



Northwest Academy of Managed Care Pharmacy (NW AMCP) Affiliate Student Mentorship Program

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Program Administration

The NW AMCP mentorship program is administered by the NW AMCP Affiliate Board. For more information, please contact NorthwestAMCP@gmail.com.

Program Goals

The mentoring program provides guidance to student pharmacists on career development, collaboration with other professionals, and personal growth. Mentors assist students in the following ways:

- Facilitate learning about the profession
- Discuss how to effectively engage with other professionals
- Offer advice on leadership and personal development
- Promote student awareness of career pathway interests
- Provide career guidance as students consider extracurricular opportunities such as internships

Program Details

- A directory of available mentors who meet the mentor requirements is available on the [NW AMCP webpage](#)
- Mentees who meet the mentee requirements can request a mentor-mentee relationship directly from a volunteer mentor listed in the directory
- Details of a mentor-mentee relationship such as the length of the relationship and the frequency of mentor-mentee meetings will be determined by each mentor and mentee that agree to a mutually beneficial relationship

Mentor Requirements

- Current NW AMCP member
- Managed care or industry professional
- Submitted a completed NW AMCP Volunteer Student Mentor Form (page 9) to the NW AMCP Board (NorthwestAMCP@gmail.com)
- Willingness to notify the NW AMCP Board (NorthwestAMCP@gmail.com) when you no longer wish to be listed as a mentor on the NW AMCP Student Mentor Directory
 - Assumption is that mentors listed in the NW AMCP Student Mentor Directory are willing to consider student mentorship opportunities
- Willingness to decline requests to mentor student pharmacists if you are not able to for personal or professional reasons



Mentee Requirements

- Student pharmacist
- Currently enrolled in a pharmacy school in the U.S. (priority is given to students enrolled in programs located in Washington, Alaska, Oregon, Hawaii, Idaho, or Montana)
- Requested and received agreement from a mentor listed in the NW AMCP Student Mentor Directory to begin a mentor-mentee relationship
- Submit a NW AMCP Mentor-Mentee Agreement (page 8) to the NW AMCP Board (NorthwestAMCP@gmail.com) once completed and details are agreed upon with your mentor

Mentor Role

- Provide guidance, advice, feedback, and support to the mentee
- Serve as a role model, advisor, advocate, sponsor, teacher, and ally depending on the mentee's specific goals and objectives for the relationship

Mentor Responsibilities

- Review, with the mentee, the mentee's explicit goals and objectives for the relationship
- Takes the initiative in the relationship, but allows the mentee to take responsibility for their growth, development, and career planning
- Commit to fostering the relationship for the specified period of time
- Actively listen to the mentee
- Provides encouragement and assist the mentee in identifying professional development activities
- Maintain a professional relationship
- Recognize and work through conflicts in caring ways, invites discussion on differences with the mentee, and arrange for a third party if necessary
- If disagreement over behavior or values arise, share differences with the mentee; if necessary, take steps to help the mentee find another mentor

Key Benefits of Mentoring to Mentors

- Find inspiration by working with student pharmacists who are excited to start their professional career
- Potential for personal and professional growth and development (i.e., strengthen resume, networking, recognition, self-awareness, etc)
- Opportunity to get to know a small number of students at a deeper level
- Positively impact the future of non-traditional pharmacy practice



- Stay connected with mentees as they enter the profession
- Build professional relationships that may recruit future employees

Mentee Role

- Receive guidance, advice, feedback, and support from mentor in a professional manner
- Be respectful of the mentor's time

Mentee Responsibilities

- Provide your mentor with explicit goals and objectives for the relationship
- Come to each meeting with a prepared agenda
- Actively listen to your mentor
- Review recommended resources provided by your mentor
- Maintain a professional relationship
- If disagreement over behavior or values arise, share differences with the mentor

Key Benefits of Mentoring to Mentees

- Find inspiration by working with a mentor who has valuable professional insights
- Potential for personal and professional growth and development
- Gain practical advice, encouragement, and support from a knowledgeable mentor

Support Available for Mentors

- NW AMCP student mentors will be invited to quarterly meetings to discuss mentorship best practices led by members of the NW AMCP Board
 - Meetings will occur on the first Tuesday of the following months:
 - February
 - May
 - August
 - November

*Meeting invitations will be sent out to mentors at least one month prior to meeting date



Mentor-Mentee Meetings: Recommendations

- **Meeting frequency:** Once a quarter for at least 30 minutes
- **Scheduling mentor-mentee meetings**
 - Mentees: Consider reaching out to the mentor first to discuss scheduling the first meeting
 - Mentors: Consider asking the mentee to lead scheduling further mentor-mentee meetings at the first meeting
- **Location**
 - Consider utilizing a video conferencing tool if safety is a concern due to COVID-19
 - Consider meeting in-person if both the mentor and mentee are comfortable doing so
 - Consider planning to meet at a NW AMCP or AMCP event
 - Mentors: Consider inviting your mentee to meet at your workplace so they can see where you work
 - Consider meeting at an informal setting such as a coffee shop that is convenient
 - Consider having meetings over a cup of morning coffee, BYOL (bring your own lunch), afternoon snack, or dinner
- Students and mentors are encouraged to share email addresses and phone numbers to facilitate communication
- Mentors: Consider asking your mentee to prepare and submit a self-assessment (1-2 pages maximum) to you prior to your first meeting that highlights the following:
 - Notable accomplishments so far
 - Areas for development and improvement
 - Goals for the future
- Mentees: Consider asking your mentor to provide verbal/written feedback on your self-assessment if you provide one to them
 - Questions or suggestions for professional development
 - Advice for achieving goals
- Consider using a mentoring plan such as the following example:

Academic Goal(s)	Mentee Action Steps	Mentor Action Steps	Action Step Completion Dates	
			Mentor	Mentee
Improve study habits	1. Share study plan with mentor and request feedback 2. Discuss resources with mentor	1. Review study plan and provide written feedback 2. Follow-up with specific resources	One week after next meeting	At next meeting
Personal Goal(s)				
<i>None at this time</i>				

Professional Goal(s)				
Apply to at least two summer internships	1. Share draft CV with mentor and request feedback	1. Review draft CV and provide written feedback	Mentor October 1 st	Mentee September 1st

- Occasionally co-mentoring can be arranged to assist with schedule coverage (eg, maternity/paternity leave). This allows for mentor-mentee meetings to continue with your co-mentor even when you cannot attend. Please contact the NW AMCP Board for support at NorthwestAMCP@gmail.com.
- Mentors: Please encourage mentees to contact you at least 3 business days ahead of time if they must miss a mentor-mentee meeting. Please feel free to contact the NW AMCP Board at NorthwestAMCP@gmail.com if you are concerned about a mentee's attendance at mentor-mentee meetings.

Mentor-Mentee Meeting: Suggested Meeting Topics for Mentors

- **Resilience:** Not just a character trait, but something you can develop
 - Share with your mentee how you develop resiliency skills
 - Daily journaling about feelings and thoughts
 - Gratitude practices – documenting three things you are grateful for each day, sending thank you notes on a weekly basis
 - Confronting fears – safe and gradual exposure to fearful or anxious situations, as you have success in dealing with them, they become less fearful or anxiety provoking
 - Acquired optimism – look for chances to experience joy and laughter in everyday life
 - Share relevant resources that you think may be helpful for your mentee
- **Work/school-life balance**
 - Share with your mentee how you cultivate a good work-life balance
 - Carve out time for self-care
 - Prioritize tasks
 - Reserve time for intentional socializing
 - Make strong contributions, but do not take on too much
 - Share relevant resources that you think may be helpful for your mentee
- **Career preparation**
 - Share with your mentee how you prepared for your current/previous careers
 - CV development and review



- Searching for the right opportunity
- Applying for opportunities
- Interview preparation
- Consider offering to review your mentee's CV/resume/letter of intent/cover letter/application
- Consider offering to help your mentee practice for interviews
- Consider recommending opportunities you know of that may help your mentee prepare for their desired career path
- Share relevant resources that you think may be helpful for your mentee



NW AMCP MENTOR-MENTEE AGREEMENT

The following agreement is made between _____ and _____. We are voluntarily entering into this mentoring relationship which we both want to be a productive and rewarding experience. To minimize the possibility of confusion, we have agreed to the following:

Confidentiality

All information and content shared between the Mentor and Mentee shall be confidential unless express permission is given.

Meetings

The Mentee and Mentor will meet and talk at least _____ and at a place that is mutually agreed upon. Meeting times, once agreed, should not be cancelled unless this is unavoidable. Meetings that are cancelled should be rescheduled.

Length of Relationship

Mentoring relationships vary in length depending on circumstances. Our goal is to maintain our relationship for _____. The relationship will end on _____. The Mentee or Mentor can end the relationship at any time or renew the relationship at the end of the term specified in this agreement. If a mentor-mentee relationship is renewed, the mentee will submit a new mentor-mentee agreement to the NW AMCP Board (NorthwestAMCP@gmail.com). If a mentor-mentee relationship is cancelled, the mentee will notify the NW AMCP Board at NorthwestAMCP@gmail.com.

Mentee Name

Mentor Name

Date

Please submit the completed Mentor-Mentee Agreement to the NW AMCP Board at NorthwestAMCP@gmail.com



NW AMCP VOLUNTEER STUDENT MENTOR FORM

Name _____

First

Middle Initial

Last

E-mail listed in the NW AMCP Student Mentor Directory _____

Current role listed in the NW AMCP Student Mentor Directory _____

Description of your current role to be provided in the NW AMCP Student Mentor Directory

Open to mentoring students not enrolled in the NW: Y N

Description of your previous experiences to be provided in the NW AMCP Student Mentor Directory

Additional information you would like students to know about you to be provided in the NW AMCP Student Mentor Directory

Please submit the completed form to the NW AMCP Board at NorthwestAMCP@gmail.com