

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



Links to the Self Assessment (inside the booklet)




- **Long Term Care Version:** <https://forms.office.com/Pages/ShareFormPage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAAAAMAAC4W3KNUMEFMNkZBSERNVUIxUEhXRDZGUFJXN1YzSC4u&sharetoken=JhVMKBy26tAYVZENvT4R>



- **Acute Version:** <https://forms.office.com/Pages/ShareFormPage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAAAAAAMAAC4W3KNUQUhBWIZIVlc2WFk0WVVQS0swVOZUUKxPVy4u&sharetoken=QpolCxFJynKY1rPLHxrH>

Opens up to Microsoft Forms

 Duplicate this form to use as your own.

[Duplicate it](#)

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute)

(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.

...

* Required

Your Information

1. Are you a nurse in a formal leadership position? *

Yes

No

[Next](#)

Page 1 of 8

Hit 'duplicate it' to create a copy unique to your organization



Duplicated copy

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Preview Theme Share

Questions Responses

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

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Section 1

Your Information

1. Are you a nurse in a formal leadership position? *

Once successfully duplicated, you will see '(copy)' on the top

Disseminating the electronic self-assessment



The screenshot shows a web application interface for the Pathway To Excellence self-assessment. At the top, a dark teal header bar contains the text "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved" on the left, a question mark icon, and a user profile picture on the right. Below the header, a navigation bar includes "Preview", "Theme", and a highlighted "Share" button. An orange arrow points to the "Share" button. The main content area has two tabs: "Questions" (active) and "Responses". The "Questions" tab displays the title "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)" and a paragraph of introductory text. Below the text is a section labeled "Section 1" with a "Your Information" heading and a question: "1. Are you a nurse in a formal leadership position? *".

Once you are ready to share, click on the 'share' button

Sharing Option: Copying the link

Forms Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Preview Theme Share

Questions Responses

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

(Recommended prior to submitting an online application for Pathway to Excellence® designation in pursuing recognition as a Pathway to Excellence health care organization is conducting a self-a gap analysis of the organizational culture. Information collected is intended for the organization's 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.

Send and collect responses

Anyone can respond

https://forms.office.com/Pages/Respon Copy

Shorten URL

How do I share my form and collaborate?

Go to More form settings (...) collaborate or duplicate optio

You can utilize the link

Hit 'copy' and embed the link in an email or any electronic document

Sharing Option: Email

Forms Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Preview Theme Share

Questions Responses

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

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Send and collect responses

Anyone can respond

<https://forms.office.com/Pages/Respon> Copy

Shorten URL

How do I share my form as a template or to collaborate?

Go to More form settings (...) in the upper right corner for

Hit the email icon

Opens to an email platform

The screenshot displays an email client interface. The main window shows an email from Maricon.Dans@ana.org with the subject "Please fill out 'Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)'". The email body contains a link to a Microsoft Forms page: <https://forms.office.com/Pages/ResponsePage.aspx?id=pZAUtyV1qUS7IWLon422UA1XjqJtmmNkrBs8OLnnNtdUNkk2MDVRTDkyM1JXWEo1TEwxQTRWRktPUy4u>. Below the link, it says "Microsoft Forms Create your own forms at forms.office.com".

Overlaid on the email is a Grammarly editor window. The Grammarly toolbar includes options like "Close Grammarly", "New Meeting Poll", "Viva Insights", "Citrix Files", and "View Templates". The editor shows a suggestion: "own · Remove redundancy".

On the right side, a portion of another application window is visible, showing a "Share" button and some text related to "and collect responses".

Sharing Option: QR Code

The screenshot shows a Microsoft Forms page titled "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved". The main content area displays the form title and a paragraph of introductory text. On the right side, the "Share" panel is open, showing the "Send and collect responses" section. A dropdown menu is set to "Anyone can respond". Below this, a URL is displayed in a text box: "https://forms.office.com/Pages/Respon", with a "Copy" button to its right. A "Shorten URL" checkbox is also present. At the bottom of the share panel, there are four icons: a refresh icon, an email icon, a QR code icon, and a code icon. A large orange arrow points upwards from the text below towards the QR code icon. A blue-bordered box contains the text: "If you click this, it generates a unique QR code".

Forms Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Preview Theme Share

Questions Responses

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.

Send and collect responses

Anyone can respond

https://forms.office.com/Pages/Respon Copy

Shorten URL

How do I share my form as a template or to collaborate?

Go to More form settings (...) in the upper right corner for collaboration and duplicate options

If you click this, it generates a unique QR code

Opens to a QR code

The screenshot shows a Microsoft Forms editor for a form titled "Organizational Culture (Acute) (Copy)". The form content includes an introductory paragraph and a question: "1. Are you a nurse in a formal leadership position? *". On the right side of the editor, the "Share" tab is active, displaying a "Send and collect responses" section. This section includes a "Download" button and a QR code. A large orange arrow points from the "Download" button to a text box on the right. The text box contains instructions on how to use the QR code for sharing the form.

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

QR Code Download



Optional settings

The screenshot shows the Microsoft Forms editor interface. At the top, the title bar reads "Forms" and "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved". On the right side of the title bar, there are icons for "Preview", "Theme", "Share", and a user profile picture. The main content area is split into two tabs: "Questions" (active) and "Responses". The "Questions" tab displays the title "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)" and a paragraph of introductory text. On the right side of the editor, a "Share" dropdown menu is open, showing the following options: "Anyone can respond" (selected), "Only people in my organization can respond", and "Specific people in my organization can respond". A blue callout box with a white border and an orange arrow pointing to the "Anyone can respond" option contains the text: "You can choose the options of who can respond". Below the share menu, there is a section titled "How do I share my form as a template or to collaborate?" with a link to "More form settings (...)" in the upper right corner.

Optional Settings

The screenshot shows a Microsoft Forms interface. At the top, a dark teal header contains the text "Forms" on the left, "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved" in the center, and a user profile icon on the right. Below the header, a navigation bar includes "Preview", "Theme", "Share", and a yellow ellipsis menu icon. The main content area is split into two tabs: "Questions" (active) and "Responses". The "Questions" tab displays the title "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)" and a paragraph of introductory text. On the right side, a settings menu is open, listing options: "Collaborate or Duplicate", "Settings", "Multilingual", "Print Form", "Feedback", and "Terms". A blue box with a white border and an arrow points to the ellipsis icon, containing the text "Click on the ellipsis and you will find more options".

Option to Print

The screenshot shows a web interface for a self-assessment form. The title bar reads "Forms" and "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved". The main content area has two tabs: "Questions" (active) and "Responses". The "Questions" tab contains the following text:

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.

On the right side of the interface, a "Share" menu is open, showing options: "Collaborate or Duplicate", "Settings", "Multilingual", "Print Form", "Feedback", and "Terms". An orange arrow points to the "Print Form" option. A blue-bordered callout box with the text "You can also print the form" is positioned below the arrow.

Opens to print option

Print ?
Total: 17 sheets of paper

Printer
Adobe PDF ▼

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only
 e.g. 1-5, 8, 11-13

Color
Black and white ▼

[More settings](#) ▼

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

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* Required

Your Information

1. Are you a nurse in a formal leadership position? *

Additional optional settings

Forms Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved ?

Preview Theme Share

Questions Responses

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.

Section 1

Your Information

1. Are you a nurse in a formal leadership position? *

Yes

No

Settings

Who can fill out this form

Anyone can respond

Only people in my organization can respond

Specific people in my organization can respond

Options for responses

Accept responses

Start date

End date

Shuffle questions

Show progress bar

Customize thank you message

Response receipts

Allow receipt of responses after submission

Get email notification of each response

If you click the ellipsis and then 'settings,' you will find more options

Analyzing the Responses

The screenshot shows a web interface for managing forms. At the top, there is a dark teal header with the text "Forms" on the left and "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved" in the center. On the right of the header, there are icons for a help menu and a user profile. Below the header, there is a navigation bar with "Preview", "Theme", and "Share" buttons. The main content area displays a list of forms. The first form is titled "Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)". Below the title, there are three columns of data: "3 Responses", "02:01 Average time to complete", and "Active Status". A blue dashed box highlights the "Responses 3" tab, and an orange arrow points to it from the right. A blue-bordered callout box on the right contains the text "Click 'responses' to analyze the data".

This opens up...

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Questions Responses 3

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

3 Responses 02:01 Average time to complete Active Status

[View results](#) Open in Excel

1. Are you a nurse in a formal leadership position?
[More Details](#)

Yes	1
No	2

2. Is there evidence that the shared governance structure is integrated throughout the organization and direct care nurses utilize this shared governance structure?
[More Details](#)

Yes	2
-----	---

Ability to download in Excel format

Forms Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy) - Saved

Preview Theme Share

Questions Responses 3

Pathway To Excellence® Self-Assessment of Organizational Culture (Acute) (Copy)

3 Responses 02:01 Average time to complete Active Status

View results Open in Excel

1. Are you a nurse in a formal leadership position?
[More Details](#)

Yes	1
No	2

2. Is there evidence that the shared governance structure is integrated throughout the organization and direct care nurses utilize this shared governance structure?
[More Details](#)

If you click on this, the data gets downloaded in Excel format.

Report in excel format

ID	Start time	Completion time	Email	Name	Are you a nurse in a	Is there evidence tha	Does the organizatio	Does the organizatio	Do nurses use the sh
1	3/10/22 0:12:31	3/10/22 0:15:25	anonymous		No	No	No	Yes	No
2	3/10/22 0:15:30	3/10/22 0:17:09	anonymous		No	Yes	Yes	Yes	Yes
3	3/10/22 0:17:13	3/10/22 0:18:45	anonymous		Yes	Yes	Yes	Yes	Yes

Thank You