



**Assistant Nurse Manager  
Professional Excellence Program  
Steps on StaffGarden GROW**

# Program Onboarding

## Registration Page

### Home Page

- Helpful Links
- Apply to the Assistant Nurse Manager Professional Excellence Program

## Application Page

- Requirements
- Activities
- Request Approval
- Submit for Final Approval
  - Where is the Submit button?



AdventHealth Clinical Leader Professional Excellence Program IS ONLY THROUGH  
ADVENT SINGLE SIGN ON (SSO) PAGE

LOGIN with your Advent Health network ID

## AdventHealth Clinical Leader Professional Excellence Program

THE Clinical Leader Professional Excellence Program models the **American Organization of Nurse Executives (AONE) (2015) Nurse Manager** competencies as the foundation for the activities that award points.

Nurse Clinical Leaders, such as assistant nurse managers, provide the essential link between the administrative strategic plan and the point of care. The clinical leader is responsible for creating safe, healthy environments that support the work of the health care team and contribute to patient engagement. Their role is essential in creating a professional environment and fostering a culture where interdisciplinary team members



# Registration Page



Welcome to StaffGarden! Let's get started.



Quick Setup

First Name: \*

Tiffany

Last Name: \*

Test3

Email Address: \*

tiffanytest3@staffgarden.com

I am a: \*

Clinical Manager



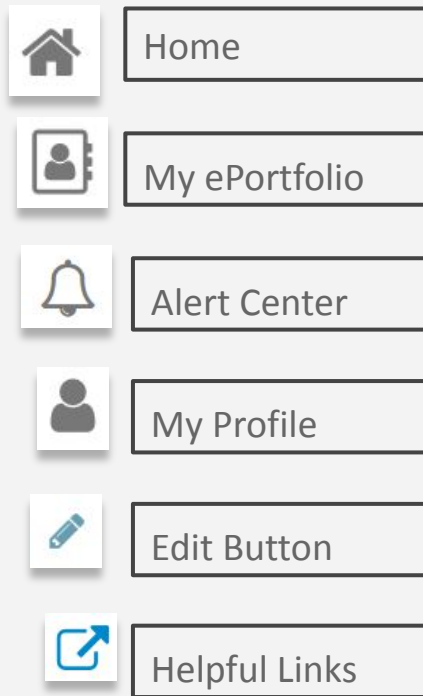
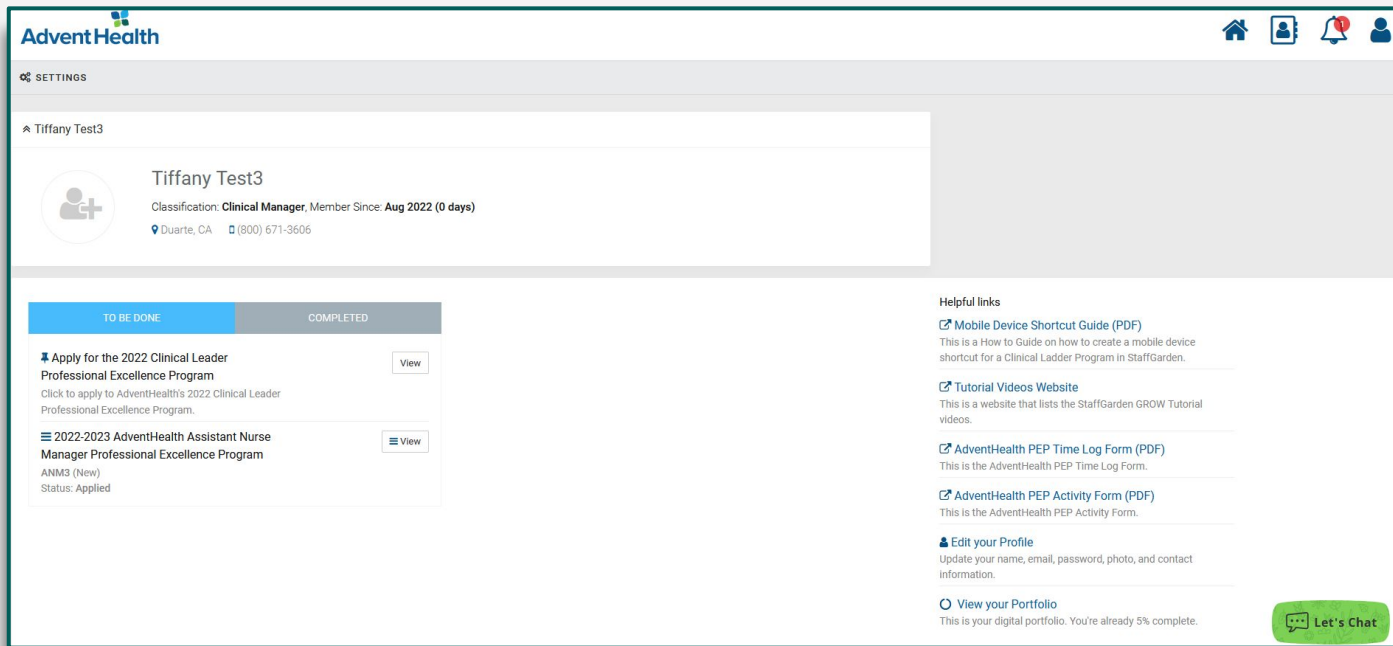
(What is your clinical classification?)

Skip

Next >

Be sure to select “Clinical Manager” as your clinician type.

# Home Page



# Home Page: Helpful Links

Get acquainted with the StaffGarden GROW platform and the valuable resources provided by AdventHealth.

The Helpful links section is located on the right 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.

### [Tutorial Videos Website](#)

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

### [AdventHealth PEP Time Log Form \(PDF\)](#)

This is the AdventHealth PEP Time Log Form.

### [AdventHealth PEP Activity Form \(PDF\)](#)

This is the AdventHealth PEP Activity Form.

### [Edit your Profile](#)

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

### [View your Portfolio](#)

This is your digital portfolio. You're already 5% complete.

# Applying

TO BE DONE	COMPLETED
<p><input type="radio"/> Apply for the 2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program</p> <p>Click to apply to AdventHealth's 2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program.</p>	<p><a href="#">Apply Now</a></p>

Click on the 'Apply Now' button to apply to AdventHealth's Assistant Nurse Manager Professional Excellence Program.

# 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:

Tiffany Test3

Program: \*

2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program ▼

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 Assistant Nurse Manager Professional Excellence Program before, select “Renewal.”



# Applying: Level Prerequisites

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

## 2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program

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

### ANM2

#### Requirements

1. Assistant Nurse Manager - Assistant Nurse Manager in an acute care setting.
2. FT Employee - Full Time employee only (no per diem).
3. Education Requirement - Must meet at least ONE: ADN, ASN, Diploma in Nursing, or BSN.

✓ Select ANM2

### ANM3

#### Requirements

1. Assistant Nurse Manager - Assistant Nurse Manager in an acute care setting.
2. FT Employee - Full Time employee only (no per diem).
3. Education Requirement - Must meet at least ONE: Enrolled in BSN with current National Nursing Certification or BSN with current National Nursing Certification.


✓ Select ANM3

### ANM4

#### Requirements

1. Assistant Nurse Manager - Assistant Nurse Manager in an acute care setting.
2. FT Employee - Full Time employee only (no per diem).

# Applying: Your Employee Information

 Your Information

Facility: \*

Test Facility

▼

Department:

Test Department

▼

Job Code:

▼

Name:

Tiffany Test3

Email Address:

tiffanytest3@staffgarden.com

Status:

Current Employee



▼

FTE:

0.90

Manager:

Test Manager

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

Hire Date:

July

▼

2017

▼

(Your approximate hire date.)

Created 8/26/2022 2:40 PM by Mikayla Lewis-Campbell




Modified: 8/26/2022 3:37 PM by Mikayla Lewis-Campbell


















Cancel


Save & Continue

Ensure your information is correct.

# Application Requirements

 Requirements  

-  **The Science Activities (6 points)**  
(Obtain a minimum of 6 points in The Science category.)  
My Status: Pending   **+ Add**  
Points: 0 / 6
-  **The Art Activities (6 points)**  
(Obtain a minimum of 6 points in The Art category.)  
My Status: Pending   **+ Add**  
Points: 0 / 6
-  **The Leader Within Activities (6 points)**  
(Obtain a minimum of 6 points in The Leader Within category.)  
My Status: Pending   **+ Add**  
Points: 0 / 6
-  **Exemplary Self Care Activities (6 points)**  
(Obtain a minimum of 6 points in the Exemplary Self Care category.)  
My Status: Pending   **+ Add**  
Points: 0 / 6
-  **Flex Points (6 points)**  
(Obtain a minimum of 6 Flex points from any of the categories.)  
My Status: Pending   **+ Add**  
Points: 0 / 6
-  **Portfolio**  
(Complete your Portfolio. Begin by uploading your resume and constructing the portfolio.)  
My Status: Pending  **View**

 Less

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

# Selecting an Activity\*

## ☐ The Science Activities (6 points)

(Obtain a minimum of 6 points in The Science category.)

My Status: Pending

... + Add

Points: 0 / 6

Area:

Level Restriction:

Name:

Sort by:

 ☐ Descending 

1 - 5 of 73

<input type="checkbox"/>	Activity Group	Area	Points	Max Points	Sort Order	Activity
<input type="checkbox"/>	Current Advanced Degree Enrollment	The Science	1	1	856	Clinical Practice Knowledge - Current Advanced Degree Enrollment - BSN or BA/BS healthcare related (Area: The Science) BSN or BA/BS healthcare related

Required Documentation:

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

The Science 73 Search for Activities

**Financial Management - Create and presents NM with a budget plan for the unit** 1 Points 1 max

Create and presents NM with a budget plan for the unit

Within past 12 months

Requirements/Documentation:

Upload PEP Activity Form signed and dated by NM

**Financial Management - Resource Utilization: Identifies an opportunity to improve resource utilization, develops a plan and implements strategies.** 2 Points 2 max

Identifies an opportunity to improve resource utilization, develops a plan and implements strategies. Tracks and reports impact of strategy to NM

Within past 12 months

Requirements/Documentation:

Upload PEP Activity Form signed and dated by NM

**Human Resources - Participate in activities**

Participate in activities

1 pt/activity Within past 12 months

Requirements/Documentation:

Upload PEP Activity Form signed and dated by NM

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.

EBP/Research - Podium Presentation

Points: 5  
Max Points: 5

Completes podium presentation at national, state, or local conference

Within past 3 years

Requirements/ Documentation:

- o Name of topic presented
- o Name, date and location of conference.
- o Copy of letter of invitation or acceptance to perform podium presentation
- o PowerPoint presentation used for podium presentation

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

Requirement: \*

The Science Activities (6 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.)

Activity Title:

EBP/Research - Podium Presentation

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

EBP/Research - Podium/Poser Form (with NM Approval)

Evidence

Name of topic presented

Name of conference

Date of conference

# Editing an Activity

Click activity to edit.


5

EBP/Research - Podium Presentation

(Area: The Science)

Added / Planned

This activity is not complete. Click to edit.



Delete activity

# 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 an activity titled "EBP/Research - Podium Presentation". In the top right corner, it indicates "Points: 5" and "Max Points: 5". The description states: "Completes podium presentation at national, state, or local conference" and "Within past 3 years". A "Requirements/ Documentation:" section lists four items: "o Name of topic presented", "o Name, date and location of conference.", "o Copy of letter of invitation or acceptance to perform podium presentation", and "o PowerPoint presentation used for podium presentation". A red note box says: "Note: You should ensure that the activity and all required evidence is attached before changing the status to complete." Below this, the "Requirement:" dropdown is set to "The Science Activities (6 points)". The "Status:" dropdown is open, showing three options: "Complete" (selected), "Added / Planned", and "In Progress". The "Activity Title:" field is empty, with a note below it: "(The name displayed on your main application. Use this to distinguish between multiple instances of the same activity.)".

EBP/Research - Podium Presentation Points: 5  
Max Points: 5

Completes podium presentation at national, state, or local conference

Within past 3 years

Requirements/ Documentation:

- o Name of topic presented
- o Name, date and location of conference.
- o Copy of letter of invitation or acceptance to perform podium presentation
- o PowerPoint presentation used for podium presentation

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

Requirement: \* The Science Activities (6 points) ▼

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

Status: \* Complete ▼

Activity Title:   
Added / Planned  
In Progress  
Complete

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

**Updating your Activity status to 'Complete' will increase your percentage on the Application page.**<sup>15</sup>

# Application Page

The screenshot displays the 'Application Page' for 'Tiffany Test3 - (ANM3) - 11 %'. The page header includes the 'Advent Health' logo and navigation icons. The main content area is divided into sections for program details, status, and requirements. A progress indicator shows '11 % Complete'. The right sidebar contains 'Approvals (All)' and 'Pre-Approval' sections. The bottom section lists 'Requirements' under 'The Science Activities (6 points)'.

**Advent Health**

Activity / Application

REFRESH PRINT SETTINGS

⌵ Tiffany Test3 - (ANM3) - 11 % - Click to view Tiffany's ePortfolio

Program: 2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program  
Level: ANM3 (New) [Change](#)  
Applied: 8/26/2022  
Test Facility / Test Department  
Manager / Director: Test Manager

Status: **Applied**  
[User ID: tiffanytest3@staffgarden.com](#)  
Mobile Number: (800) 671-3606  
Hired: Jul 2017 - 5.1 years  
Years Experience: 0.00  
Champion:

11 % Complete

Requirements: 6 required, 0 complete  
Activities: 2 added, 1 complete  
Activity Approvals: 2 required, 0 requested, 0 approved  
Points: 6 added, 30 required  
Application Approvals: 1 required, 0 approved

Created: 8/26/2022 3:36 PM by Mikayla Lewis-Campbell  
Last Update: 8/26/2022 4:40 PM

⌵ Requirements

☐ The Science Activities (6 points)  
(Obtain a minimum of 6 points in The Science category.)  
My Status: In Progress  
[Less](#)

**EBP/Research - Podium Presentation**  
(Area: The Science)  
Added / Planned  
This activity is not complete. Click to edit.

**Financial Management - Create and presents NM with a budget plan for the unit**  
(Area: The Science)  
Request Approval

Documents Notes

⌵ Approvals (All) 2

⌵ Pre-Approval 1

Pending  
Approving: Pre-Approval  
Approver: Test Manager (Manager)

⌵ Application 1

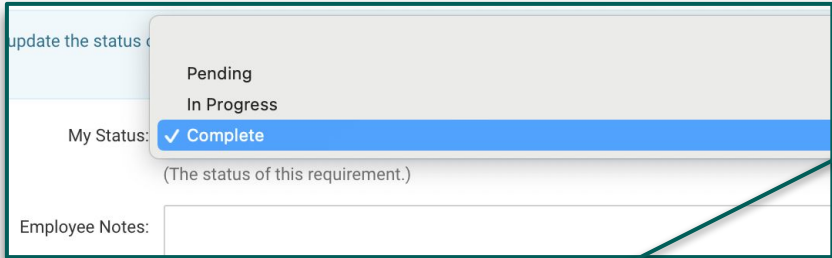
Pending  
Approving: Application  
Approver: Test Manager (Manager)

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



# 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 form for updating a requirement's status. The form has a title 'update the status of' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Pending', 'In Progress', and 'Complete'. The 'Complete' option is selected and highlighted with a blue bar. Below the dropdown, there is a label 'My Status:' followed by the text '(The status of this requirement.)'. At the bottom of the form, there is a text area labeled 'Employee Notes:'.



A requirement card for 'The Art Activities (6 points)'. It includes a radio button icon, the requirement name, a description '(Obtain a minimum of 6 points in The Art category.)', and the current status 'My Status: In Progress'. At the bottom, there is a link 'Less' with an upward arrow icon.



A requirement card for 'The Science Activities (6 points)'. It includes a radio button icon, the requirement name, a description '(Obtain a minimum of 6 points in The Science category.)', and the current status 'My Status: Complete'. At the bottom, there is a link 'Less' with an upward arrow icon.

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

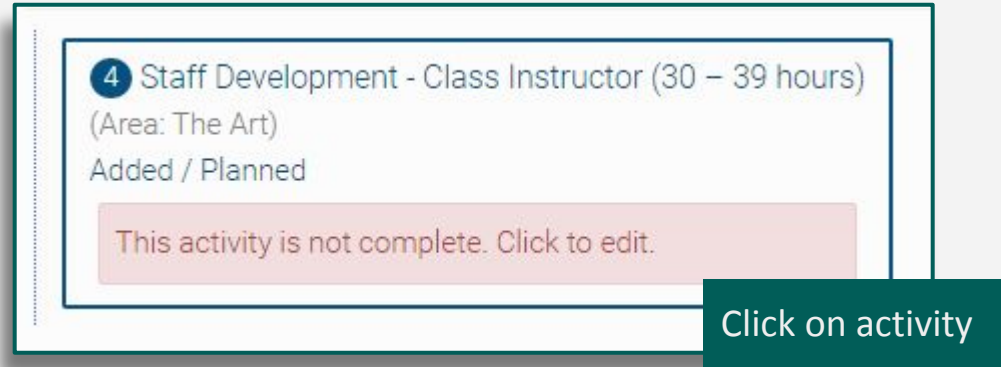
**Complete** - you have finished this requirement

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

# Moving an Activity to another Requirement Area

To change the requirement area:

1. Start on the Application page
2. Click on the activity you'd like to change the requirement area for
3. Find the "Requirement field" and use the dropdown selection to choose the new requirement area



Requirement: \*

Status: \*

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

Activity Title:

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

# Request Approval


4

Staff Development - Class Instructor (30 – 39 hours)

(Area: The Art)

✓ Complete

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.

Approver

Activity: Staff Development - Class Instructor (30 – 39 hours)

Status: Pending

Approver: Test Manager (Manager) ▼

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.

Please include an explanation of what you are requesting.

19

# Submit for Final Approval

The screenshot displays the AdventHealth application portal. At the top, the AdventHealth logo is on the left, and navigation icons (home, profile, notifications, user) are on the right. Below the header, a breadcrumb trail shows 'Home / Application'. A navigation bar contains 'REFRESH', 'PRINT', 'SUBMIT FOR FINAL APPROVAL' (highlighted with a red circle), and 'SETTINGS'. The main content area shows a user profile for 'Tiffany Test3 - (ANM3) - 95 %'. The profile includes program details (2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program), status (Level Approved), and a 95% completion progress bar. A list of requirements is shown below the profile, with one requirement, 'The Science Activities (6 points)', highlighted. The right sidebar shows a list of approvals, including 'Pre-Approval' and 'Activity' approvals, all marked as 'Approved'.

AdventHealth

Home / Application

REFRESH PRINT **SUBMIT FOR FINAL APPROVAL** SETTINGS

⌵ Tiffany Test3 - (ANM3) - 95 % - Click to view Tiffany's ePortfolio

Program: 2022-2023 AdventHealth Assistant Nurse Manager Professional Excellence Program  
Level: ANM3 (New) (Change)  
Applied: 8/26/2022  
Test Facility / Test Department  
Manager / Director: Test Manager

Status: Level Approved  
Approved: 8/30/2022 12:21 PM  
User ID: tiffanytest3@staffgarden.com  
Mobile Number: (800) 671-3606  
Hired: Jul 2017 - 5.1 years  
Years Experience: 0.00  
Champion:

95 % Complete

Requirements: 6 required, 6 complete  
Activities: 11 added, 11 complete  
Activity Approvals: 10 required, 10 requested, 9 approved  
Points: 32 added, 30 required  
Application Approvals: 1 required, 0 approved

Created: 8/26/2022 3:36 PM by Mikayla Lewis-Campbell Last Update: 8/30/2022 12:30 PM

⌵ Requirements

• The Science Activities (6 points)  
(Obtain a minimum of 6 points in The Science category.)  
My Status: Complete

+ Add  
Points: 6 / 6

Documents Notes

⌵ Approvals (All) 12

⌵ Pre-Approval 1

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

⌵ Activity 10

Approved  
Approving: Activity - Staff Development - Peer Review Interview Committee  
Approver: Test Manager (Manager)  
Approved

Approved  
Approving: Activity - Physical Health - Participate in a Sponsored/Organized 5k Event  
Approver: Test Manager (Manager)  
Approved

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

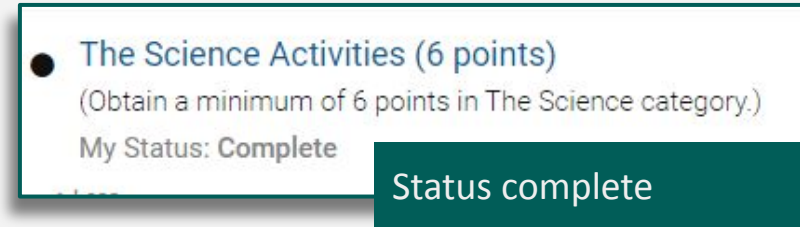
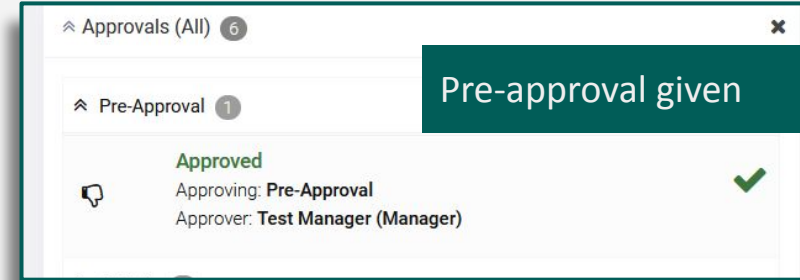
# Where is the Submit button?

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

1. Pre-approval has been given
2. All requirements and activities have status marked as complete
3. You have requested approval from all requirements/activities that require it

 Requested  
(Test Manager)

Request Approval has  
been sent



# IT Questions?

Contact StaffGarden

Phone: 800-671-3606

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

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

A green rounded rectangular button with a white speech bubble icon containing three dots, followed by the text "Let's Chat" in white.