

ACCE Mentor Program Policy

Benefits to the Organization of a Mentoring Program

The ACCE mentoring program is seen as benefiting the mentor, the mentee, and ACCE. Mentoring can benefit the mentor in their personal growth, professional development, and job enrichment. Benefits seen for the mentee include a positive experience in the profession, and a positive experience with ACCE. Benefits to ACCE include the enhancement of a role as a learning organization.

In addition to the traditional benefits seen for the mentor, mentoring is seen as a non-financial incentive that can contribute to later life satisfaction of the experienced clinical engineer.

Role and Selection of Mentors

For the ACCE mentoring program, a mentor is defined as someone who possesses knowledge and the ability and desire to guide and assist one who is less experienced. The mentor is not to be a coach or a preceptor who provides technical information to the mentee, showing the mentee the “how to” of the job. Instead, the mentor’s responsibilities include:

- Help the mentee identify career goals and develop a plan to achieve them
- Assist the mentee in developing an achievable career roadmap
- Provide advice and guidance on career development opportunities
- Provide suggestions that would enhance the mentee’s growth, for instance, appropriate reading materials and websites to review, and professional groups to consider
- Recommend pursuits that will help develop specific areas in the mentee’s professional advancement (e.g., written or oral communication skills, leadership skills, etc.)

A mentor is to have a non-supervisory relationship with her or his mentee.

Selection of mentors will be by self-nomination. A mentor must be an ACCE member in good standing. Individuals interested in serving as a mentor must submit the mentor application form (sample attached) to the ACCE Secretariat. Mentor candidates will be expected to participate in an informal meeting (telephone, video or in person) with the ACCE Mentoring Program Coordinator, to learn how the program will work, how the roles and tasks of the mentor are defined, and what mentors are expected to do.

Role and Selection of Mentees

The mentee will be expected to be proactive in seeking out a mentor, to approach each mentoring conversation prepared with topics to discuss, to consider all conversations with the mentor as confidential, to be a good listener, and to be committed to the time required.

Selection of mentees will be by self-nomination. A mentee is required to be a Candidate Member in good standing of the ACCE. Individuals interested in being a mentee must submit the mentee application form (sample attached) to the ACCE Secretariat.

Matching Mentors and Mentees

The matching of mentor and mentee will be by self-selection. The ACCE Mentoring Coordinator will first attempt to match a mentee applicant with mentors already on file. Mentors will be contacted by the Coordinator, provide the profile of the mentee applicant, and, if accepted by the mentor, provide the mentor the contact information. Mentors will then at their discretion initial contact with the mentee, and arrange the method and frequency of communication with the mentee.

Should a suitable mentor not be identified from those on file, individuals selected from the ACCE database may be contacted about their possible interest in serving as the mentor.

Documentation

Once every quarter, the mentor will inform the ACCE Mentoring Coordinator of the status of the mentor/mentee collaboration. On conclusion of the mentor/mentee collaboration, both the mentor and the mentee will be asked to provide feedback as to the quality of the mentoring program.