Electronic Self-Assessment: Quick Tips

Innovate. Involve. Inspire.
Pathway to Excellence® Program

2020

Pathway to Excellence®

Electronic Pathway to Excellence® Self-Assessment of Organizational Culture Tool

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Links to the Self Assessment (inside the booklet)

- **Long Term Care Version:** [https://forms.office.com/Pages/ShareFormPage.aspx?id=DQEnkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAMAAC4W3KNUQUnkZBSERNVUIxUEhXRDZGUFJXN1YzSC4u&sharetoken=JhVMKBt6tAYVZENvT4R](https://forms.office.com/Pages/ShareFormPage.aspx?id=DQEnkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAMAAC4W3KNUQUnkZBSERNVUIxUEhXRDZGUFJXN1YzSC4u&sharetoken=JhVMKBt6tAYVZENvT4R)

- **Acute Version:** [https://forms.office.com/Pages/ShareFormPage.aspx?id=DQEnkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAMAAC4W3KNUQUnhBWlZIVl2WFk0WVVQS0swV0ZUkxPVy4u&sharetoken=QpolCxFJynKY1rPLHxrH](https://forms.office.com/Pages/ShareFormPage.aspx?id=DQEnkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAMAAC4W3KNUQUnhBWlZIVl2WFk0WVVQS0swV0ZUkxPVy4u&sharetoken=QpolCxFJynKY1rPLHxrH)
Opens up to Microsoft Forms

Hit ‘duplicate it’ to create a copy unique to your organization
Once successfully duplicated, you will see ‘(copy)’ on the top.
Once you are ready to share, click on the ‘share’ button.
You can utilize the link

Hit ‘copy’ and embed the link in an email or any electronic document
Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

(Recommended prior to submitting an online application for Pathway to Excellence® designation) The first step in pursuing recognition as a Pathway to Excellence health care organization is conducting a self-assessment and gap analysis of the organizational culture. Information collected is intended for the organization’s internal use. The self-assessment must be deliberate and honest if it is to serve as an accurate measure of the gap between the organization’s current and desired states. This process requires an organization to compare itself against the compulsory elements of the Pathway to Excellence program in order to assess the organization’s current state. For a meaningful organizational self-assessment and gap analysis, it is recommended that nurses at all levels be included early in this process. Specific guidance on conducting an organizational self-assessment can be found in the Pathway to Excellence Application Manual.

Hit the email icon
Opens to an email platform
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If you click this, it generates a unique QR code
Download and embed the QR code in an email or any electronic document OR you can print and post the scannable code on your bulletin boards.
Optional settings

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You can choose the options of who can respond
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You can also print the form.
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* Required

Your Information

1. Are you a nurse in a formal leadership position? *
If you click the ellipsis and then ‘settings,’ you will find more options.
Analyzing the Responses

Click ‘responses’ to analyze the data.
This opens up…
If you click on this, the data gets downloaded in Excel format.
<table>
<thead>
<tr>
<th>ID</th>
<th>Start time</th>
<th>Completion time</th>
<th>Email</th>
<th>Name</th>
<th>Are you a nurse in a</th>
<th>Is there evidence that</th>
<th>Does the organization</th>
<th>Does the organization</th>
<th>Do nurses use the sh</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/10/22 0:12:31</td>
<td>3/10/22 0:15:25</td>
<td>anonymous</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3/10/22 0:15:30</td>
<td>3/10/22 0:17:09</td>
<td>anonymous</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3/10/22 0:17:13</td>
<td>3/10/22 0:18:45</td>
<td>anonymous</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
thank You