



## **Nursing Professional Ladder Steps on StaffGarden**

# Program Onboarding

- Upload Resume


## Home Page





- Helpful Links
- Apply to the Nursing Professional Ladder

## Application Page

- Requirements
- Activities
- Request Approval
- Submit for Approval


# Home Page







SETTINGS

Lisa Test



Lisa Test

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

 Artesia, CA  (800) 671-3606

TO BE DONE

COMPLETED

**Professional Resume**

Upload a current copy of your professional resume.

Upload Now

**Staff Nurse Professional Ladder**

Click to apply to Kettering Health's Staff Nurse Professional Ladder.

Apply Now

Helpful links

[Tutorial Videos Website](#)

This is a website that lists the StaffGarden GROW Tutorial videos.

[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.

[Career Planning RN Tool Resources](#)

Goal Options and Tool Kit for Kettering Health's Career Planning RN Tool

[Kettering Health Nursing Professional Ladder Program Information](#)

This is an information document on Kettering Health's Nursing Professional Ladder Program.



Home



My ePortfolio



Alert Center



My Profile



Edit Button



Helpful Links

# Home Page: Helpful Links

Get acquainted with StaffGarden's platform and the valuable resources provided by Kettering Health.

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

## Helpful links

### [Tutorial Videos Website](#)

This is a website that lists the StaffGarden GROW Tutorial videos.

### [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.

### [Career Planning RN Tool Resources](#)

Goal Options and Tool Kit for Kettering Health's Career Planning RN Tool

### [Kettering Health Nursing Professional Ladder Program Information](#)

This is an information document on Kettering Health's Nursing Professional Ladder Program.

### [Edit your Profile](#)

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

### [View your Portfolio](#)

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

# Applying

TO BE DONE	COMPLETED
<p><input type="radio"/> Professional Resume</p> <p>Upload a current copy of your professional resume.</p>	<p>Upload Now</p>
<p><input type="radio"/> Nursing Professional Ladder</p> <p>Click to apply to Kettering Health's Nursing Professional Ladder.</p>	<p>Apply Now</p>

Click on the 'Apply Now' button to apply to Nursing Professional Ladder.

# 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:

Lisa Test

Program:

Nursing Professional Ladder 2022-2023

▼

Type: \*

New

▼

Type of application

Renewal

New

Cancel

Next >

Select the correct application type. New participants should select “New.”

If you have participated in the Nursing Professional Ladder Program

before, select “Renewal.”

# Level Requirements

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

## Nursing Professional Ladder 2022-2023

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

### Professional Level 2

Competent: At this level, nurses are able to differentiate and prioritize the most important aspects of care. Nurses are conscious, recognize patterns quickly, and can implement care strategies with consistent efficacy and organization.

#### Requirements

1. Eligible Job Code - Must work in an Eligible job code full-time, part-time, or Resource Option 2 with a minimum of 50% in a direct patient care role.
2. No Written Warning - Must have no written warning (second step) during the annual evaluation period, including attendance.
3. Staff Meeting Participation - Must participate in unit staff meetings based on unit expectations.
4. Education Requirements - Annual mandatory education requirements must be met
5. Job Description - All Job Description standards must be met

✓ Select Professional Level 2

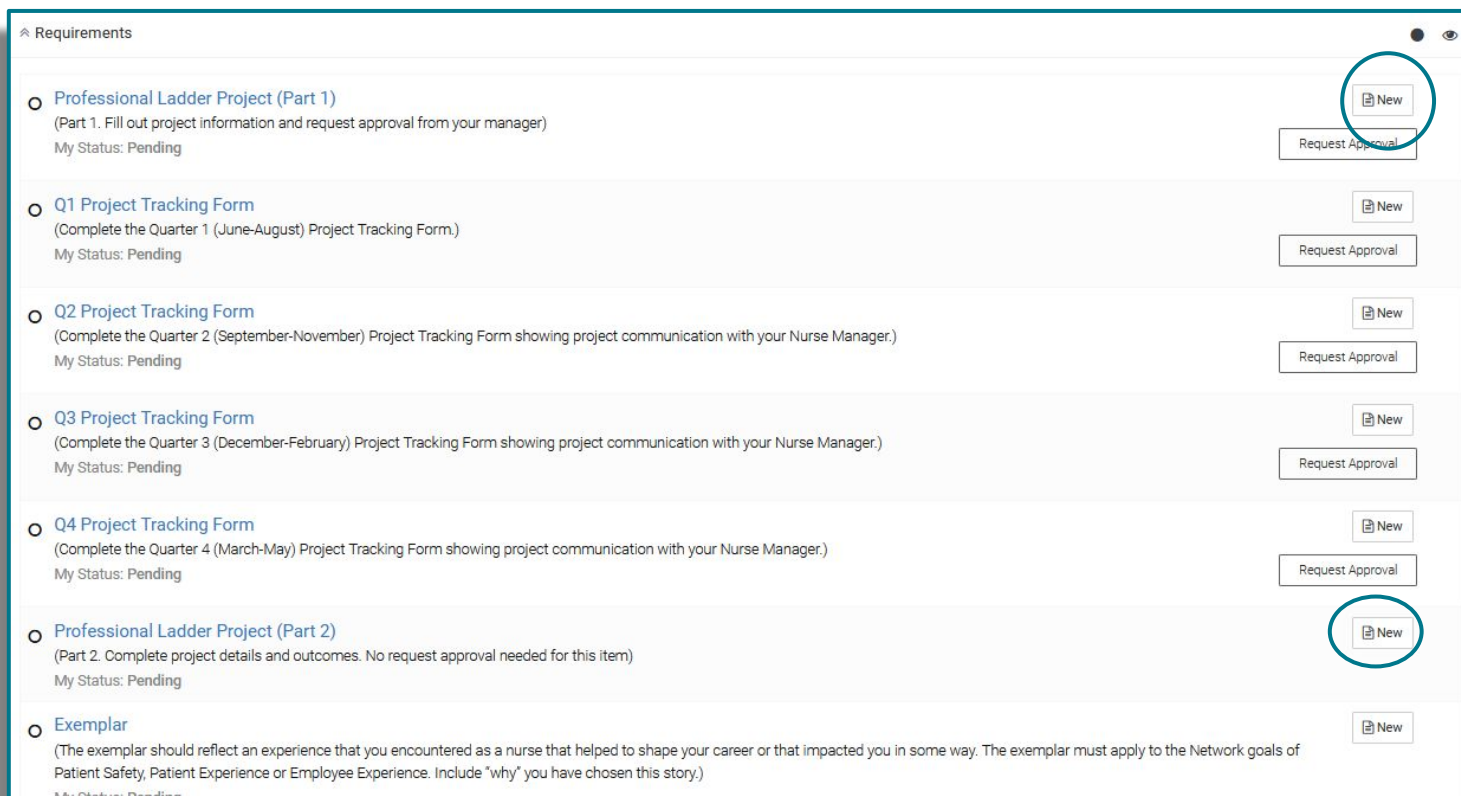
### Professional Level 3

"The Proficient Nurse has the ability (based on experience) to recognize when the expected normal outcome doesn't occur, and to respond with speed & flexibility. Proficient nurses know which nuances of a situation are important to focus in on and critically analyzes research and applies findings to practice. Perceives situations as a whole vs. a list of tasks to do. Critically analyzes research and applies findings to practice"

#### Requirements

1. BSN - Must have a completed BSN or BS degree with a Major in Nursing to qualify.
2. Eligible Job Code - Must work in an Eligible job code full-time, part-time, or Resource Option 2 with a minimum of 50% in a direct patient care role.
3. No Written Warning - Must have no written warning (second step) during the annual evaluation period, including attendance.
4. Staff Meeting Participation - Must participate in unit staff meetings based on unit expectations.
5. Education Requirements - Annual mandatory education requirements must be met.
6. Job Description - All Job Description standards must be met

# Application Requirements



Requirements

- [Professional Ladder Project \(Part 1\)](#)  
(Part 1. Fill out project information and request approval from your manager)  
My Status: Pending [New](#) [Request Approval](#)
- [Q1 Project Tracking Form](#)  
(Complete the Quarter 1 (June-August) Project Tracking Form.)  
My Status: Pending [New](#) [Request Approval](#)
- [Q2 Project Tracking Form](#)  
(Complete the Quarter 2 (September-November) Project Tracking Form showing project communication with your Nurse Manager.)  
My Status: Pending [New](#) [Request Approval](#)
- [Q3 Project Tracking Form](#)  
(Complete the Quarter 3 (December-February) Project Tracking Form showing project communication with your Nurse Manager.)  
My Status: Pending [New](#) [Request Approval](#)
- [Q4 Project Tracking Form](#)  
(Complete the Quarter 4 (March-May) Project Tracking Form showing project communication with your Nurse Manager.)  
My Status: Pending [New](#) [Request Approval](#)
- [Professional Ladder Project \(Part 2\)](#)  
(Part 2. Complete project details and outcomes. No request approval needed for this item)  
My Status: Pending [New](#)
- [Exemplar](#)  
(The exemplar should reflect an experience that you encountered as a nurse that helped to shape your career or that impacted you in some way. The exemplar must apply to the Network goals of Patient Safety, Patient Experience or Employee Experience. Include "why" you have chosen this story.)  
My Status: Pending [New](#)

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



# Selecting an Activity\*

- Transformational Leadership  
(Category Requires a minimum number of 2 points for completion)  
My Status: Pending

... + Add  
Points: 0 / 2

Sort by:  ☐ Descending

1 - 5 of 12

<input type="checkbox"/> Activity Group	Area	Points	Max Points	Sort Order	Activity
<input type="checkbox"/>	Transformational Leadership	2	2	145	<p>Development of a Hospital Wide Education </p> <p>(Area: Transformational Leadership)</p> <p>*Cannot be the same topic as your PI Project or Clinical Presentation of a Health-Related Topic Criteria</p> <p>(Examples: videos; algorithms; education packet; simulation; skills stations)</p> <p>Requirements:</p> <ul style="list-style-type: none"><li>• Education must align with Network goals</li><li>• Approval from your Manager and/or service line Director is required</li><li>• Approval from the Specialty or Taskforce Committee</li><li>• Education is required to be given Hospital wide</li><li>• Must work with your Facility Service Line NPDS (ED, ICU, Med-Surg, etc.) in addition to any specialty committees or taskforces. The nurse must submit NPDS to the specialty committee or taskforce.</li></ul>

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

## Transformational Leadership 12

Search for Activities

### Committee Involvement - Unit

1 Points  
1 max

#### Requirements:

Contributes toward improvement of patient care outcomes through participation in forums or committees that promote improvement in patient care and/or nursing practice. Active member must meet the Bylaws of the committee, if committee does not have current bylaws you must participate a minimum of 75% of the meetings.

\*\*If an opportunity is not available to participate on a Unit committee, with Manager approval, the Staff Nurse participant can replace the Unit committee with an additional Hospital-wide committee as referred to in criterion #10.

\*To use this option, you must be an active member on the committee/organization for a minimum of 3 months. If you cannot prove active membership and meeting

### Committee Involvement - Hospital Wide

2 Points  
2 max

Contributes toward the improvement of patient care outcomes through participation in forums or committees that promote improvement in patient care and/or nursing practice. \*\*Criterion Hospital-Wide Committee Involvement may be used twice to replace Criterion Committee Involvement-Unit if no unit options are available. Must have documented Manager approval.

\*To use this option, you must be an active member on the committee/organization for a minimum of 3 months. If you cannot prove active membership and meeting attendance for any reason, you cannot use this criterion.

Required Documentation:

- Meeting minutes for at least 3 months that occurred in the evaluation period (May 1-April 30 of current Professional Ladder year)

### Nurse Leader Peer Review

#### Requirements:

1. Have 2 RN Peers, who h
2. Have the same 2 RN pe
3. Complete a self-review
4. Complete a self-assess
5. Attend one leadership o

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.

Committee Involvement - Unit

Points: 1

Requirements:

Contributes toward improvement of patient care outcomes through participation in forums or committees that promote improvement in patient care and/or nursing practice. Active member must meet the Bylaws of the committee, if committee does not have current bylaws you must participate a minimum of 75% of the meetings.

\*\*If an opportunity is not available to participate on a Unit committee, with Manager approval, the Staff Nurse participant can replace the Unit committee with an additional Hospital-wide committee as referred to in criterion #10.

\*To use this option, you must be an active member on the committee/organization for a minimum of 3 months. If you cannot prove active membership and meeting attendance for any reason, you cannot use this criterion.

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

Requirement: \*

Transformational Leadership

(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.)

Activity Title:

Committee Involvement - Unit

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

Committee:

(You will automatically be joined to the group. Meeting attendance is tracked by group organizers.)

Committee Involvement- Unit

Details

Name of Committee/Organization:

# 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

**Committee Involvement - Unit**

Points: 1

Requirements:  
Contributes toward improvement of patient care outcomes through participation in forums or committees that promote improvement in patient care and/or nursing practice. Active member must meet the Bylaws of the committee, if committee does not have current bylaws you must participate a minimum of 75% of the meetings.  
\*\*If an opportunity is not available to participate on a Unit committee, with Manager approval, the Staff Nurse participant can replace the Unit committee with an additional Hospital-wide committee as referred to in criterion #10.  
\*To use this option, you must be an active member on the committee/organization for a minimum of 3 months. If you cannot prove active membership and meeting attendance for any reason, you cannot use this criterion.

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

Requirement: \*

Transformational Leadership

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

Status: \*

Complete

Activity Title:

Added / Planned

In Progress

Complete

Updating your Activity status to 'Complete' will increase your application percentage.<sup>11</sup>

# Application Page

The screenshot displays the KetteringHEALTH Application Page. The header includes the KetteringHEALTH logo and navigation icons (home, user profile, notifications, and a menu). Below the header, there's a sub-header 'Application' with links for REFRESH, HELP, PRINT, and SETTINGS.

The main content area is divided into two columns. The left column shows the application details for 'Lisa Test - (Professional Level 3) - 25 % - Click to view Lisa's ePortfolio'. It includes program information (Nursing Professional Ladder 2022-2023), level (Professional Level 3 (New)), applied date (7/13/2022), and manager/director (Test Manager). It also lists requirements (12 required, 0 complete), activities (1 added, 1 complete), activity approvals (5 required, 0 requested, 0 approved), points (1 added, 7 required), and application approvals (1 required, 0 approved). A status section shows 'Status: In Progress' with a 25% complete progress bar. User information includes User ID (lisatest@staffgarden.com), Mobile Number (800) 671-3606, Hire date (Jan 2013 - 9.5 years), Years Experience (0.00), and Champion.

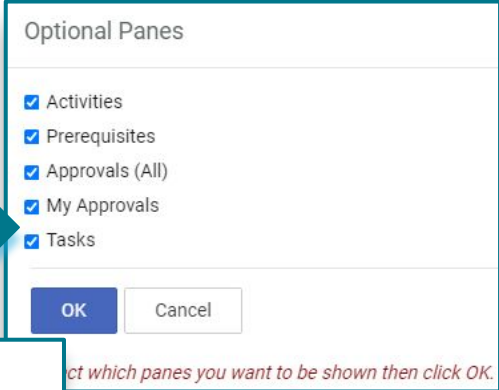
The right column shows a sidebar with tabs for Committees, Documents, and Notes. Below these is a section for 'Approvals (All) 2'. It lists two approvals: 'Pre-Approval 1' which is 'Approved' (Approving: Pre-Approval, Approver: Test Manager (Test Manager)) and 'Application 1' which is 'Pending' (Approving: Application, Approver: Test Manager (Test Manager)).

Below the application details, there's a 'Requirements' section with three items: 'Professional Ladder Project (Part 1)' (My Status: In Progress), 'Q1 Project Tracking Form' (My Status: In Progress), and 'Q2 Project Tracking Form' (My Status: In Progress). Each item has a 'New' button and a 'Request Approval' button.



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

# Activities Edit Section

Delete



Activities (Sorted by Activity Name) 1

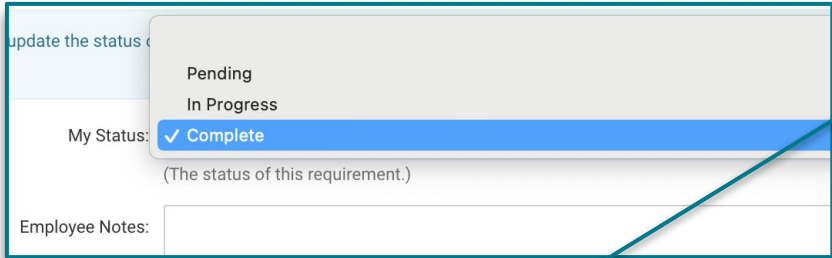
Area	Activity	Points
Transformational Leadership	 Committee Involvement - Unit (Area: Transformational Leadership) Requirement: <b>Transformational Leadership</b> Status: <b>Complete</b>	1 
Σ		1

Edit

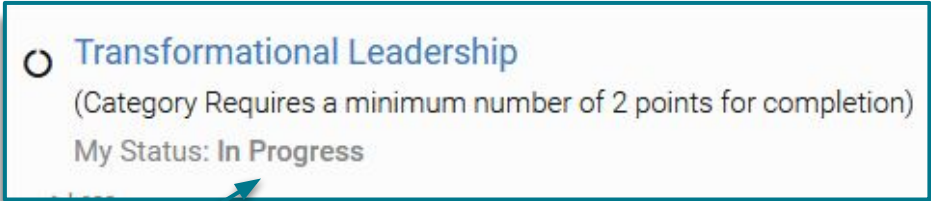
Add the Activities section to your page using the Settings button.  
Next, scroll all the way down to the Activities section to edit or delete selections.

# Choosing a Requirement Status

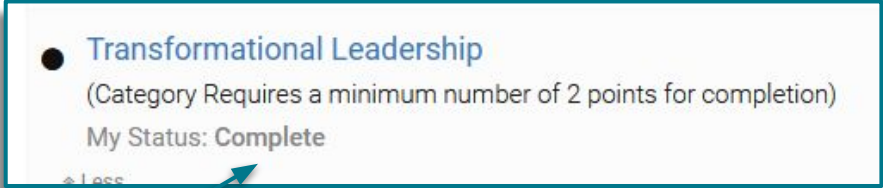
Click on the requirement's name to edit the status. Select from the My Status field and click save.



A screenshot of a web interface for updating a requirement's status. It features a dropdown menu with three options: 'Pending', 'In Progress', and 'Complete'. The 'Complete' option is selected and highlighted with a blue bar. Below the dropdown is a text label '(The status of this requirement.)'. At the bottom, there is a text input field labeled 'Employee Notes:'.



A requirement card for 'Transformational Leadership'. It includes a radio button icon, the requirement name, a note that the category requires a minimum of 2 points, and the current status 'In Progress'. A blue arrow points from the 'Complete' option in the dropdown menu to this card.



A requirement card for 'Transformational Leadership', identical to the one above but with the status set to 'Complete'. A blue arrow points from the 'Complete' option in the dropdown menu to this card.

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

**Complete** - you have finished this requirement

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

# Request Approval

## Professional Ladder Project (Part 1)

(Part 1. Fill out project information and request approval from your manager)

My Status: In Progress

New

Request Approval

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

Requirement: Part 1. Fill out project information and request approval from your manager

Status: Pending

Approver: \* Charlie Test12

Applicant Notes: (Missing)

- Alanna Woods (kettering)
- Charlie Test12
- Charlie Test13

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

Applicant Notes:

Please include an explanation of what you are requesting.

Choose an approver.



# Submit for Approval

The screenshot displays the KetteringHEALTH application portal. At the top, the navigation bar includes the KetteringHEALTH logo, a home icon, a user profile icon, a notification bell, and a user avatar. Below the navigation bar, the breadcrumb trail shows 'Home / Application'. The main navigation menu contains 'REFRESH', 'HELP', 'PRINT', 'SUBMIT FOR FINAL APPROVAL' (highlighted with a red circle), and 'SETTINGS'.

The main content area displays the application details for 'Lisa Test - (Professional Level 3) - 95 % - Click to view Lisa's ePortfolio'. The application is for the 'Nursing Professional Ladder 2022-2023' program, at 'Professional Level 3 (New)'. It was applied for on 7/13/2022 at Kettering Health Dayton / Emergency Department Manager / Director: Test Manager. The status is 'In Progress' with a progress indicator showing 95% complete. The user ID is lisatest@staffgarden.com, mobile number is (800) 671-3606, hired on Jan 2013 (9.5 years experience), and years experience is 0.00. The requirements section shows 12 required, 12 complete, 5 added, 5 complete, 5 required, 5 requested, 0 approved, 8 added, 8 required, and 1 required, 0 approved. The application was created on 7/13/2022 1:49 PM by Lisa Test and last updated on 7/13/2022 3:24 PM.

The 'Requirements' section shows a single requirement: 'Professional Ladder Project (Part 1)' (Part 1: Fill out project information and request approval from your manager). The status is 'Complete'. There are buttons for 'New', 'Requested (Test Manager)', and 'Submitted (Test Manager)'.

The right sidebar shows the 'Approvals (All)' section with 7 items. The first item is 'Pre-Approval' (1 item), which is 'Approved' and approved by 'Test Manager (Test Manager)'. The second item is 'Requirement' (5 items), which are 'Pending' and approved by 'Test Manager (Test Manager)'. The items are: 'Requirement - Professional Ladder Project (Part 1)', 'Requirement - Q1 Project Tracking Form', and 'Requirement - Q2 Project Tracking Form'.

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



# IT Questions?

Contact StaffGarden

Phone: 800-671-3606

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

Email: [support@staffgarden.com](mailto:support@staffgarden.com)

