



Healthy Practices.  
Healthier Pets.

## Mentor Guidelines

### Mentor Role and Responsibilities

The mentor accepts critical responsibilities as follows:

- Helps the mentee establish a vision plan
- Help the mentee establish short- and long-term goals based on the vision plan and other discussions.
- Actively listens to the needs and goals of the mentee, and asks challenging questions.
- Ensures that the Mentee understands and commits to the practice mission, vision and values.
- Strives to learn and practice the ability to give constructive feedback.
- Appreciates that mentees will often need time and practice to translate their advice and guidance into improved skills (surgical, business, and staff/client relations).
- Helps guide the mentee in medical decision making-process. Give validity to mentees' observations, using case examples.
- Strives to help the mentee become fully independent as a professional, recognizing that the mentee has ultimate responsibility for the personal and professional decisions. Encourages self-directed learning by the mentee.
- Helps the mentee to identify fears or discomforts and mutually develop a plan to deal with them.
- Provides resources and solutions (e.g., internet sites, texts, or networking via professional associations).
- Helps the mentee learn and improve communication skills with clients and team members, and thus to create positive professional relationships.
- Avoids intended or unintended use of implied power. For example, mentors may also have the role of supervisor of the mentee. In creating a positive environment for both sides, the dual role of this relationship needs to be acknowledged and respected.
- Adjusts mentoring to the mentee's changing needs, such as providing verbal encouragement, demonstrating skills, or just being available if needed.

### 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.