

University of Michigan-Flint Department of Nursing
A.C.T.S. - A CHANCE TO SUCCEED - NURSING MENTOR PROGRAM

Mentor Role and Responsibilities

Who are Mentors?

Mentors are registered nurses interested in mentoring nursing students and:

- are committed and willing to serve as a mentor for one academic year.
- provide support and advice to help mentees succeed.
- follow the rules and guidelines outlined by the faculty coordinators and mentor training program policies.

Serve as a Positive Role Model

- Establish trust and be respectful.
- Act as a guide, advocate, coach, and role model.
- Keep any information the mentee shares confidential except when there may be harm to the mentee or others.
- Remain courteous, respectful and professional at all times.
- Be on time for scheduled meetings or notify mentee at least 24 hours in advance that you are unable to meet.

Support and Encourage the Mentee to Succeed

- Assist the mentee to develop and achieve realistic academic goals such as grades, time management, good attendance, self-esteem, and confidence.
- Work with the mentee to develop life-management skills such as stress management, decision making, and conflict resolution.
- Assist mentee in obtaining appropriate resources.

Make Initial and Ongoing Contact with Mentee

- Contact mentee within the first week of receiving their contact information.
 - Make at least two attempts at least one week apart to contact mentee.
 - If unsuccessful after two attempts to contact mentee, notify the faculty coordinator.
 - The faculty coordinator will make a reasonable attempt, and if unsuccessful, they will send a letter to clarify the mentee's interest in continuing the program.
- Establish realistic boundaries regarding your available days and times.
- Make at least one face-to-face contact per month with your mentee.
- Meet mentee in safe, public places, e.g., the University, libraries, restaurants (no bars), bookstores, etc.
- Record mentor-mentee contacts on the Mentor Report Log and submit a copy of the log to the faculty coordinators quarterly.

Participate in Mentor Training and Support Sessions

- Attend a mentor training session.
- Attend at least two mentors' meetings per academic year.

Maintain Open Communication

- Submit monthly meeting times and activities to the faculty coordinators.
- Regularly and openly communicate with the faculty coordinators.
- Submit Mentor Log quarterly as specified.
- Inform the faculty coordinators of any difficulties or areas of concern that may arise in the relationship.
- Notify the faculty coordinators and mentee of any changes in address or phone number.
- Participate in a closure process when the time comes.