



Tennessee Occupational Therapy Association

Occupational Therapy Mentorship Program Criteria, Guidelines, List of Suggested Topics, & Resource Third Cycle

Criteria

Tennessee occupational therapy students and practitioners who are TNOTA members, have an active Tennessee license (practitioners), and currently attending an OT or OTA program in Tennessee within their second year by February 2022 (students) are invited 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.

All mentees who are practitioners and mentors must have an **active** Tennessee occupational therapy license. The TNOTA Occupational Therapy Mentorship Program is a **6 month program**. Each month, mentor and mentee pairs will choose a topic to discuss. TNOTA will provide a List of Suggested Topics for reference throughout the program cycle.

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 6 months. 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 in account when assigning mentorship pairings. While we will make every effort to pair all applicants, we cannot guarantee a mentorship pairing during this third 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. Both mentors and mentees **must** apply for the following program cycle.



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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 **February 1 to August 1, 2022**.
- ❑ If you have any questions or concerns during the program cycle, please email Valery Hanks at mentorship@tnota.org. This email address is monitored daily.
- ❑ Determine your method of communication between mentor and mentee (call, email, text, etc.), and meet either virtually (i.e. FaceTime, Zoom, Skype), via phone call, or in-person at least once per month. **Suggestion: send calendar invites with meeting dates and times.**
- ❑ The **mentee should make contact with the mentor within the first week of the 3rd cycle.** Please note, this is a change from the previous 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 Valery Hanks at mentorship@tnota.org for assistance.
- ❑ Complete the **REQUIRED** pre-program survey prior to **February 1, 2022**. This link will be emailed.
- ❑ Complete the **REQUIRED** post-program survey at the end of the 6 months by **August 8, 2022**. This link will be emailed on August 1, 2022.



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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 in-person **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 3rd 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 Valery Hanks at 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.

Month 2:

- ☐ Discuss if you plan to take part in a case study (one of the List of Suggested 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 the List of Suggested Topics to guide your meeting.
- ☐ Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for the List of Suggested Topics resources
- ☐ Check in on progress towards initial goals and objectives.
- ☐ Discuss agenda and plan for next meeting.

Months 3-6:

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

End of Program:

- ☐ Complete the **REQUIRED** post-program survey August 1-8, 2022.



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List of Suggested 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

[illegible]