

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

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