

## ACRA Mentoring Program – MENTOR Expression of Interest

The Mentoring Program is one of the benefits available to ACRA members. Information regarding the Mentoring Program is accessible on the ACRA website. <http://www.acra.net.au/mentoring-program/>

*Please note, this information will be used to match you with a mentee. Please complete this form carefully to assist us with the initial matching process. The more we know about your experience and expertise, the easier it will be to identify a suitable mentee for you.*

The following criteria will guide the matching process:

- preference of the mentor
- logistics (i.e. location)
- individual experience, expertise and knowledge of both mentee and mentor.

### Part A: Personal Details

First Name	Last Name
Postal Address	
Phone (business hours)	Mobile
Email	
Qualifications and date awarded	

### Part B: Professional Details

Current Position
Organisation
Location

### Part C: Experience and Expertise summary

I have experience in the following (please tick all that apply):

- Acute cardiovascular care
- Chronic disease management
- Cardiac rehabilitation/secondary prevention
- Aboriginal health
- Public health system
- Private health system
- Rural and remote health
- Cardiovascular research
- Psycho-cardiology
- Direct clinical supervision
- Mentoring experience  Yes  No
- Other – please specify \_\_\_\_\_

I have expertise in the following (please tick all that apply):

- Nursing management
- Change management
- Project management
- Policy development
- Information management and technology
- Strategy and strategic planning
- Program design and evaluation
- Research
- Other – please specify \_\_\_\_\_

## Part D: Mentor commitment to Mentoring Program

I agree to participate in the ACRA Mentoring Program and to fulfil the role of mentor as outlined in the Role Statement below.

Signature \_\_\_\_\_  
Please print name \_\_\_\_\_  
Date \_\_\_\_\_

### Role Statement

The ACRA Mentoring Program is successful when all parties must understand their part in the process. ACRA's only responsibility in this program is to encourage members to work with a mentor and to provide a list of such mentors. We take no responsibility for any information or guidance exchanged between the two parties.

### The Mentor

- works with the mentee to identify their objectives to collaboratively develop a program to address these
- initiates the initial meeting and make regular contact with the mentee
- ensures absolute confidentiality of information supplied by the mentee
- undertakes reviews of the mentee's performance and progress at the request of the mentee and
- participates in evaluation of the ACRA Mentoring Program.

### The Mentee

- works with the mentor to identify objectives and collaboratively develop a program designed to address these objectives
- accepts responsibility for their own decisions and actions
- ensures absolute confidentiality of information supplied by the mentor
- organises and undertakes regular contact/discussion and review with his/her mentor regarding the experience gained
- completes tasks and projects by agreed times
- participates in evaluation of the ACRA Mentoring Program and
- maintains financial membership of ACRA to be eligible to participate in Mentoring Program.

The mentor and mentee will establish an agreed time frame, with review at the half-way point of whatever the timeframe is that has been agreed.