



NW AMCP MENTOR-MENTEE GUIDING PRINCIPLES

This document provides a recommended framework for mentorship relationships established through the Northwest AMCP Pharmacy Mentor/Mentee Program. It is intended as a flexible guide to help define clear dates, goals, activities, and expectations for both the mentor and mentee.

We encourage you to review and customize it together to fit your individual preferences and needs. You may keep a copy as a shared reference to support your commitment and help hold each other accountable throughout your mentorship journey.

1. Identification of Parties

Mentor: _____

Mentee: _____

2. Date Range

This mentorship agreement shall commence on: _____ (Start Date) And conclude on: _____ (End Date)

3. Mentorship Details

Goals and Objectives (examples):

- Discuss various roles in managed care and industry
- Start making a list of residencies/fellowships or other career options to discuss with your mentor
- _____
- _____

Topics of Focus (examples):

- Choosing IPPE/APPE rotations
- CV and LinkedIn Review
- Interview/networking tips
- Tips and Advice on Professionalism
- Books to read
- _____
- _____

Planned Activities (examples):

- Scheduled meetings (frequency: e.g., bi-weekly, monthly)
- Shadowing opportunities or case discussions
- Career development planning
- Attend local chapter events or national events together



Level of Support: The mentor agrees to provide consistent and professional guidance, with open communication, availability for meetings or check-ins, and tailored feedback based on the mentee's professional goals.

4. Mentor's Role and Responsibilities

The mentor agrees to:

- Provide professional guidance and encouragement
- Share knowledge and relevant resources
- Offer constructive feedback
- Support the mentee in goal setting and career planning
- Maintain regular contact and check-ins

5. Mentee's Role and Responsibilities

The mentee agrees to:

- Take ownership of your growth
- Be proactive & prepared
- Be open and receptive
- Communicate honestly and respectfully
- Follow through on Commitments
- Express Gratitude

Confidentiality

Both parties acknowledge that open dialogue is essential for a successful mentoring relationship. Each agrees to maintain the confidentiality of shared personal, academic, and professional information unless explicit permission is granted to disclose such information.

6. Informal Attestation

By reviewing this information together, both the mentor and mentee agree that it reflects their shared understanding and that they're committed to participating fully in the mentorship experience