

Mentor-Mentee Agreement

YaleNewHavenHealth
Greenwich Hospital

Forming a Mentor-Mentee relationship will improve practice by identifying and strengthening a mentee's personal goals through teaching, counseling, support and guidance by a mentor. A successful mentor-mentee relationship requires commitment from both parties.

This agreement provides the foundational expectations of that commitment.

Mentor Responsibilities:

1. Be a willing participant, assume the role of teacher, coach, advisor, confidant, counselor, sponsor, role model, leader
2. Be familiar with policies and procedures of Greenwich Hospital
3. Lead by example
4. Be approachable and available
5. Be an active listener and deliver effective, constructive, feedback
6. Be a source of social and professional support
7. Establish comfortable modes of communication, timeframes and environments.
8. Help create realistic long- and short-term goals along with a plan to meet those goals
9. Hold mentee accountable for the goals
10. Maintain confidentiality
11. Agree to a no-fault exit policy in case there is not a good fit between mentor and mentee.

Mentee Responsibilities:

1. Be a willing participant, ready to commit to personal and professional growth and engage in a process of self-assessment and self-reflection.
2. Initiate the process by meeting with assigned mentor and communicate specific needs
3. Provide your mentor with insight on how you learn best.
4. Solicit feedback from the mentor.
5. Agree to the modes of communication, time frames and environments.
6. Speak openly and honestly to your mentor.
7. Be prepared to make goals both long and short term and actively work to meet goals and deadlines
8. Maintain confidentiality
9. Agree to a no-fault exit policy in case there is not a good fit between mentor and mentee

I agree to honor the above agreement for one year.

Mentor _____ Date _____

Mentee _____ Date _____

Hello Mentee,

Congratulations on completing the first year (or so) of your nursing career. We would now like to provide you with ongoing, one on one, professional, support via mentoring. The mentor program here at Greenwich is a framework for the passage of wisdom, caring and confidence between new and experienced nurses. It is time for your mentorship to start!

You have been matched with _____, from _____.

Contact info _____.

_____ will reach out to you. Your relationship is confidential. You should plan on meeting twice a month for 6 months (April 2019 through September 2020) and then at least once a month for the following 6 months (September through April 2021).

We are providing you with the AMSN Mentoring Program Mentee Guide.

Please take time to read this over as it has a lot of great material to help guide you through a successful mentorship program. There are a number of tools in the packet that you might find helpful.

Page	Tool	
2	#1	Directions for the Mentee
3	#2	Mentoring Program Article
11	#3	Background Information
12	#4	Confidence Scale for New Nurses
13	#5	The Ideal Mentor Exercise
14	#6	Mentoring Meeting Agenda
15	#7	Guidelines for Meeting with your Mentor
16	#8	Mentoring Program Plan
17	#9	Medical-Surgical Nursing specialty
20	#10	Job Satisfaction Scale
21	#11	Intent to Stay in the Job Survey
22	#12	Assessment of the Relationship with the Mentor
23	#13	Mentoring Program Satisfaction Survey

Congratulations and best wishes for a fruitful mentoring relationship.

Barbara Flanagan, MSN, RN-BC, CNL
Ext 3227

April 2019 BF

Hello Mentor,

The mentor program here at Greenwich is a framework for the passage of wisdom, caring and confidence between new and experienced nurses. Your willingness to participate in the project speaks highly of your commitment to the development of professional nurses.

You have been matched with _____, from _____.
Contact info _____

Please reach out to your mentee to initiate your mentoring relationship. You should plan on meeting twice a month for 6 months (April 2019 through September 2020) and then at least once a month for the following 6 months (September 2019 through April 2020)

I will check in with you just to determine if you are both keeping to this commitment. Your relationship is confidential.

I am providing you with the AMSN Mentoring Program Mentor Guide. Please take time to read this over as it has a lot of great material to help guide you through a successful mentorship program. There are a number of tools in the packet that you might find helpful. I will likely be asking you to fill out Tools # 11, #12 at the end of the first year.

Page	Tool	
2	# 1	Directions for Mentor Checklist
3	#2	Mentoring Program Article
11, 12	#3	Mentor Self-Assessment
13	#4	Tips for Successful Mentoring
14	#5	"Remember When"
15	#6	Guidelines for Meeting with Your Mentee
17	#7	Background Information
18	#8	Medical-Surgical Nursing specialty
21	#9	Mentoring Program Plan
22	#10	Mentoring Meeting Agenda
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24	#12	Mentoring Program Satisfaction Survey

Best wishes for a fruitful mentoring relationship,

Barbara Flanagan, MSN, RN-BC, CNL
X 3227.

April 2019 BF