Mentorship Proposal

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Program Description

This program is intended for CACCN active members who are interested in advancing their careers, knowledge base or professional affiliations in the specialty of Critical care Nursing.

Participants enter into a voluntary relationship facilitated via the CACCN forum discussion tool. Mentees self select into available ‘rooms’ or discussion forums based on their identified objectives and interest in the specific discussion taking place in each room.

Rooms will have a specific domains or topics of interest that is shared by all the participants.

Mentors are volunteers who are recognized as content experts in the topic of focus and are willing to engage on line with the participant mentees and facilitate their learning/developmental objectives.

Program Goals

1. To provide an accessible and useful mentorship to our CACCN members.
2. To promote development of mentorship skills through the education and support of mentors and mentees
3. To provide a nationally accessible strategy for advancing individuals and specialty knowledge within the context of the CACCN mission and objectives

Target Participants: Mentees

- Any active CACCN member is eligible to participate.

- Member interested in joining discussion room must fill in a mentee information form outlining their goals and objectives they wish the mentor to assist them with. This information form is submitted to the program facilitator for placement into an available group. This mentor information will be shared with the mentor to whom the mentee is matched.

- The member must sign Confidentiality and Conduct Agreement before being activated into the group

- Group/room participant numbers are set by the mentor facilitating each room.
Target Participants: Mentors

- Mentors will be approached and approved by the CACCN –BOD. Mentors will commit to participation in the program until the mutually upon agreed completion date (min 3 months).

- Mentors will be able to negotiate within their discussion room and with individual mentees the frequency and contact and expectations around response times. Mentors are asked to report room activity monthly to the Program facilitator. An electronic message template will be provided for that report.

- Mentors engage in the mentoring relationship only when he or she is confident that they have the skill, knowledge and resources to assist the mentee

- Mentors must sign Confidentiality and Conduct Agreement before being assigned to a mentee group. Group/room participant numbers are set by the mentor facilitating each room and Mentors may decline posting a new participant to their room.

- Mentors will be asked to provide a brief bio of their expertise related to the discussion room they are facilitating as introduction to the mentees.

<table>
<thead>
<tr>
<th>Program components</th>
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<tbody>
<tr>
<td>Role/profession/dept</td>
<td>Number/room</td>
</tr>
<tr>
<td>Mentees (members)</td>
<td>1-5</td>
</tr>
<tr>
<td>Mentor-content experts</td>
<td>2</td>
</tr>
<tr>
<td>Program Facilitator</td>
<td>1</td>
</tr>
<tr>
<td>Program Monitor</td>
<td>1</td>
</tr>
<tr>
<td>Current rooms</td>
<td>1</td>
</tr>
<tr>
<td>Future rooms</td>
<td>2</td>
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Initiating process

- Register through submitting a mentee information form
- Receive approval and match
- Access your CACCN forum mentor site
- Engage in the mentorship discussions

Tools

- Confidentiality and Conduct Agreement
- Mentee Information and application form
- Guidelines for Mentors and Mentees
- CACCN mentorship facts sheet
- Mentor monthly activity report template
Evaluation

- The CACCN mentorship program pilot will begin this fall with two rooms opening.
- The first is ‘Writing for publication’ and the second will be a general ‘Professional presentation skills’.
- We will evaluate at the 6 month mark and all participants will be invited to contribute to that elevation.
- Results and next steps will be posted on the web site for our members.
- Mentors will issue monthly activity reports to the Program facilitator.

Evaluation Questions:

1. Are participants satisfied with the new knowledge and learning gained from the mentorship program?
2. Has the new knowledge and learning been retained and incorporated into the participants practice?
3. Does the mentorship program adequately support achieving the mentees objectives?
4. Was/is your experience satisfying?
5. What elements of the program were beneficial for you?
6. What elements of the program would you change?
7. Were participation expectations clear?
8. Were supports accessible for you?
9. Did you experience problems or challenges during the mentorship relationship
10. Were there technological issues in your experience?
Survey Design:

- Survey Monkey to all participants

- A qualitative component using a questionnaire with open ended questions was used to describe participants’ experiences.

- A quantitative component using a questionnaire with a Likert scale.
References


Ohio State University Medical Center. Nurse Mentorship Program. OSU Care Connection. [http://www.osu.ed](http://www.osu.ed). Retrieved, March 10, 2004, 1500hrs,


Toronto, Canada; Registered Nurses’ Association of Ontario and NORTH Network.