE Clinical Ladder application must have been submitted and approved.
2. RN Job Profile - Must be a registered nurse - direct care nurse.
3. Eligible Position - Must be in a non-exempt, budgeted and benefit-eligible position (0.5 FTE or greater).
4. Probationary Period - Must have successfully completed the probationary period (first 90 days of employment).
5. Progressive Discipline Process - Must not be in the progressive discipline process.
6. Performance Rating - Must have an overall annual performance check in rating of successful or above in each category.
7. Competencies - Must be current in all required hospital and job specific competencies.
8. Contact Hours - Must have 8 contact hours or greater

Select RN 2 (Maintaining)

Application Page

The screenshot displays the INOVA application page for Helga Huffle. The page is divided into several sections:

- Header:** INOVA logo, navigation icons (Home, Profile, Notifications, User), and a breadcrumb trail: Home / Application.
- Action Bar:** REFRESH, PRINT, and SETTINGS buttons.
- User Profile Card:**
 - Name:** Helga Huffle - (RN 4) - Click to view Helga's ePortfolio
 - Program:** 2023 ADVANCE Clinical Ladder Program
 - Level:** RN 4 (New) (Change)
 - Applied:** 6/9/2023
 - Manager:** Test Manager
 - Status:** Applied
 - User ID:** helga.huffle@staffgarden.com
 - Mobile Number:** (800) 671-3606
 - Years Experience:** 0.00
 - Career Guide:** (Link)
 - Progress:** 0% Complete (Visualized with a circular progress indicator)
- Requirements Summary:**
 - Requirements: 9 required, 0 complete
 - Activities: 0 added, 0 complete
 - Points: 0 added, 45 required
 - Activity Approvals: 1 required, 0 requested, 0 approved
 - Application Approvals: 1 required, 0 approved
- Created/Updated:** Created: 6/9/2023 11:06 AM by Helga Huffle; Last Update: 6/9/2023 11:06 AM
- Requirements List:**
 - Endorsement from the Clinical Director:** Do this requirement 3 months prior to submission and request approval from your Clinical Director. My Status: Pending. [New] [Request Approval]
 - Self-Assessment & Professional Development Goals:** Please complete the Team Member Self-Assessment. Include professional development goal. My Status: Pending. [New]
 - Peer Feedback:** [New]
- Right Sidebar:**
 - Committees, Documents, Checkups
 - Notes (Sorted by Created):** 1 note. Message: "There is no data to display." [Add]
 - Approvals (All):** 2 approvals.
 - Pre-Approval:** Pending. Approving: Pre-Approval. Approver: Test Manager.
 - Application:** Pending. Approving: Application. Approver: Test Manager.
 - [Let's Chat]

View your requirements, responses, and update your requirement status on the Application Page.

Application Page: Level Requirements

Clinical Narrative New
Clinical Narratives are required for the initial application for RN level 5. The clinical narrative must capture the Inova values of Patient Always and One team.
My Status: In Progress

RN5 Category Requirement New
RN5 requires points to be in all four ADVANCE Ladder categories (Exemplary Professional Practice, New Knowledge, Innovation and Improvements, Structural Empowerment, Transformational Leadership).
My Status: Pending

60 Points Points: 30 / 60
Complete: 0 / 2
Approved: 0 / 0 + Add
A total of 60 points total is required.

Points must come from all four Magnet Categories: Transformational Leadership, Structural Empowerment, Exemplary Professional Practice, and New Knowledge, Innovation and Improvements.

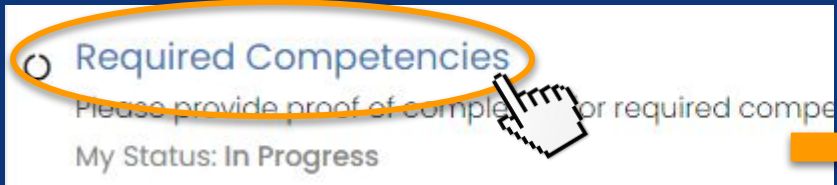
Minimum 5 points required in each category.
My Status: In Progress
⌵ Less

10 Ethics: Ethics Committee (Active Member)
(Area: Exemplary Professional Practice)
 In Progress

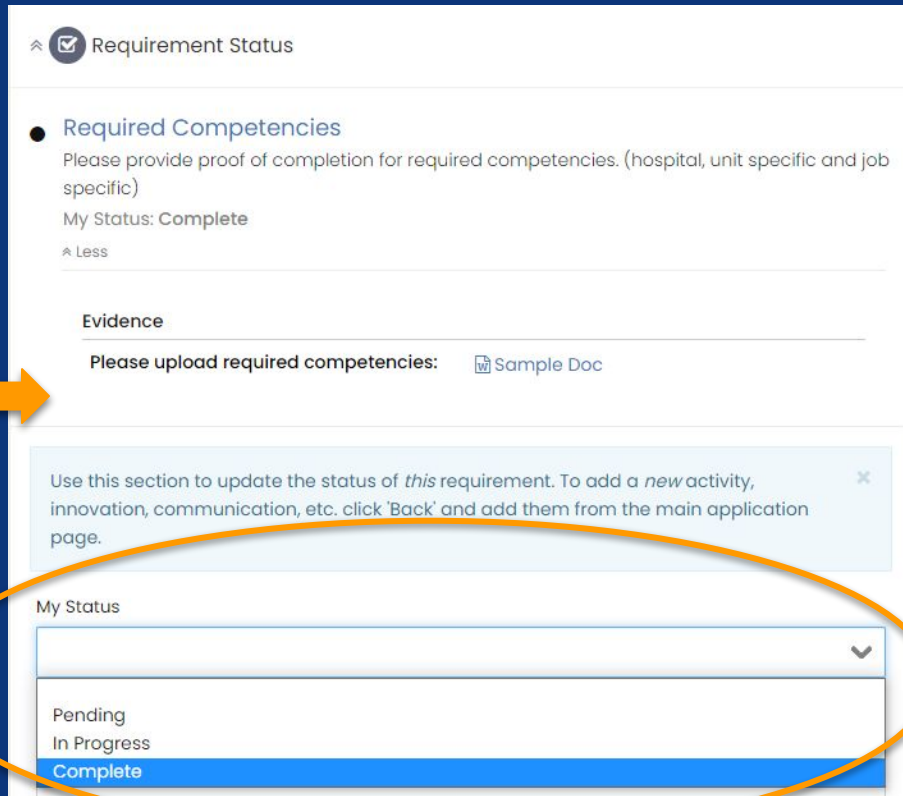
Click the icon to the right of each requirement to begin working on the requirement.

Choosing a Requirement Status

On the Application Page, click on the requirement's name to edit the status.



Select a status from the My Status field and click save.



Choosing a Requirement Status: Pending, In Progress, Complete

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



Clinical Narrative
Clinical Narratives are required for the initial application for I must capture Inova values of Patient Always and One team.
My Status: In Progress

Complete - you have finished this requirement



Clinical Narrative
Clinical Narratives are required for the initial application must capture Inova values of Patient Always and One te
My Status: Complete

Updating your Requirement status to Complete will increase your percentage on the Application page.

Selecting an Activity

Points: 0 / 45
Complete: 0 / 0
Approved: 0 / 0

○ 45 Points

A total of 45 points is required.

Points must come from three or more of the Magnet Categories: Transformational Leadership, Structural Empowerment, Exemplary Professional Practice, and New Knowledge, Innovation and Improvements.

Minimum 5 points required in each category.

My Status: Pending

+ Add

Click an activity to add it to your application. Once selected, you will be asked to complete the evidence associated with the activity.

Exemplary Professional Practice 25

Search for Activities

Ethics: Ethics Committee (Active Member) 10 Points

Active member of Ethics Committee

Evidence

- Proof of attendance to 80% of scheduled meetings
- Summary of team's work, your contributions, and results

Ethics: Ethics Committee (Co-Chair/Recorder) 15 Points

Co-chair/recorder of Ethics Committee

Evidence

- Proof of attendance to 80% of scheduled meetings
- Documentation of role
- Summary of team's work, your contributions, and results

Ethics: Ethics Committee (Chair) 20 Points

Chair of Ethics Committee

Evidence

- Proof of attendance to 80% of scheduled meetings
- Documentation of role
- Summary of team's work, your contributions, and results

The “+” will display a list of options.

Activity Details

Complete fields.

These can be edited at a later time if needed.

Ethics: Ethics Committee (Active Member) Points: 10

Active member of Ethics Committee

Evidence

- Proof of attendance to 80% of scheduled meetings
- Summary of team's work, your contributions, and results

Requirement *

45 Points

You can change the requirement for this activity to any item in the list above.

Status *

Added / Planned

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

Committee

Ethics Committee

Activity Title

Ethics: Ethics Committee (Active Member)

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

Created 6/16/2023 12:03 PM by Helga Huffle
Modified: 6/16/2023 12:03 PM by Helga Huffle

Ethics Committee (Active Team Member) Form

⌵ Evidence

Upload proof of attendance at 80% of scheduled meeting:

Sample Doc

📎 Sample Doc

Provide summary of your contributions to the team's work and results. (e.g.: consults,

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

Activity Details: How to Upload a File



^ Evidence

Upload proof of attendance at 80% of scheduled meeting:




Click on the Upload Button to open the Documents wizard and choose your file.




^ Evidence

Upload proof of attendance at 80% of scheduled meeting:

Sample Doc

 [Sample Doc](#)



Click the 'X' to remove the file.

After you choose the file, it will appear as a blue link underneath the Upload Field. Click the blue link to view the file.

Editing an Activity

Click activity to edit.

45 Points
A total of 45 points is required.

Points must come from three or more of the Magnet Categories: Transformational Leadership, Structural Empowerment, Exemplary Professional Practice, and New Knowledge, Innovation and Improvements.

Minimum 5 points required in each category.
My Status: In Progress

Less

10 Ethics: Ethics Committee (Active Member)
(Area: Exemplary Professional Practice)
✓ Complete

👤 Ethics Committee Ethics Committee No meetings scheduled

Less

Evidence


Upload proof of attendance at 80% of scheduled meeting: [Sample Doc](#)

Provide summary of your contributions to the team's work and results. (e.g.: consults, education, case review):

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.

Points: 20 / 45
Complete: 1 / 2
Approved: 0 / 0

+ Add



Click the trash can button to delete.

Choosing a Status for an Activity

Added/Planned - 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

✓ **Ethics: Ethics Committee (Active Member)** Points: 10

Active member of Ethics Committee

Evidence

- Proof of attendance to 80% of scheduled meetings
- Summary of team's work, your contributions, and results

Requirement *

45 Points

You can change the requirement for this activity to any item in the list above.

Status *

Complete

Added / Planned

In Progress

Complete

Updating your Activity status to 'Complete' will increase your percentage on the Application page.

Completing or Saving an Activity

Workplace Violence Committee (Lead/Co-Chair/Recorder) Form

⌵ Evidence

Upload proof of attendance at 80% of scheduled meeting:

Sample Doc ✕

Sample Doc

Upload documentation of your role as chair or co-chair/recorder (e.g.: minutes, agenda, project management and communication):

Sample Doc ✕

Sample Doc

Summary of team's work, your contributions and results (e.g. data review, staff education de-escalation strategies):

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

Back Save I'm Done

Clicking I'm Done will mark this activity as complete and save. Please complete any required evidence on this page.

Clicking "I'm Done" will mark the activity's status as "Complete."

Clicking "Save" will save your work and mark the activity's status as "In Progress."

Request Approval

20 Design or Redesign of the Workplace/Workflow: Adopt technology that designed or redesigned the workplace or workflow (Lead)
(Area: New Knowledge, Innovation and Improvements)
✓ Complete

Request Approval

Some activities or requirements may ask for Request Approval. To request approval click on the Request Approval button and click the Magnifying Glass icon to search for the appropriate approver. The information you provide will be sent to the approver for them to review and approve.

Request Approver

Activity: Design or Redesign of the Workplace/Workflow: Adopt technology that designed or redesigned the workplace or workflow (Lead)

Approver *

Yucca Test

Type the name or click the magnifying glass to search.

Approver Email

yucca.test1@staffgarden.con



Approver: Yucca Test

Approver Email:

Facility:

Department:

Find Cancel Employee 1

Approver	Approver Email	Facility
▶ Yucca Test	yucca.test1@staffgarde...	

Request Approval: Notes

Request Approver

Requirement: Do this requirement 3 months prior to submission and request approval from your Clinical Director.

Approver *

Yucca Test


Type the name or click the magnifying glass to search.

Approver Email

yucca.test1@staffgarden.com

Applicant Notes

Please include an explanation of what you are requesting.



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

Checkups

Checkups is a two-way communication tool to check-in with an employee about the progress of their program application and progress of their participation in the program.

Checkups

1. From your Application page or home 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 work.
5. Press 'Save.'

The screenshot displays the 'Checkups' section of an application. At the top, there are navigation tabs for 'Committees', 'Documents', 'Notes', and 'Checkups'. Below this, a header indicates 'Checkups (Sorted by #)'. A list of checkups is shown, with the first one highlighted. It has a red circle with the number '3' and the text 'Period Ending: 7/1/2022'. Below this, it says '<Not completed> (Brianna Test - owner)' and '<Not completed> (Test Manager - manager)'. A pencil icon is visible to the right of each checkup entry.

The detailed view of a checkup shows a 'My Progress:' dropdown menu with three options: 'Below Expectations', 'Meets Expectations' (which is selected and highlighted in blue), and 'Above Expectations'. Below this is the 'Owner Notes:' field with the text 'Everything is going smoothly. I am on track.' The 'Manager Progress:' dropdown is set to 'Meets Expectations'. The 'Manager Notes:' field contains the text 'Keep up the good work. Make sure to keep entering in your points.' At the bottom, the 'Complete:' dropdown is set to 'Yes'. A note at the bottom of the form states '(Marking an item complete locks this record.)'

Submit for Final Approval

The screenshot displays the INOVA application portal interface. At the top left is the INOVA logo. The top right contains navigation icons for home, profile, notifications (with a red '4'), and user. Below the navigation bar is a breadcrumb trail: Home / Application / Activity / Application. A secondary navigation bar includes buttons for REFRESH, PRINT, **SUBMIT FOR FINAL APPROVAL** (circled in orange), and SETTINGS. The main content area shows a card for Helga Huffle, RN 4, with a 95% completion status. The card details include program information, user ID, and a progress indicator. Below this are sections for Requirements and Endorsement from the Clinical Director. On the right, a sidebar titled 'Approvals (All) 4' lists three approved items: Pre-Approval, Activity, and Requirement, each with a green checkmark. A 'Let's Chat' button is located at the bottom right of the sidebar.

Home / Application / Activity / Application

REFRESH PRINT **SUBMIT FOR FINAL APPROVAL** SETTINGS

Helga Huffle - (RN 4) - 95% - Click to view Helga's ePortfolio

Program: 2023 ADVANCE Clinical Ladder Program
Level: RN 4 (New) (Change)
Applied: 6/9/2023
Inova Alexandria Hospital / Emergency
Manager: Test Manager

Status: Level Approved
Approved: 6/16/2023 12:51 PM
User ID: helga.huffle@staffgarden.com
Mobile Number: (800) 671-3606
Years Experience: 0.00
Career Guide:

95% Complete

Requirements: 9 required, 9 complete
Activities: 3 added, 3 complete
Points: 50 added, 45 required
Activity Approvals: 2 required, 2 requested, 2 approved
Application Approvals: 1 required, 0 approved

Created: 6/9/2023 11:06 AM by Helga Huffle Last Update: 6/16/2023 12:51 PM

Requirements

Endorsement from the Clinical Director
Do this requirement 3 months prior to submission and request approval from your Clinical Director.
My Status: Complete

Approved (Test Manager)

Date you requested endorsement: 6/9/2023

Approvals (All) 4

Pre-Approval 1
Approved
Approving: Pre-Approval
Approver: Test Manager
Modified by: Helga Huffle

Activity 1
Approved
Approving: Activity - Design or Redesign of the Workplace/Workflow: Adopt technology that designed or redesigned the workplace or workflow (Lead)
Approver: Yucca Test
Modified by: Ceir Prum
Approved

Requirement 1
Approved
Approving: Requirement - Endorsement from the Clinical Director
Approver: Test Manager
Modified by: Ceir Prum
Approved

Let's Chat

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

Where is the Submit button?

In order for the Submit button to become available on the application, the following must be done:

1. Pre-approval has been given



Pre-Approval 1

Approved

Approving: Pre-Approval

Approver: Test Manager (Manager)

2. All requirements and activities must have a status of Complete



Clinical Narrative

Clinical Narratives are required for the initial application for RN 4 must capture Inova values of Patient Always and One team. Mir

My Status: Complete

3. You must have been approved for the "Endorsement from the Clinical Director" requirement.



Endorsement from the Clinical Director

Do this requirement 3 months prior to submission and request approval from your Clinical Director.

My Status: Complete

Edit

Approved (Yucca Test)

Technical Support Questions?



Contact StaffGarden

Phone: 800-671-3606

Email: support@staffgarden.com

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

