

Assisting Staff with Profile Updates

Accurately capturing each nurse's education, certifications, and professional engagements—such as fellowships, board memberships, and memberships in professional organizations—is crucial to supporting ongoing professional development. This attention to detail also reinforces our commitment to nursing excellence.

1. Have the Staff nurse Log in to HealthStream and navigate to their **Profile**.
2. Review the Profile with the nurse being sure to cover the following and clicking **add** when appropriate:

a) Verify Education

Check that all relevant degrees and educational backgrounds are listed. Include both completed and in progress.

b) Check Certifications

Confirm that any current certifications are entered and expirations are up to date.

c) Memberships & Associations

Confirm any applicable affiliations.

d) Board Membership

Recognize any board memberships and ensure these are properly recorded.

e) Fellowships

If the nurse is a fellow, ensure this detail is accurately documented.

Note: This is in the Memberships & Associations section.

