



# AAHFN Mentor & Mentee Guidelines for Abstract Submission

## Mentors

According to Shea (1999) mentoring is defined as a caring, sharing and helping relationship where one person invests time and effort in enhancing another person's growth, knowledge and skill. Mentoring has been identified as one of the most important factors in career success.

The "2010 Request a Mentor" program is a pilot program. The purpose of the program is to support clinicians or researchers who would like assistance with the 2010 Call for Abstracts writing and submission process.

### Responsibilities:

1. Serve as a role model
2. Build a relationship based on trust, respect, effective communication and support
3. Advise mentee regarding abstract development while adhering to sound research principles
4. Give timely, objective, specific and balanced feedback to the mentee
5. Commitment is limited to the established abstract submission time frame

### Benefits:

1. Transference of expertise
2. Opportunity to gain further insights/alternatives perspectives regarding a research project
3. Investment of the future membership of AAHFN
4. Increased network within AAHFN

### Questions?

Contact Cheryl Gallagher, CMP, Senior Meeting and Exhibit Manager,  
at: [cgallagher@ahint.com](mailto:cgallagher@ahint.com) or 856-380-6812

## Mentee

The following is a copy of the guidelines that are given to Mentees.

**Please note: in order to be eligible for the Mentor Program, you must have completed a research project/study or clinical innovation project with data available to write your abstract.**

### **Participants in the mentor program will:**

- Discuss the critical elements and format of an abstract with their Mentor
- Receive feedback and suggestions on their abstract before submission

**In order to have a successful relationship with your Mentor we have some suggested guidelines.**

### Before your first meeting:

1. Establish HOW you will communicate. Will you use email, phone, etc.? What works best for the two of you? Will there be some vacations or times that either the Mentor or Mentee are unavailable to work on the abstract?

### During your first meeting:

1. *Get to know each other:* Share some information about your professional and personal life. Learn something about your mentor.
2. *Review goals:* Discuss the format of the abstracts and which type you are submitting (Clinical Innovation or Research). Discuss what aspects of abstract completion and submission you need help with.
3. *Establish Guidelines:* When will you meet with your Mentor? Create a timeline starting backwards from the due date of the abstract submission (January 30<sup>th</sup>, 2011). What date would you like to submit? What dates do you want to work together? Create deadlines and be mindful and respectful of individual schedules.
4. *Partnership agreement:* Review goals, modify if desired, confirm next meeting time.

### Mentoring meetings: (Can be done by email or phone)

1. *Progress:* In the first 10 minutes establish progress – what has been accomplished, what are the challenges, what are the barriers if any.
2. *Goals:-* Talk about next goals.
3. *Partnership agreement:* Review goals, modify if desired, confirm next meeting time.

### Tips for mentees:

1. Keep a journal or minutes of conversations. You can refer back to ideas if you need to.
2. Set realistic goals and timelines.
3. Tell your mentor what is helping and what is not if needed.
4. Provide feedback to AAHFN after submission on how this mentor program worked for you.

### Thoughts for Being a Pro-active Mentee:

- Are my objectives clear and well defined?
- Am I comfortable asking for what I want?
- Am I open to hearing new ideas and perspectives?
- Do I allow myself to be open?
- Am I receptive to constructive feedback?
- Am I able to show I value and appreciate feedback?
- Do I consistently follow through on commitments?
- Do I openly show appreciation and gratitude?