



Not For Ourselves But For Others

2015 – 2016 Mentor-Mentee Guideline

Created by: 2013 – 2014 NSNA Breakthrough to Nursing (BTN) committee

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Introduction

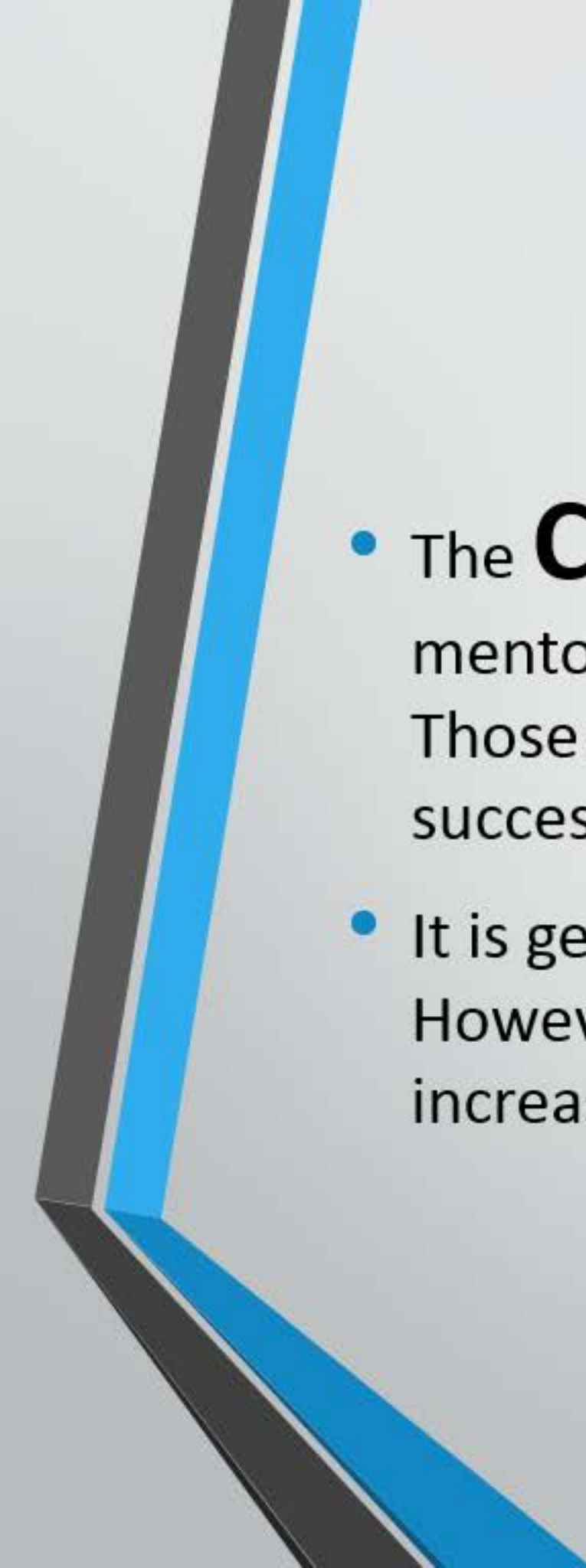


- A mentorship program is one of the most valuable tools in nursing school when it is used correctly.
- It is very simple to just start a mentorship program, however, a **SUCCESSFUL** mentorship program takes a little more effort.
- Hopefully, the tools used in this guide will help you to reach your goal.
- Do not feel that you have to follow this guide step-by-step!



Reminder!

- **If your school already has a program in place, you do not have to use this guide. Different ideas, innovations, and concepts work well in various areas. You and your team know your school best, so modify it in a way that fits best for the students at your school if need be.**

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- The **CHALLENGE** many school chapters have in developing a mentorship program is trying to get people involved to become mentors. Those students who are engaged in learning the mentorship process will be successful.
 - It is generally easy to find those who want to be mentored (mentees). However, there are incentives you can address with both groups in order to increase involvement.

Mentor Incentives





- **Give volunteer hours.**

- Some schools make it necessary to have a certain amount of hours in NSNA involvement to get a NSNA pin or graduation cord during; therefore, the mentee can sign off the mentor during each session to verify volunteer hours.

- **Express how beneficial it will be in preparing for exit exams and NCLEX for mentors.**


- When students enter their last semester of school, they find themselves forgetting many of the foundation lessons and information learned throughout the semesters. However, if they are mentoring, then the repetition of information will make it much easier to retain.

Help others when help is needed!

- **Offer a certificate of completion.**
 - This can be a vital component of portfolios needed for job placement.
- **Express how beneficial it can be to their résumé.**
 - Employers look for leaders and those who did more than achieve “good grades” in college. The time commitment and work ethic reflect the mentor’s willingness to help others and is considered a positive characteristic.

Mentee Incentives



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- Ease the transition from pre-nursing to nursing school or semester-to-semester.
 - Get questions answered by students who “have already been there.”
 - Get helpful tips on how to survive and succeed throughout nursing school.
 - Become a mentee in order to know how to become an awesome future mentor.
 - Receive additional help in subjects that they may have problems in.
 - This area is up to the mentor and mentee discretion in terms of how to carry this out. Mentors can offer resources to study better or give tips in how to be successful per classes. However, this is not the main goal of mentoring students nor is it required for mentors to do so.

- **Possibly make professional connections that can be utilized after graduation.**
- It's a great opportunity to practice networking and to learn how to build professional relationships
- Potential for an inside track on professional opportunities
- Great way to meet new people



Pre-Nursing



Why should we get them involved?

First, if your school has pre-nursing students as NSNA members, **I encourage you** to involve them. We have all been through the confusion, panic, and the feeling of “being lost” when applying to nursing school. Let’s help them because we know exactly how they feel. On that note, let’s begin with starting a pre-nursing mentorship program.



Criteria For Mentors

- Those who have successfully completed two or more semesters and who have signed a commitment consent (found on the separate document - [Mentor Application.docx](#))
- However, because mentors are the role models they should be in good academic standing to set an example for their mentees to follow. Those who are in a danger of failing due to poor grades cannot apply to be mentors and may actually need to be mentored.
 - We are not discouraging students to apply to be mentors, rather this should be a motivator for them to aspire to. We want the mentees to have excellent role models in order to make this program successful.
 - The rationale behind this suggestion is that first semester is where the foundation of a nursing career is built. It's important that nursing students be encouraged to focus on building a strong foundation without distractions. **Nursing students who have completed 2 semesters have more information to share.**

Criteria for Mentees

- Those in pre-nursing, who have applied and have signed a commitment consent ([Mentee Application.docx](#)).
- Some schools have Pre-Nursing students who are members of NSNA. You can invite the “Pre-Nursing” population and the “Nursing student” population to engage in the mentor/mentee program.

Criteria for Mentees cont'd.

- Example: In 2014, I served as the liaison with the Secretary of Association of Pre-Nursing Students and my nursing cohort (Class of 2016) in creating the mentorship at the University of Central Florida. Contact information was gathered from students who met criteria (Mentor and Mentee) and then mentors and mentees were paired based on similar nursing practice interest (e.g. ED, ICU, etc.).

Nursing School – Semester to Semester





**** IMPORTANT ****

The Mentor-Mentee program should be facilitated by the BTN Director or BTN Committee Chair unless it has been already assigned to another official position. 😊

Criteria For Mentors

- ***Must be in good academic standing and have 2+ semesters experience***
- There are three ways to do this unless there is already a successful method in place, then by all means go ahead with what you have!

Option One

- Mentoring student in semester most recently completed.
 - Ex: Semester 5 student mentoring semester 4 student or semester 3 student mentoring semester 2 student.
 - The material tends to be more readily remembered by students who have just completed the semester; therefore, the mentor will more likely be able to retain information and more efficiently assist their mentee.

Option Two

- Semester 2+ mentoring students from semesters which they already completed
 - Ex: Semester 5 student mentoring semester 2 student
 - This method allows more flexibility when assigning mentors to mentees.

Option Three

- For those with three year programs/more or include pre-nursing students:
 - Seniors will advise Juniors
 - Juniors will advise Sophomores
 - Sophomores will advise freshmen (ones who have enter the program as nursing students) or the pre-nursing students

Criteria for Mentees

- Any student from any semester (except if in their last semester) who has applied and has signed a commitment consent.



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How do we ensure people follow through the program??


Commitment Consents

- It is very easy for students to get lost in the chaos and stress that comes along with school. However, if a mentorship program is to be successful, then there has to be a commitment from the mentor and the mentee to stay in touch throughout the semester. The frequency and locations should be mutually determined between the two and both should compromise and be flexible.
- You can find an example of commitment consent found within “Mentor Application” and “Mentee Application.” Tailor it as necessary to fit your school’s program.
 - [Mentee Application.docx](#)
 - [Mentor Application.docx](#)

Application Process

- Have mentees and mentors both fill out the application form.
- Pair mentors and mentees in regards to strength and weaknesses (**Pairing should be based on interests, and if the mentors are interested in fostering the professional development of a particular student then pair accordingly.**)

How To Have A Successful Mentor and Mentee Relationship

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1. Keep the lines of communication open and communicate at all times.
 2. Collaborate to create a schedule that works for both participants. Meet at places where you are guaranteed to get work done in the allotted time.
 3. Study session time should be up to the mentor's and mentee's discretion, if they wish to do this.
 4. Give helpful hints related to the way a particular instructor grades, or how to network with unit managers during clinical rotations.
 5. The mentor-mentee relationship doesn't have to be confined to sessions with one another: having lunch or coffee together can really help with bonding in order to more fully understand one another during sessions (discover each other's strengths and weaknesses).



But what if...

...either the mentor or the mentee does not believe that the other is fulfilling their role adequately or they find that they are not compatible? They may report it to the appropriate committee member to find replacements. Please do not take it personally if the other party wants to “break it off”; some people just work better with other individuals.

Tips On How to Be An Effective Mentor and Mentee

For Mentors!

- Think of creative ways to keep your mentee motivated.
- Be a leader, motivator, and encourager.
- Create a Facebook group for your mentees – post any tips that would be beneficial to them.
- **Reach out to your mentee first!! As previously mentioned, this action shows the mentees that we are here for them.**



For Mentees!

- Stay connected with your mentor.
- Share your goals with your mentor and ask for guidance on how to accomplish them.
- Share the reason why you want to be a nurse.
- Try to set up as many study or hang-out dates with your mentor that fits both of your schedules.
- Study dates are always beneficial; but keep in mind that in order to develop positive relationships, create “hang-out” dates to get to know your mentor more.
- During the times you don’t see your mentor, write down any questions that occur to you, and you’ll already be organized when you see him or her.

In Conclusion...

- We hope that this guide inspires your school chapter to develop a mentorship program. Below, you will find the resources previously mentioned throughout this guide and examples of forms you may use for your mentorship program.
- Please e-mail BTNDirector@nsna.org once you have started your mentorship program, and feel free to ask any questions, share your development, and offer any suggestions. Thank you for your involvement and commitment.
- Remember to submit your program for the BTN Award!

With much love and respect,
Jae Lim

Image Credits and References

- [Mancino, D.J. \(2002\). *50 Years of the National Student Nurses' Association*. Brooklyn: National Student Nurses' Association, INC.](#)
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