

So You Want to Be a Mentor

(or find a mentor)



COMMISSIONED CORPS PHARMACY MENTORING NETWORK (CCPMN)

PRESENTED BY
CAPT LILLIE GOLSON,
CCPMN COORDINATOR

PharmPAC Meeting

May 11, 2006

PRESENTATION OUTLINE

- Overview of CCPMN
- Qualifications of Mentors
- Responsibilities of Mentees
- Answer most frequently asked questions

WHAT IS CCPMN?

CCPMN is a formal, voluntary, one-on-one mentoring program for active duty Commissioned Corps pharmacists in the United States Public Health Service.

GOAL

To develop and maintain a cadre of confident, competent, well informed pharmacy officers to be a source of strength and pride for the United States Public Health Service.



CCPMN GUIDELINES

- The mentor should not be in the mentee's direct supervisory chain of command
- The mentor should be at least two ranks higher than the mentee, whenever possible
- Match is based primarily on the OPDIV and geographic location of the mentee
- Formal match is six months in duration

CCPMN GUIDELINES (cont.)

- Mentor should contact mentee within two weeks after receiving letter identifying your mentee.
- The mentoring relationship should be tailored to meet the needs of your mentee.
- Plan ahead and organize your mentoring activities to minimize the impact on job duties and responsibilities.
- Keep a log or journal of your mentoring meetings and experiences.

CCPMN GUIDELINES (cont.)

- Complete and submit the CCPMN Evaluation Form at the end of the 6 month formal matching period.
- Thank you letter will be issued to mentor by CCPMN Coordinator *once evaluation form is received from mentee.*
- Notify the CCPMN Coordinator in instances of a mentor/mentee mismatch.



MMOTIVATES

ENCOURAGES

NURTURES

TEACHES

OFFERS LEADERSHIP

ROLE MODEL

MENTOR QUALIFICATIONS

- Pharmacist officer – 04 to 06 in rank
- Meets basic readiness standards
- Has a positive attitude about PHS, the Corps, and the pharmacy profession
- Is willing to share his/her time, talent, and professional expertise with a more junior officer.

MENTOR QUALIFICATIONS

(cont.)

- Has a polished, professional image and wears the PHS uniform with pride and distinction
- Has a good working knowledge and understanding of the current direction of the Commissioned Corps
- Is familiar with training and educational opportunities for pharmacists

RESPONSIBILITIES OF MENTEES

- Should be more junior pharmacist officer, 04 and below in rank
- Should be eager to learn; take advantage of information and suggestions offered; think ahead and contemplate your career goals and objectives; interact with mentor to achieve desired goals.
- Should be proactive; schedule meetings; actively seek out your mentor.
- Should actively listen; be open to constructive criticism and positive feedback; consider all suggestions and options with an open mind; respect mentor's confidence and trust.

RESPONSIBILITIES OF MENTEES (cont.)

- Should always be considerate and respect mentor's time; express appreciation for assistance given; make only positive or neutral comments about your mentor to others.
- Should be honest and communicate openly with your mentor; ask for feedback; acknowledge when mentor's suggestions are followed and share the outcome.



FREQUENTLY ASKED QUESTIONS (FAQs)

- Question: How do I volunteer to be a mentor?
 - Answer: If you meet the mentor qualifications mentioned above, simply fill out and submit the volunteer to mentor form to the CCPMN Coordinator. Your name will be kept on file until a suitable match is identified.

FAQs (cont.)

- Question: I sent in my mentor volunteer form but have never been matched. Why?
 - Answer:
 - Remember that the match is mentee-driven. Unless an officer requesting a mentor is in your OPDIV and/or geographic location, you may not be called upon to actually serve as a mentor in CCPMN.
 - However, if you do mentor *informally*, be sure to document in your CV. It does count as a benchmark.

FAQs (cont.)

- Question: I am a junior officer in need of a mentor. How do I go about finding one?
 - Answer:
 - Effective May 2006, if you are a new call to active duty pharmacist officer, you will automatically be assigned a mentor for 6 months. Nothing has to be done on your part. (Note: You may request another mentor later in your career if you need one).
 - For other officers, simply fill out and submit the “Request for Mentor” form to the CCPMN Coordinator. You will be contacted when a suitable mentor is identified. (Note: If you already have identified someone you would like to have as a mentor, you may still fill out the form, but simply indicate your preference. The CCPMN Coordinator will contact the officer, and if s/he agrees to the match, a letter confirming it will be issued.)

VOLUNTEER/REQUEST FORMS

PHARMACY MENTORING NETWORK FORM

Experienced Pharmacy officers (0-4 - 0-6) are needed to serve as mentors to more junior officers in our category. If you would like to volunteer to be a mentor, or would like to nominate an officer to be a mentor, please print out this form, complete it and mail or FAX it today. A copy of the nominee's curriculum vitae would also be greatly appreciated. Thank you for participating in this program. Only YOU can make it a success.

NAME AND RANK _____
PHS SERIAL # _____

SELF NOMINATION _____ RECOMMENDATION _____

CURRENT DUTY STATION: Agency _____ Institute/Arm _____
Years 19__ - 20__
Street _____
Building _____ Room _____ Mail Stop _____
City _____ State _____ Zip _____
Email Address _____

CURRENT DUTY PHONE () _____
FAX () _____

PRIMARY JOB ACTIVITY (Check one): Administrative _____ Clinical _____ Research _____
Describe Duties: _____

PREVIOUS COMMISSIONED CORPS CAREER ASSIGNMENTS:

Agency _____ Title _____ City/State _____
Years 19__ - 20__
Duties: _____
Agency _____ Title _____ City/State _____
Years 19__ - 20__
Duties: _____
Agency _____ Title _____ City/State _____

REQUEST FOR MENTOR

NAME AND RANK _____
PHS SERIAL # _____

DUTY STATION Agency _____
Institute/Area _____
Street _____
Building _____ Room _____ Mail Stop _____
City _____ State _____ Zip _____
E-mail Address _____
Current Duty Phone _____
Fax _____

PRIMARY JOB ACTIVITY (check one) Administrative _____ Clinical _____ Research _____

DATE COMMISSIONED _____
COMMISSIONING DEGREE _____

COLLEGE/UNIVERSITY _____

PREVIOUS COMMISSIONED CORPS ASSIGNMENTS (if applicable):

Agency _____ Title _____ City/State _____
Years 19__ - ____
Agency _____ Title _____ City/State _____
Years 19__ - ____

FAQs (cont.)

- Question: I have never mentored before. What do I need to know?
 - Answer: Although none of us knows everything, it is important that you be willing to put forth the effort to find out. Referring to the benchmark requirements should be a good first start. A listing of resources is available on the CCPMN and PharmPAC websites.

FAQs (cont.)

- Question: What topics are mentees most interested in?
 - Answer: Based on comments from mentors regarding frequently asked questions from their mentees, the following top the list:
 - How to get promoted
 - How to prepare a good CV
 - What constitutes mobility
 - How to meet benchmark requirements
 - How and when to apply to the regular corps
 - How to meet basic readiness requirements
 - How to prepare for deployment

FAQs (cont.)

- Question: I don't like my mentor/mentee. What should I do?
 - Answer: CCPMN has a no fault clause. If you find you don't interact well with your mentor/mentee, simply contact the CCPMN Coordinator who will try to find a more suitable match.

FAQs (cont.)

- Question: I have only heard from my mentor one time. He/she is always busy. What shall I do?
 - Answer: Contact the CCPMN Coordinator. She will work with you and the mentor to resolve the situation or identify a more suitable match.

FAQs (cont.)

- Question: Could I be called to mentor even if I don't formally submit a form to volunteer?
 - Answer: Yes

Many times those who have volunteered to mentor are not in the geographic area of those requesting a mentor. In such cases, the CCPMN Coordinator might telephone an officer and ask if s/he would be willing and able to volunteer. This very likely will be the case with all new CADs automatically being assigned a mentor.

FAQs (cont.)

- Question: If I'm asked to volunteer but decline to do so, will it be held against me?

– Answer: No.

We are looking for officers willing, able and interested in sharing their time, talent and expertise in helping another officer. If you are busy and just don't have the time, no problem. It is much better for you to tell us up front than to accept the assignment and do a poor job.

FAQs (cont.)

- Question: If I volunteer to serve in CCPMN, how will my activities be documented?
 - Answer: At the end of the formal 6-month match, the program QC manager will notify both the mentor and mentee. You will also be asked to submit your program evaluations. Once the CCPMN Coordinator receives the evaluation from the mentee, listing the topics covered with the mentor, the coordinator will issue a thank you letter to the mentor that includes a listing of those topics.

FAQs (cont)

- Question: If I have comments or suggestions about CCPMN, what should I do?
 - Answer: We strongly encourage you to fill out the program evaluation form that is included with the matching letter for both the mentor and mentee. We welcome all suggestions for improvement and do take all comments under advisement, implementing when possible.

EVALUATION FORMS



Commissioned Corps Pharmacy Mentoring Network

CCPMN Evaluation Form for Mentors

In an effort to evaluate the effectiveness of the Commissioned Corps Pharmacy Mentoring Network, please complete and return this evaluation form 6 months after the start of your mentoring relationship. Your comments and suggestions will be carefully reviewed and considered for incorporation into the mentoring program. Thank you for your input and support.

- Have you had contact with your mentee?
 - Yes (Go to Question 2a)
 - No (Go to Question 2b)
- 2a. Who made the first contact?
 - Mentor
 - Mentee
- 2b. Why have you not had contact with your mentee?
 - I'm waiting for my mentee to contact me.
 - I've tried to initiate contact, but my mentee has not responded.
 - Other, specify _____
(Go to question #5)
3. On the average, how often do you interact with your mentee?
 - 3 or more times per month
 - Once or twice per month
 - Once or twice per quarter
 - Initial contact only
4. On which of the following topic have you provided information to your mentee? (Check all that apply)
 - Benefits (medical, commissary, insurance)
 - Personnel issues (leave, pay, licensure)
 - Career development (COER, CV, billets, promotion, Regular Corps)
 - Uniforms
 - Military protocol
 - Professional associations
 - Educational opportunities
 - Training opportunities
 - Other, please specify _____
5. For each of the following, please indicate how important you consider similarity in these characteristics to be for a successful mentor/mentee match (Circle the appropriate choice: V = very important, S = somewhat important, N = not important)

V	S	N	Agency
V	S	N	Geographic Location
V	S	N	Gender
V	S	N	Career Track
V	S	N	Other, specify _____
6. Did the mentoring relationship meet your expectations?
 - Yes



Commissioned Corps Pharmacy Mentoring Network

CCPMN Evaluation Form for Mentees

In an effort to evaluate the effectiveness of the Commissioned Corps Pharmacy Mentoring Network, please complete and return this evaluation form 6 months after the start of your mentoring relationship. Your comments and suggestions will be carefully reviewed and considered for incorporation into the mentoring program. Thank you for your input and support.

- Have you had contact with your mentor?
 - Yes (Go to Question 2a)
 - No (Go to Question 2b)
- 2a. Who made the first contact?
 - Mentor
 - Mentee
- 2b. Why have you not had contact with your mentor?
 - I'm waiting for my mentor to contact me.
 - I've tried to initiate contact, but my mentor has not responded.
 - Other, specify _____
(Go to question #5)
3. On the average, how often do you interact with your mentor?
 - 3 or more times per month
 - Once or twice per month
 - Once or twice per quarter
 - Initial contact only
4. On which of the following topic have you received information from your mentor? (Check all that apply)
 - Benefits (medical, commissary, insurance)
 - Personnel issues (leave, pay, licensure)
 - Career development (COER, CV, billets, promotion, Regular Corps)
 - Uniforms
 - Military protocol
 - Professional associations
 - Educational opportunities
 - Training opportunities
 - Other, please specify _____
5. For each of the following, please indicate how important you consider similarity in these characteristics to be for a successful mentor/mentee match (Circle the appropriate choice: V = very important, S = somewhat important, N = not important)

V	S	N	Agency
V	S	N	Geographic Location
V	S	N	Gender
V	S	N	Career Track
V	S	N	Other, specify _____
6. Did the mentoring relationship meet your expectations?
 - Yes

WE WANT YOU



TO PARTICIPATE IN CCPMN

THANK YOU



FOR VOLUNTEERING TO SERVE

QUESTIONS?