



Tennessee Occupational Therapy Association

## **Occupational Therapy Mentorship Program Criteria and Guidelines: Second Cycle**

### **Criteria**

**TNOTA would like to invite all Tennessee occupational therapy students and practitioners to be a part of TNOTA's Occupational Therapy Mentorship Program.** Mentees, who may be students or practitioners, will be paired with experienced practitioners for mentorship. TNOTA will take diversity, equity, and inclusion in account when assigning mentorship pairings.

All mentors must have an **active** Tennessee occupational therapy license. The TNOTA Occupational Therapy Mentorship Program is a **6 month program**. Each month, mentor & mentee pairs will choose a topic to discuss. TNOTA will provide a "menu" of topics as a starting point. Each mentor and mentee pair will have a TNOTA contact during the program. This contact will provide periodic check-ins and also be available to answer any questions.

By applying for this program, you agree to meet either virtually (i.e. FaceTime, Zoom, Skype) or via phone call 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 6 months. The survey data will be used to further the success of the TNOTA Occupational Therapy Mentorship Program.

Pairings will be based on number of mentors and mentees, location, practice area, practice area interests, and other personal and professional characteristics. While we will make every effort to pair all applicants, we cannot guarantee a mentorship pairing during this second Mentorship Program cycle.

At the end of this 6 month program, you will have an opportunity to communicate your preference to continue your mentorship pair or request a new mentorship pairing.



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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.**

### **Guidelines**

- ❑ The Occupational Therapy Mentorship Program dates are **April 1, 2021-October 1, 2021**.
- ❑ Each mentor and mentee pair will have a **TNOTA contact** during the program. This contact will provide periodic check-ins and also be available to answer any questions. You may also contact [mentorship@tnota.org](mailto:mentorship@tnota.org) with any questions.
- ❑ Determine your method of communication between mentor and mentee (call, email, text, etc.), and meet either virtually (i.e. FaceTime, Zoom, Skype) or via phone call at least once per month. **Suggestion: send calendar invites with meeting dates and times.**
- ❑ The **mentor should make contact with the mentee within the first week of the 2nd cycle.** If you have attempted to contact your mentor/mentee and if you are concerned they have not responded within a reasonable amount of time, please email your TNOTA contact for assistance.
- ❑ Complete the ***required*** pre-program survey prior to **April 1, 2021**. This link will be emailed.
- ❑ Complete the ***required*** post-program survey at the end of the 6 months by **October 8, 2021**. This link will be emailed on October 1, 2021.

### **Month-to-Month Guidelines**

#### **Month 1:**

- ❑ Complete the ***required*** pre-program survey.
- ❑ Determine your method of communication between mentor and mentee (call, email, text, etc.), and meet either virtually (i.e. FaceTime, Zoom, Skype) or via phone call **at least once per month.** **Suggestion: send calendar invites with meeting dates and times.**
- ❑ The **mentor should make contact with the mentee within the first week** of the 2nd cycle. If you have attempted to contact your mentor/mentee and if you are concerned they have not responded within a reasonable amount of time, please email your TNOTA contact or [mentorship@tnota.org](mailto:mentorship@tnota.org) for assistance.
- ❑ Set goals and objectives for your mentorship pairing. Take 2 action steps towards your goals and objectives.
- ❑ Discuss agenda and plan for next meeting.



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**Month 2:**

- Discuss if you plan to take part in a case study (one of the “Menu of Suggested Discussion Topics” below)
- Discuss if you have an interest in researching and studying more advanced topics within your field of practice. If so, take action steps toward this interest.
- Choose from “Menu of Suggested Discussion Topics” to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for “Menu of Suggested Topics” resources
- Check in on progress towards initial goals and objectives.
- Discuss agenda and plan for next meeting.

**Month 3:**

- Choose from “Menu of Suggested Discussion Topics” to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for “Menu of Suggested Topics” resources
- Check in on progress towards initial goals and objectives.
- Discuss agenda and plan for next meeting.

**Month 4:**

- Re-evaluate your goals and objectives. Change any goals and objectives needed.
- Choose from “Menu of Suggested Discussion Topics” to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for “Menu of Suggested Topics” resources.
- Discuss agenda and plan for next meeting.

**Month 5:**

- Choose from “Menu of Suggested Discussion Topics” to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for “Menu of Suggested Topics” resources.
- Check in on progress towards goals and objectives.
- Discuss agenda and plan for next meeting.



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**Month 6:**

- Choose from “Menu of Suggested Discussion Topics” to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for “Menu of Suggested Topics” resources.
- Check in on progress towards goals and objectives.
- Complete the ***required*** post-program survey October 1-8, 2021.

**Menu of Suggested Discussion Topics**

**1. Introductions**

- a. Introduce yourself and your experience.
- b. Discuss current field of practice and professional interests.
- c. Why did you choose occupational therapy?
- d. Discuss why you want to be a part of the Occupational Therapy Mentorship Program.

**2. Identify goals and objectives**

**3. Documentation**

**4. Work-flow**

**5. Work-life balance and burnout**

**6. Interprofessional collaboration**

**7. Review a research article and/or evidence based research discussion**

**8. Case study**

**9. Continuing education**

**10. Resume Building**

**11. Interview Preparation**

**12. Difficult conversations with patients, families, and co-workers**

**13. Supervision and collaboration: OT/OTA, Fieldwork Educator/Student, Interprofessional (OT/PT/SLP/Social Worker, etc.)**

**14. Career goals**

