



**APGNN**

*The Association of Pediatric Gastroenterology and Nutrition Nurses*

## APGNN MENTOR/MENTEE PROGRAM APPLICATION FORM

### DEMOGRAPHICS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal code: \_\_\_\_\_ Preferred phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you applying to be a Mentor  or a Mentee (have a mentor)  ?

Mentor applicants must have a minimum of 5 years of experience in Pediatric GI and must also be an APGNN member in good standing for the previous consecutive 5 years.

### PROFESSIONAL HISTORY:

Are you a RN  or APN ?

How many years have you been a nurse/APN 0-5  6-10  11-15  >15 .

How many years have you been a nurse/APN in Gastroenterology? 0-5  6-10 .

11-15  >15 ?

How many years have you been a member of APGNN? 0-5  6-10  11-15  >15 .

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**APGNN MENTOR PROGRAM APPLICATION FORM (Continued)**

**Please check what area(s) of Pediatric GI you are most involved with (check all that apply):**

General GI:  Short Bowel Syndrome:  Liver/Liver transplant:  IBD:

Motility:  Procedures:  Celiac disease:  Feeding disorders:

Other:  Please list: \_\_\_\_\_

**MENTORING PREFERENCES:**

1. Would you prefer to mentor a RN  or APN  ?
2. What is your preferred method of contact with your mentee?  
Phone:  Email:  Skype:  Facetime:  In Person:
3. Please check what type of mentoring you would be most interested in (check all that apply in A and/or B):

**A. Disease specific:**

General GI:  Short Bowel Syndrome:  Liver/Liver transplant:  IBD:

Motility:  Procedures:  Celiac Disease:  Feeding disorder:

Other: \_\_\_\_\_

**B. Nursing Leadership and Development:**

New to GI either as a Nurse or APN

Professional Development/Leadership

Research/Quality Improvement

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**MENTOR APPLICANTS: Please attach the following to complete your application:**

1. Personal statement regarding why you would like to be a mentor. This should be submitted as a word document (approximately 250 words).
2. Current Curriculum Vitae
3. Names of 2 personal references with contact information



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### **APGNN Mentor/Mentee Program Agreement Guidelines**

To get the most out of your mentor/mentee relationship, please review the following information during your first interaction. This will help set expectations for the next 12 months. Remember, every mentoring relationship is unique so it is important to discuss expectations at the beginning of the mentorship. Any decisions agreed upon can be changed at any time during this mentorship as long as it is approved by both the mentor and mentee. Keep this form until this mentorship is complete.

1. What is the preferred method for meeting/interacting?

In person:  Skype/Facetime:  Phone:  Email: .

2. APGNN requires a minimum contact of every other month for the first 6 months, then quarterly for the next 6 months. Determine how often you plan to meet/interact.

3. If an email or voicemail is sent, what is an acceptable response time?

24 hours:  2-3 days:  1 week:  Other: .

4. If you cannot make an expected meeting/interaction, how will you get in touch?

5. What are the mentor's goals for this relationship?

6. What are the mentee's goals for this relationship?

7. What can you do to achieve these goals?



## **Mentoring Tips**

**Be a good role model:** A mentee is looking to learn all they can from you and learning needs will vary from person to person. This might include how to advance their career or with how become in expert in a specialized area. Mentees will want to follow your actions, not just listen to your advice. So, set the bar high because as a mentor, your actions are being evaluated. Perform to the same level as you would eventually like to see your mentee.

**Be patient, compassionate and encouraging:** We've all been there, and if we are fortunate, we might often find ourselves there again. Whenever we advance professionally, it is helpful to have a trusted person to help guide us. In the beginning, it is important to remember "we don't know what we don't know". So, reflect back to a time you were in a new role and try to remember what you wished you had available to you then. Most mentors will tell you they get as much or more back from their relationship with their mentees if they invest the time in them!

**Mentoring fills skill gaps and encourages people to learn and grow.** Be aware, a mentee can be anyone no matter their background. They may be experts in another field, but a novice in their current role. Get to know your mentee and maybe you can learn a thing or two from them.

**Be committed:** Mentoring takes time. We all have busy lives and it's easy for time to pass by without connecting with our mentee. Make sure you set pre-determined intervals to connect with your mentee and stick with them.

**Be proactive:** Don't expect a mentee to make the first contact – or maybe not even the second or third. By definition they are less experienced than you in this relationship so they may feel a little intimidated initially.

**Have fun:** We all benefit from networking and it is fun to meet new people. And in this profession, you never know when you may need to call upon a former mentee for some help yourself!