

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

1 Month	2 Month	3 Month	6 Month	Optional	1 Year
dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy

<b>1. Communication / Teamwork</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- How is it going interacting with other colleagues, staff, patients/clients, and your manager?</li> <li>- What is your sense of the teamwork and collaboration in your area?</li> <li>- Do you feel that you have a good understanding of the roles within your team?</li> <li>- Is there anyone that you haven't met and would like to be introduced to?</li> <li>- Do you feel your voice is heard around the table at meetings and that your ideas/opinions are respected?</li> <li>- Would you feel comfortable speaking with your manager if you had a concern? Is there anything we can do to help you in this area?</li> </ul>						
<b>2. Workload / Time Management</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- How are you feeling about your caseload/assignment demands?</li> <li>- Are you feeling like the workload is manageable (i.e. appropriate, realistic)?</li> <li>- Are you feeling caseload distribution is equitable and that people tend to help out?</li> <li>- How are you feeling about managing your time?</li> <li>- What time management strategies have you found helpful?</li> </ul>						
<b>3. Documentation</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- How is your documentation going (e.g. with respect to charting, location of documents, timeliness, content, volume)?</li> <li>- Are there any resources you would benefit from?</li> <li>- Do you feel your documentation is meeting the standards of your profession and/or your service area?</li> </ul>						
<b>4. Clinical Learning Needs</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- Are you feeling comfortable with the clinical requirements of your position?</li> <li>- Do you have any learning needs we can assist you with at this time?</li> <li>- Have you identified any areas where further training would be helpful?</li> </ul>						
<b>5. Technical / Practical Learning Needs</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- Are you comfortable with the processes to follow if you had an incident with a patient?</li> <li>- Would you feel comfortable using the various programs such a SafetE-net and wE-care?</li> <li>- Are you comfortable with workload entry, accessing the intranet, Mysis, Outlook..?</li> <li>- Are you feeling confident using the equipment in your area?</li> </ul>						
<b>6. Professional Practice</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- Are you familiar with and confident that you are able to follow the standards of practice of your profession?</li> <li>- Are there any supports or resources you feel you would benefit from in this area?</li> </ul>						
<b>7. Reflective Practice – Identifying Strengths</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- What things would you say are going well for you at this time?</li> <li>- Are there some positives or successes you've had that you would like to share?</li> <li>- What aspects of your job are you feeling most confident about?</li> </ul>						
<b>8. Reflective Practice – Identifying Opportunities</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- Are there areas where you feel you would benefit from some more growth or development?</li> <li>- Are there other ways you feel you could contribute to your team or to Providence Care?</li> <li>- Have you begun considering some learning goals?</li> </ul>						
<b>9. Ethics and Values</b>	✓ or *					
<i>Sample questions:</i> <ul style="list-style-type: none"> <li>- Are you feeling your values and ethics are congruent with the values of your team and with our organization as a whole?</li> <li>- Are you seeing the values lived out in the organization?</li> <li>- Have you seen anything that would make this organization an even better place to work?</li> <li>- How are you feeling about your work life separation?</li> </ul>						

✓ Indicates topic was reviewed

\*Indicates areas where additional support is required