



Let's Gets Started NBNA member:

The NBNA committee received your mentorship application and is pleased to invite you to the National Black Nurses Association Collaborative Mentorship Program (NBNACMP).

You should have received an email and/or have been contacted by your Mentorship Level Coordinator (MLC). Your mentee has been identified and you should be ready to move to the next steps.

To make the NBNACMP process easy, we would like to give you as much information as possible. Therefore we have anticipated a few questions you may have.

How were you assigned?

Once we received your application, the National Black Nurses Association Collaborative Mentorship Program committee met and approved your application. Next, your application was assigned to the appropriate Mentorship Level Coordinator (MLC).

What is a Mentorship Level Coordinator (MLC)?

Each committee member is assigned to a sub-committee called Mentorship Level Coordinators (MLC). The coordinators are divided into categories based on their area of interest (e.g. PhD prepared research committee member may have been assigned to the Aspiring Leaders category).

The roles and responsibilities of a MLC is to:

Match mentor/mentee applicants based on their category, preferred mode of communication, area of interest, similar expectations and characteristics.

Mentor mentor/mentee through advocating, advising/guiding and keeping the participants informed of the program's process.

Monitor mentor/mentee successes and challenges throughout the program.

What's next?

Now that you have been assigned accepted. We are asking that you do the following:

- 1) Be prepared to receive a personal email or call from your MLC within 2 weeks
- 2) Connect with the NBNACMP introductory Adobe Connect presentation on Tuesday, November 1, 2016 at 4pm (PST)
- 3) Reach out to your mentee between October 16-31, 2016
- 4) Look out for your NBNACMP packet, which will include:
 - a. Getting Started (information similar to this email)
 - b. NBNACMP Program Process
 - c. Appendix: Tools, Templates and Additional Resources

If we can be of any assistance in this process, please feel free to call or email me or your assigned MLC.

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The National Black Nurses Association Collaborative Mentorship Program Guideline Document (for monthly logs)

Welcome to NBNACMP,

To better help you understand the program, we would like to provide you with information that will assist with the required monthly documents you must turn in to your MLC.

Guideline tips to establish and maintain a successful mentoring relationship

- 1) Establish
 - a. Mode of communication (e.g. phone call, text, email....)
 - b. Date, time and length of time (e.g. every 2nd Monday at 5p-6p EST)
- 2) Develop goals* and expected timelines during your initial meeting.
What is that you want to accomplish? When do you expect to accomplish it?
- 3) What do you need? How can I meet your needs?
- 4) Discuss current and future positions, programs, classes (e.g. Internships, Volunteer work, or Electives) that may help them during the mentorship process.
- 5) Give them a challenge - This month I want to challenge you to:
- 6) Always check in to see if the mentee is finding the program beneficial.

*Goals can be short-term and/or long-term (e.g. by the end of the semester you will achieve an “A” in your most challenging course)

Other suggested questions:

- 1) What motivates you? Is there anything that is holding you back?
- 2) Where do you see yourself in 5 to 10 years?
- 3) Who has influenced you in making your career choice?
- 4) Can you share a job experience that was particularly challenging? How did you address that experience? What was the outcome?
- 5) What do you consider to be your biggest success to date?

The National Black Nurses Association



Collaborative Mentorship Program

Monthly Log template

Instructions:

1. Complete this document once a month after meeting with your mentee (this can be completed during the mentor/mentee meeting).
2. Email the completed document to your MLC (I would recommend that you email directly after the meeting)

***Goal(s)**

Timeline(s):

- a.
- b.
- c.

1. Mode of communication: _____
2. Which goal are you working on? Has it been accomplished? If so, explain:
3. What are your current needs? And how can I help?
4. This month I want to challenge you to:
5. Please add a question of your choice (remember this must remain on your monthly log)

* Goals should be on every log

Due dates: end of each month starting in November. Your MLC will remind you at the end of the month if you have not turned one in.



RESOURCES

For mentors

- [Getting the most out of your mentor relationship](#)
- [Tips for jump-starting your relationship](#)
- [Reverse mentoring?](#) Your mentee can teach you a thing or two (*The Wall Street Journal*)
- [Mentors help young professionals get ahead](#) (*The Wall Street Journal*)

For mentees

- [Five Ways to Make the Most Out of Having a Mentor](#)
- *Forbes*
- [Getting the most out of your mentor relationship](#)
- [Habits of effective proteges](#)
- [Mentors help young professionals get ahead](#)
- *The Wall Street Journal*
- [Why young professionals need mentors for success](#)
- *Huffington Post*
- [How a mentor can help your career](#) - *Forbes*
- [13 tips for nailing a Skype interview](#) - *USA Today*



NBNACMP – Mentor/Mentee Pre – Survey Questionnaire

A. Aspiring Leaders (will create the same survey for the remaining categories).

Pre-test	Strongly agree (5)	Agree (4)	Neutral or no comment (3)	Disagree (2)	Strongly disagree (1)
1. Preceptor skills are important in a mentoring relationship.					
2. Leadership skills are important in a mentoring relationship.					
3. Mentoring relationships support growth and professional development of the mentor.					
4. Mentoring relationships support growth and professional development of the mentee.					
5. Mentoring relationships aspire individuals to learn and grow.					
6. Mentoring relationships are important in career experiences.					
7. Mentoring relationships require time and commitment.					
8. The outcome of a mentoring relationship is dependent on the amount of time that the mentee and mentor invest in the process.					
9. It is important to have a structure for a successful mentoring relationship.					
10. Mentoring relationships can be both formal and informal.					

Open-ended questions (pre-test):

1. List 5 areas in which you can identify as important in the mentoring relationship.

2. Do you believe this mentorship program will help advance your nursing career?

Yes

No

3. Would you be interested in an advanced practice nurse role?

Yes

No

If yes, what type?

Certified Nurse Practitioner (CNP)

Clinical Nurse Specialist (CNS)

Certified Registered Nurse Anesthetist (CRNA)

Certified Nurse Midwife (CNM)

Other- specify:

Open-ended questions (post-test):

1. Identify 5 areas which you believe were important in the mentoring relationship.

2. Has the mentorship program help advance your nursing career?

4. After completing the mentorship program, do you have an interest in an advanced practice nurse role?

Yes

No

If yes, what type?

Certified Nurse Practitioner (CNP)

Clinical Nurse Specialist (CNS)

Certified Registered Nurse Anesthetist (CRNA)

Certified Nurse Midwife (CNM)

Other- specify: