

# **Mentor Champion Responsibilities**

- **Support:**

- Train new mentors on your unit. Highlight the role they play in nursing retention and sense of belonging. Currently, 30% of our new hires resign from CHOA before their one-year anniversary.
- Use the Mentor books as a *RESOURCE!* Remind your educator to get mentor and mentoree notebooks at the monthly TEACH Meeting at The Park.
- Encourage mentor and mentoree to have their first mentoring session 2 weeks before mentoree completes initial orientation.
- Mentors should only have one mentoree at a time.
- Send out any communications from CSD to mentors on your unit. This will include the Mentoring Mentality Newsletter.
- Attend Mentor Networking Sessions to learn new and exciting ways to make mentoring a positive experience on your unit. Treats will be provided.

- **Paperwork:**

- Email [holly.sealer@choa.org](mailto:holly.sealer@choa.org) when you train a new mentor within one week.
- Organize your mentorees, using the “Keeping Track of our Mentoree” tool.
- Pair mentors with mentorees. E-mail the pairs to [holly.sealer@choa.org](mailto:holly.sealer@choa.org).
- Communicate the name and date of the 1<sup>st</sup> mentor meeting to [holly.sealer@choa.org](mailto:holly.sealer@choa.org) within one week of the training session.
- Send an e-mail to Holly Sealer with the following information after the final mentoring session has been completed:
  - Email the date the mentor program was completed.
  - Any highlights or issues that need to be addressed.
- If during the program a different mentor is assigned to the mentoree, please e-mail Holly with the updated information.

- **Feedback:**

- Collect the 1-month evaluation from both the mentor and mentoree. Praise accomplishments and address any issues with pair and/or educator.
- Collect the 6-month evaluation from both the mentor and mentoree. Praise accomplishments and address any issues with pair and/or educator.
- Final Evaluation for both the mentor and mentoree will be sent by CSD. Praise accomplishments and completion of the program. Address any issues with the pair and/or educator.