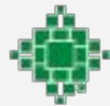


Parkview Health EXCEED Nursing Recognition Program



PARKVIEW
HEALTH

Program Onboarding

Registration

— — —

Home Page

- Apply to the Parkview Health EXCEED Nursing Recognition Program
- Helpful Links

Application Page

- Requirements
- Activities
- Request Approval
- Checkups
- Committees
- Submit for Final Approval

Registration - Step One: Parkview Pulse

PARKVIEW SharePoint

Search

Pulse Home

Home Locations **Departments** Resources and Tools

☆ Not following

Welcome to Pulse

The information hub for Parkview co-workers

News and updates

PULSE HOME
Apply for 2022 Healthy Mom and Baby Innovation Competition 3.0 and attend May 10 kickoff webinar
The Healthy Mom and Baby Innovation Competition 3.0, created in ...
22 hours ago

PULSE HOME
Providers: CME event 'Critical Conversations,' May 11
Providers are invited to attend the CME event on Wednesday, May ...
yesterday

PULSE HOME
Max multicultural leaders

Most popular Pulse sites

API	Compliance Reporting	Current Job listings
HR	IS Portal	Medical Staff Directory
Midas Event Reporting	myHR	NetLearning
PPG	Policies & Procedures	Safety Data Sheets

To register, start from the Parkview Pulse page. Go to 'Departments' and select nursing

PARKVIEW SharePoint



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**Parkview Whitley Hospital Magnet
Document**

Michaela E. Matthews

On the “Nursing” page, click on eXeed link under Nursing Reward and Recognition.

Registration Page



Welcome to StaffGarden! Let's get started.

✓ Quick Setup

First Name: *

Last Name: *

Email Address: *

(Your email address will be your user ID)

I am a: *




(What is your clinical classification?)





Mobile Number: *

(We will text you important updates.)


Postal Code: *

Home Page







SETTINGS



Rose Test

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

 Monrovia, CA  (800) 671-3606

TO BE DONE

COMPLETED

☐ Highest Degree Earned

Enter in your highest degree and submit evidence of completion.

Get Started

☐ Professional National Certification

Select and upload evidence of your professional national certification (eligible to be certified OR active certification).


Get Started

☐ Parkview EXCEED Nursing Recognition Program


Click to apply to Parkview's EXCEED Nursing

Apply Now


Helpful links

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


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

 [Tutorial Videos Website](#)

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


 [Edit your Profile](#)

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


 [View your Portfolio](#)

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


Let's Chat




Home




My ePortfolio




Alert Center



My Profile



Edit Button



Helpful Links

Applying

TO BE DONE	COMPLETED
<p><input type="radio"/> Highest Degree Earned</p> <p>Enter in your highest degree and submit evidence of completion.</p>	Get Started
<p><input type="radio"/> Professional National Certification</p> <p>Select and upload evidence of your professional national certification (eligible to be certified OR active certification).</p>	Get Started
<p><input type="radio"/> Parkview EXCEED Nursing Recognition Program</p> <p>Click to apply to Parkview's EXCEED Nursing Recognition Program.</p>	Apply Now

Click on the 'Apply Now' button to apply to the Parkview EXCEED Nursing Recognition Program

Home Page: Helpful Links

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

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

Helpful links

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

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

[🔗 Tutorial Videos Website](#)

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

[👤 Edit your Profile](#)

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

[🔗 View your Portfolio](#)

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

Level Requirements

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

Student Nurse

Must be a Student Nurse Apprentice.

Requirements

1. Experience - Must be a Student Nurse Apprentice.
2. Competency Self-Assessment - The Competency Self-Assessment must be completed within a week of initiating your application.
3. Eligibility - Is an employee in good standing with no disciplinary actions, participates in mandatory in-services, and meets annual requirements for organization-wide competency.

✓ Select **Student Nurse**

0-2 years Nurse

Must be a nurse with 0-2 years of experience.

Requirements

1. Experience - Must be a nurse with 0-2 years of experience.
2. Competency Self-Assessment - The Competency Self-Assessment must be completed within a week of initiating your application.
3. Eligibility - Is an employee in good standing with no disciplinary actions, participates in mandatory in-services, and meets annual requirements for organization-wide competency.


✓ Select **0-2 years Nurse**

2+ years Nurse

Must be a nurse with 2+ years of experience.

Applying: Selecting a Manager

Click on magnifying glass or bar to select your manager.

 Your Information


Facility: *

Department:

Name:

Email Address:

Status: FTE:

Manager: 

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


Hire Date:

(Your approximate hire date.)



Name:

Email Address:

Sort by: ☐ Descending

 Employee (Filtered on Find filter) 3

Facility	Department	Name	User ID
		Test Manager	test.manager@staffgarden...
		Florence Nightingale	parkviewonboarding@staffg...
		Alanna Woods (parkview)	alanna.woods+parkview@st...

Use the arrows at the bottom to go through the list of names or use the filters to find the manager you are looking for. Click on the name of your manager to select them for your application. 10

Application Requirements

PARKVIEW HEALTH

Home / Your Information / Application

REFRESH HELP PRINT SETTINGS

☑ Rose Test - (2+ years Nurse) -- Click to view Rose's ePortfolio

⌵ Requirements

- Competency Self-Assessment**
(Fill out the Competency Self-Assessment within a week of initiating your application. Request Approval from your Manager once completed.)
My Status: Pending
[New](#)
[Request Approval](#)
- 20 points**
(Obtain a minimum of 20 points from at least 4 of the 5 categories (New Knowledge, Innovations, and Improvements, Exemplary Professional Practice, Structural Empowerment, Transformational Leadership, Service Excellence & Well-Being).)
My Status: Pending
... [+ Add](#)
Points: 0 / 20
- ePortfolio**
(Complete your ePortfolio. Begin by uploading your resume.)
My Status: Pending
[View](#)

⌵ Less

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

Selecting an Activity*

○ 20 points

(Obtain a minimum of 20 points from at least 4 of the 5 categories (New Knowledge, Innovations, and Improvements, Exemplary Professional Practice, Structural Empowerment, Transformational Leadership, Service Excellence & Well-Being).)

My Status: Pending



+ Add

Points: 0 / 20

Exemplary Professional Practice 7

Serve as Clinical Instructor/College Faculty 3 Points 3 max 3 points, 3 points max Evidence: Name of institution, Courses, Dates, Location, Proof of instructor status	Certified Instructor for a Course 2 Points 2 max 2 points, 2 points max BLS, ACLS, PALS, NRP, TNCC, ENPC, etc. Evidence: Course type, Date, Location, Frequency, Proof of certification, Narrative	Teach Class and/or Assist with Learning Events, Skills Labs, Simulations 2 Points 2 max 2 points, 2 points max Evidence: Type, Date, Location, Proof of teaching or assisting, Narrative
Works to Increase Nursing Satisfaction 2 Points 2 max 2 points, 2 points max Welcome or Sunshine Committee; Documented leadership of NCAT project on nurse satisfaction or engagement. Evidence: Activity name, Narrative on activity, Date, Other members, Narrative on Work, Proof of presentation, Proof of involvement/leadership	Complete 12 Nursing CEs per year 2 Points 2 max 2 points, 2 points max Evidence: Activity type, Topics learned, Proof of CEs	Serve as Nurse Planner/Develop CE Program 3 Points 3 max 3 points, 3 points max Evidence: Proof of nurse planner preparation, How many CE programs, Proof of CE program
		Other 1 Points 1 max 1 point, 1 point max Evidence: Describe details of activity, Narratives, Date, Others involvement, Proof of activity

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

Activity Details

Complete
fields.

These can be
edited at a
later time if
needed.

Requirement: 20 points

Rose Test

20 points (Obtain a minimum of 20 points from at least 4 of the 5 categories (New Knowledge, Innovations, and Improvements, Exemplary Professional Practice, Structural Empowerment, Transformational Leadership, Service Excellence & Well-Being).)
(In Progress) - My Status: In Progress - Manager / Director Status: Complete

Serve as Clinical Instructor/College Faculty

Points: 3

3 points, 3 points max

Evidence: Name of institution, Courses, Dates, Location, Proof of instructor status

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

Status: *

Added / Planned

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

Activity Title:

Serve as Clinical Instructor/College Faculty

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

Serve as Clinical Instructor/College Faculty

⌵ Evidence

Name of institution:

Course(s) taught:

Starting date:

Ending date:

Choosing a Status for an Activity

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

In Progress - you are working on this activity

Complete - you have finished this activity

The screenshot shows a form for adding an activity. At the top, there is a light blue box with the title "Serve as Clinical Instructor/College Faculty" and "Points: 3" on the right. Below the title, it says "3 points, 3 points max" and "Evidence: Name of institution, Courses, Dates, Location, Proof of instructor status". Below this is a red box with a note: "Note: You should ensure that the activity and all required evidence is attached before changing the status to complete." At the bottom, there is a "Status: *" dropdown menu. The dropdown is open, showing three options: "Added / Planned" (highlighted in blue), "In Progress", and "Complete".

Serve as Clinical Instructor/College Faculty Points: 3

3 points, 3 points max

Evidence: Name of institution, Courses, Dates, Location, Proof of instructor status

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

Status: * Added / Planned


Activity Title: Added / Planned

In Progress

Complete

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

Application Page



Home / Your Information / Application

REFRESHHELPPRINTSETTINGS

⌵ Rose Test - (2+ years Nurse) - 15 % - Click to view Rose's ePortfolio

Program: Parkview EXCEED Nursing Recognition Program 2022-A

Level: 2+ years Nurse (New) [\(Change\)](#)

Applied: 5/13/2022

Parkview DeKalb Hospital / Family Birthing Center

Manager / Director: Test Manager

Requirements: 3 required, 0 complete

Activities: 1 added, 0 complete

Activity Approvals: 1 required, 0 requested, 0 approved

Approvals: 0/0 Application, 0/1 Level

Status: Applied

[User ID: rose.test@staffgarden.com](#)

Mobile Number: (800) 671-3606

Hired: Jul 2018 - 3.8 years

Years Experience: 0.00

Champion:

15 %

Complete

Created: 5/13/2022 3:02 PM by Rose Test

Last Update: 5/13/2022 3:21 PM

⌵ Requirements

○ Competency Self-Assessment

(Fill out the Competency Self-Assessment within a week of initiating your application. Request Approval from your Manager once completed.)

My Status: In Progress

○ 20 points

(Obtain a minimum of 20 points from at least 4 of the 5 categories (New Knowledge, Innovations, and Improvements, Exemplary Professional Practice,

New

Request Approval

... + Add

Points: 3 / 20

Committees

Documents

Notes

Checkups

⌵ Approvals (All) 1

⌵ Pre-Approval 1

👍👎

Pending

Approving: Pre-Approval

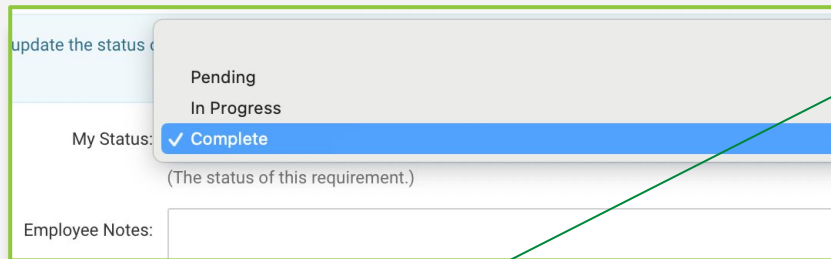
Approver: Test Manager (Nurse Manager)

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

15

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 showing a dropdown menu for selecting a requirement status. The menu is open, displaying three options: 'Pending', 'In Progress', and 'Complete'. The 'Complete' option is selected and highlighted in blue. Below the dropdown, there is a text field labeled 'Employee Notes:'.

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

Complete - you have finished this requirement

 **Competency Self-Assessment**
(Fill out the Competency Self-Assessment within a week completed.)
My Status: **In Progress**

 **Competency Self-Assessment**
(Fill out the Competency Self-Assessment with completed.)
My Status: **Complete**

Request Approval

● Competency Self-Assessment

(Fill out the Competency Self-Assessment within a week of initiating your application. Request Approval from your Manager once completed.)

My Status: Complete

Edit

Complete

Request Approval

Some activities may ask for Request Approval. To request approval click on the Request Approval button and select the appropriate approver.

When requesting approval, the information you provide will be sent to the approver for them to review and approve.










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.

Activities Edit Section

Delete

Activities (Sorted by Activity Name) 3		
Activity	Points	
 Serve as Clinical Instructor/College Faculty (Area: Exemplary Professional Practice) Requirement: 20 points Status: Added / Planned	3	 
 Volunteering Outside the Organization (Area: Service Excellence and Well-being) Requirement: 20 points Status: Added / Planned	1	 
 Writing a Published Article, Chapter, or Book (Area: New Knowledge, Innovations and Improvements) Requirement: 20 points Status: Added / Planned	5	 
		9

Edit

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

Checkups

1. From your ladder application page, click on 'Checkups,' on the upper right hand side pane.
2. Begin by clicking on the pencil icon.
3. Select from the 'My Progress' dropdown list.
4. Enter in your comments regarding the progress of your ladder application.
5. Press 'Save.'

The screenshot displays the 'Checkups' section of a web application. At the top, there are navigation links: 'Committees', 'Documents', 'Notes', and 'Checkups'. Below these, a header reads 'Checkups (Sorted by #)'. A list of checkups is shown, with the first one highlighted. It has a red circle with the number '1' and a pencil icon. The text for this checkup is '<Not completed> (Rose Test - owner)' and '<Not completed> (Test Manager - manager)'. Below this list, a detailed view of a checkup is shown. It includes a 'My Progress' dropdown menu with options 'Below Expectations', 'Meets Expectations' (selected), and 'Above Expectations'. The 'Owner Notes' field contains 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.' The 'Complete' dropdown is set to 'Yes'. At the bottom, a note states '(Marking an item complete locks this record.)'

Committees Documents Notes Checkups

Checkups (Sorted by #)

1 Period Ending: 7/1/2022

<Not completed> (Rose Test - owner)

<Not completed> (Test Manager - manager)

My Progress: Below Expectations Meets Expectations Above Expectations

Owner Notes:* Everything is going smoothly. I am on track.

Manager Progress: Meets Expectations

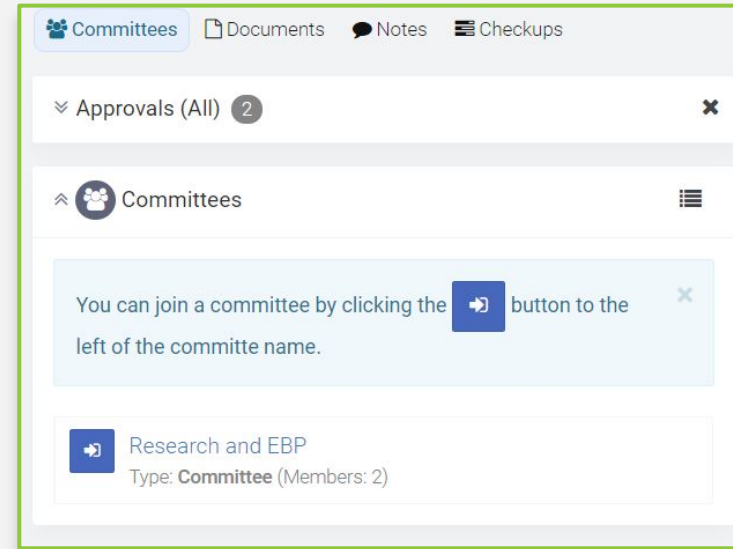
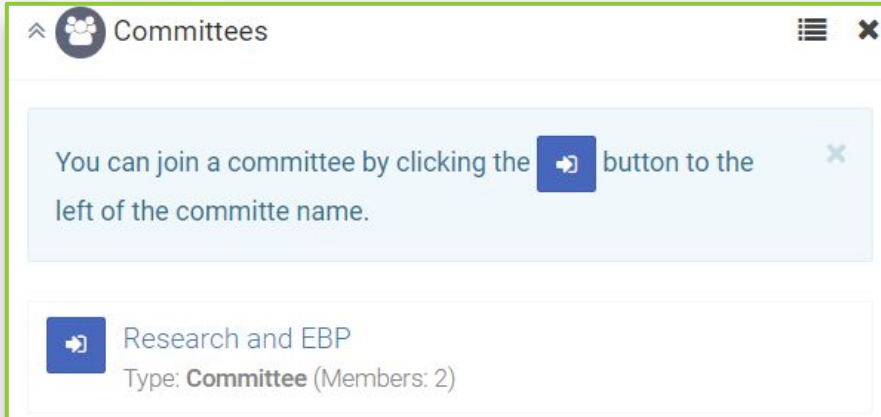
Manager Notes: Keep up the good work. Make sure to keep entering in your points.

Complete: Yes

(Marking an item complete locks this record.)

Committees

Find the committees section on the bottom of the home page (left) or on the right hand-side of the Application page (right).



Click on the button to the left of the committee name to join that committee.

Submit for Final Approval

The screenshot displays the Parkview Health application portal. At the top, the Parkview Health logo is on the left, and a home icon is on the right. Below the logo, a breadcrumb trail reads: Home / Your Information / Application / Select Activity / Activity / Application. A navigation bar contains links: REFRESH, HELP, PRINT, **SUBMIT FOR FINAL APPROVAL** (highlighted with a red circle), and SETTINGS. The main content area shows a user's application for the "Rose Test - (2+ years Nurse) - 82 % - Click to view Rose's ePortfolio". The application details include: Program: Parkview EXCEED Nursing Recognition Program 2022-A, Level: 2+ years Nurse (New) (Change), Applied: 5/13/2022, Parkview DeKalb Hospital / Family Birthing Center, Manager / Director: Test Manager, Requirements: 3 required, 3 complete, Activities: 7 added, 7 complete, Activity Approvals: 1 required, 1 requested, 0 approved, Approvals: 0/0 Application, 1/1 Level. A status section shows: Status: Level Approved, User ID: rose.test@staffgarden.com, Mobile Number: (800) 671-3606, Hired: Jul 2018 - 3.8 years, Years Experience: 0.00, and Champion: [blank]. A donut chart indicates 82% completion. The bottom section shows a requirement: Competency Self-Assessment, with a status of Complete. On the right sidebar, there are tabs for Committees, Documents, Notes, and Check. Below these, there are sections for Approvals (All) 2, Pre-Approval 1, and Requirement 1, each with a status and an approving manager.

PARKVIEW HEALTH

Home / Your Information / Application / Select Activity / Activity / Application

REFRESH HELP PRINT **SUBMIT FOR FINAL APPROVAL** SETTINGS

⌵ Rose Test - (2+ years Nurse) - 82 % - Click to view Rose's ePortfolio

Program: Parkview EXCEED Nursing Recognition Program 2022-A
Level: 2+ years Nurse (New) (Change)
Applied: 5/13/2022
Parkview DeKalb Hospital / Family Birthing Center
Manager / Director: Test Manager
Requirements: 3 required, 3 complete
Activities: 7 added, 7 complete
Activity Approvals: 1 required, 1 requested, 0 approved
Approvals: 0/0 Application, 1/1 Level

Status: Level Approved
User ID: rose.test@staffgarden.com
Mobile Number: (800) 671-3606
Hired: Jul 2018 - 3.8 years
Years Experience: 0.00
Champion:

82 % Complete

Created: 5/13/2022 3:02 PM by Rose Test Last Update: 5/13/2022 3:45 PM

⌵ Requirements

● **Competency Self-Assessment**
(Fill out the Competency Self-Assessment within a week of initiating your application. Request Approval from your Manager once completed.)
My Status: Complete

Edit
Complete
Requested (Test Manager)

Committees Documents Notes Check

⌵ Approvals (All) 2

⌵ Pre-Approval 1

Approved
Approving: Pre-Approval
Approver: Test Manager (Nurse Manager)

⌵ Requirement 1

Pending
Approving: Requirement - Fill out the C
Assessment within a week of initiating
Request Approval from your Manager
Approver: Test Manager (Nurse Manager)

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

IT Support Questions?

The StaffGarden Team is here to help!

Phone: 800-671-3606

Email: help@staffgarden.com

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