

APIC Chicago Metro Area Chapter

Mentorship Program

Statement of Purpose

The purpose of the APIC Chicago Metro Area Chapter Mentorship Program is to provide opportunities for experienced Chapter members to contribute to the development and training of Chapter members who are new to the practice of infection prevention.

Recruitment and Screening

Mentors will be recruited by the Membership Chair from among current Chapter members via e-mail once per year. Mentors will be required to be Certified in Infection Control by APIC/CBIC.

Mentees will be recruited quarterly from among members who have joined the chapter during that quarter and who also have been members of national APIC for 2 years or less.

Orientation

An orientation letter (See Appendix) will be sent by the Mentorship Manager (in his/her absence by the Membership Chair) to orient both the Mentor and Mentee

Training

Training for new mentors will be done by the Membership Chair or the Mentorship Manager. Training will consist primarily of a review of the expectations of the Mentor and Mentee and will provide an opportunity for the new Mentor to ask questions or raise concerns.

Matching Strategy

A list of available mentors will be posted on www.apicchicago.org. The mentors listing will include the Mentor's name, current workplace, previous IC workplaces, professional credentials (for example, RN, MT(ASCP), and areas of special interest or expertise.

Mentees will be directed to select a mentor from the posting and inform the Mentorship Manager.

Expectations of the Mentor and Mentee

Mentors

Mentors should contact their mentees within 2 weeks of being assigned the mentee. Mentors should discuss the following with the mentee:

- his/her preference for routine, scheduled contact, mode of contact, and frequency of that contact (for example, monthly calls, quarterly meetings, or one-time visit to Mentor facility)
- Mentor and Mentee preferences for contact for "PRN" issues
- Mentee's desired goals for the relationship.
- How to determine when the structured mentor/mentee relationship should end.

Mentors might wish to assess the level of knowledge of mentees. This knowledge will help direct what opportunities the mentor may suggest or provide to the mentee. The following is a beginning list of topics for assessment of the mentee's knowledge level and comfort:

- performing surveillance and aggregating data
- how to assess your IC program
- performing a facility risk assessment
- annual report development
- local resources
- national resources
- guidelines/compendiums/position papers
- previous experience
- mentees stated knowledge strengths and deficits.

Mentees are often highly appreciative of an invitation to visit the Mentor's workplace, review their IC program and tour the facility.

Mentors should notify the Mentorship Manager when the structured Mentor/Mentee relationship has ended.

Mentees

Mentees should notify the Mentorship Manager if they have not been contacted by the mentor within 2 weeks of being assigned a mentor. Mentees are likely to benefit the most when they have considered what their needs and goals are and have clearly articulated these to the mentor.

Support, Recognition, and Retention

In recognition of what the mentor, the mentee and the Chapter gain from this program, an annual Mentorship Pizza Party will be organized by the Mentorship Manager and Membership Chair and funded by the Chapter

Evaluation

The Mentorship Manager and/or Membership Chair will provide a report on the program annually. The Mentorship Manager should provide the Mentorship Program Evaluation in Appendix B to the Mentor and Mentee at the end of the relationship.

Appendix A - Orientation Letter

Mentorship Program

APIC Chicago Area Chapter

[Date]

Dear _____,

Welcome to the Chicago Metropolitan Chapter of APIC, the Association of Professionals in Infection Control and Epidemiology. As a new Infection Preventionist, we would like to assist you to become successful as you learn your new role. Thus, we would like to provide you with a mentor, who will work with you and guide you through the steps of becoming an Infection Preventionist, and serve as a resource for any questions you might have along the way.

A list of available mentors is available at www.apicchicago.org. These mentors have volunteered to serve in that role. You should go to the website and choose a mentor. It might be a good idea to choose a couple of names, as the mentor/mentee relationship will last for an agreed upon period of time, and a specific mentor may have other relationships that will preclude acceptance of another mentee.

Once you have picked a name(s) from the group, please contact the Mentorship Manager, Jan Lepinski, either by telephone at 773-257-5919 or via email at lepj@sinai.org. She will assist you to obtain the appropriate mentor, and will follow up to determine that your needs are being met.

If you do not hear from your mentor within two weeks of the assignment, please contact the Mentorship Manager for assistance.

Again, welcome to the field of Infection Prevention and Control. We look forward to assisting you in your journey.

Appendix B - End of Mentorship Evaluation

1. What worked well for the mentor relationship between xxxxxx and xxxxxxx.
2. What could have improved the mentor relationship between xxxxxx and xxxxxxx.
3. What could be improved for the Mentorship Program in general?