



Tennessee Occupational Therapy Association

Occupational Therapy Mentorship Program Fifth Cycle: Criteria and Guidelines

Criteria

ALL Tennessee occupational therapy students and practitioners are invited to be a part of TNOTA's Occupational Therapy Mentorship Program. Practitioners must have an active Tennessee license, and students must be currently in their **second** year of an OT/OTA program in Tennessee. Mentees may be students or practitioners and will be paired with experienced practitioners for mentorship. TNOTA welcomes all students and practitioners who meet the criteria to apply for the TNOTA Occupational Therapy Mentorship Program.

By applying for this program, you agree to meet either virtually (i.e. FaceTime, Zoom, Skype), via phone call, or in-person at least once per month.

This helps ensure a mutually beneficial relationship. Also, by applying you agree to complete a **required** pre-program survey prior to the start of the program and post-program survey at the end of the Cycle. The survey data will be used to further the success of the TNOTA Occupational Therapy Mentorship Program.

Pairings will be based on the number of mentors and mentees, area of interest, and practice area, as well as location and other personal and professional characteristics. TNOTA will take diversity, equity, and inclusion into account when assigning mentorship pairings. While we will make every effort to pair all applicants, we cannot guarantee a mentorship pairing during this fifth Mentorship Program cycle. At the end of this 8-month Cycle, if you wish to continue your mentorship pairing or request a new pairing, you will have an opportunity to communicate your preference. ALL mentors and mentees **must** apply for the following program cycle if you wish to participate in the next Mentorship Program Cycle.

If you have any questions or concerns during the program cycle, please email the Mentorship Committee at mentorship@tnota.org.



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**Mentors and mentees should set objectives and goals for their pairing together.
Please use the following suggestions to guide your mentorship.**

General Guidelines

- Mentorship Program dates: **February 1 to September 30, 2024.**
- Meet at least once a month (FaceTime, Zoom, Skype, in person, etc.).
- The **mentee should make contact with the mentor within the first week of the 5th cycle.**
- Complete the **REQUIRED** pre-program survey prior to **February 1, 2024.** This link will be emailed.
- Complete the **REQUIRED** post-program survey at the end of the 8 months by **October 15, 2024.**

Month-to-Month Guidelines

Before the Start of the Program:

- Complete the **required** pre-program survey.

Month 1:

- Set up meetings at least once a month (FaceTime, Zoom, Skype, or in person)
- The **mentee should make contact with the mentor within the first week of the 5th cycle.**
- Set goals and objectives for your mentorship pairing.
- Take action steps towards your goals and objectives.
- Begin discussion regarding project component.
- Discuss agenda and plan for next meeting.

Month 2:

- Discuss interest in completing a case study, project component, or researching more advanced topics within your field of practice.
- Choose from the List of Suggested Topics to guide your meeting.
- Check in on progress towards initial goals and objectives.
- Discuss agenda and plan for next meeting.



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Months 3-6:

- Re-evaluate your goals and objectives.
- Choose from the List of Suggested Topics to guide your meeting.
- Check in on progress towards goals and objectives.
- Discuss agenda and plan for next meeting.

Months 7-8

- Discuss goals and address the items that need to be completed.
- Complete project, if you chose to participate in one.

End of Program:

- Complete the **REQUIRED** post-program survey **October 1-15, 2024**