**FAHQ Professional Development Team Mentorship Guidelines**

The FAHQ Mentorship Program is designed to match a mentee desiring specific support/coaching) with a mentor who is a content matter expert in the needed category.

**Types of FAHQ Mentorship**

1. CPHQ Preparation
   1. Specific category or categories of the CPHQ Examination Content Outline
   2. Preparation for Retake of the CPHQ Examination
2. Identified Content Area in Healthcare Quality (pending)
3. Transition to FAHQ Elected or Team Role (pending)

**Mentorship Agreement**

Establishing the groundwork for the mentoring relationship is a key element for success. It is recommended that all mentorship beyond one limited interaction have an agreement in place. When created at the beginning, the agreement provides a clear definition of what the mentee wishes to achieve in the relationship. It also helps to both manage expectations and clearly define mentor commitments. A good agreement provides the framework for the scope of the relationship and acts as a contract between the mentee and mentor.

Things to think about:

1. The mentee’s needs and goals
2. Areas of the relationship that the mentee and/or mentor want to remain confidential
3. A schedule for contact
4. Ways for both the mentee and mentor to monitor progress and evaluate success

**Identified Responsibilities**

The FAHQ Professional Development Team (PDT) Mentorship Lead will

1. Maintain a list of mentor volunteers with expertise identified. This list will be updated annually to ensure mentors are still available and areas of interest are current.
2. Receive mentee requests for mentorship and work to match with an available mentor with needed expertise.
3. Review mentee/mentor evaluations with the PDT to identify opportunities for improvement in the mentorship process and to provide feedback to active mentors. (Evaluations will review process and will not share confidential information.)
4. With mentor/mentee approval, provide specific examples of mentoring process and successes to Communication Team for promotion of mentoring product as appropriate.

Mentor volunteers will

1. Provide PDT with adequate information to identify expertise content area.
2. Keep contact information current with PDT Mentorship Lead.
3. Respond to mentorship request match in a timely manner, reporting back to the Mentorship Lead after first contact with potential mentee with completed agreement or reasons for not executing agreement.
4. Establish Mentorship Agreement at outset of relationship and conform to Mentor elements throughout mentorship term.
5. Provide feedback to PDT regarding mentorship processes and specific agreement outcomes.

Mentees will

1. Submit completed request to PDT to initiate mentor assignment and agreement, providing adequate information for mentor matching.
2. Complete agreement for mentorship period following initial contact with potential mentor and conform to Mentee elements throughout the relationship.
3. Provide feedback to PDT regarding mentorship processes and specific agreement outcomes, including a brief (100-200 words) description of impact of mentorship results.