Mentee Guidelines

Mentee Role and Responsibilities

The mentee should seek to accept full ownership of the relationship as follows:

• Establishes “vision plan” with help of the mentor.
• Takes responsibility to “own” the relationship. Discusses and prioritizes professional needs and goals.
• May request help in clarifying goals, finding resources and identifying new directions.
• Respects the mentor’s time commitment by identifying, planning, and preparing issues for discussion.
• Recognizes that learning client communication skills and medical/surgical skills take time and practice, trusting that confidence will build.
• Is open to a non-academic perspective in private practice.
• Clarifies with the mentor the preferred method for conveying the mentee’s new ideas about patient care, client communication, and hospital management.
• Is willing to share fears and concerns with the mentor, learning that it is acceptable and natural to sometimes feel helpless, lost, or frightened.
• Understands the importance of the all team members and their key role in delivering top quality medical care to patients.
• With mentor’s assistance, strives to develop a professional rapport with the hospital team.
• Brings ideas to improve communication with mentor, clients, and fellow team members.
• Actively pursues opportunities to network.
• Strives to be a receptive and active listener, knowing that constructive feedback is an essential element to continuous professional growth.

Mutual Responsibilities of Mentee and Mentor

• Bring enthusiasm, optimism, sensitivity, unselfishness, and respect to the relationship.
• Make a commitment of time and energy.
• Strive to be open to new ideas and feedback.
• Recognize that in the discussion of “goals,” those goals may include those of the mentor, the mentee, and the hospital.
• Commit to and reaffirm the highest standards of professional conduct, including full confidentiality of discussions.
• Reschedule any meeting time that can’t be met.
• Periodically assess and celebrate progress.
• Periodically evaluate the mentoring relationship to see if it should continue, be modified or terminated.

Types of Mentoring Relationships

<table>
<thead>
<tr>
<th>Types</th>
<th>Description</th>
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<tbody>
<tr>
<td>Formal</td>
<td>Includes a written agreement, formal meeting times, and involvement in daily or weekly activities.</td>
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<tr>
<td>Informal</td>
<td>A relationship without a written agreement or formal meeting schedule.</td>
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<tr>
<td>Virtual (distance, via e-mail)</td>
<td>Includes emails, chats, phone calls, and other interactions without being physically in the same place.</td>
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<tr>
<td>Face-to-face</td>
<td>Includes meeting in a physical location with both parties together.</td>
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<tr>
<td>Peer-to-peer</td>
<td>Colleagues at the same level sharing experiences and knowledge. Friends or co-workers can be informal mentors for personal growth.</td>
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