



## Career Center - Mentor Program

### Overview

The CHIME Mentor Program is designed to allow any CHIME member to connect with an experienced CHIME member from the industry. These pairs will discuss challenges, issues, and developmental needs, to facilitate development of their CIO skill set.

The mentor-mentee interactions will largely be conducted via phone, e-mail, and other teleconferencing discussions. Face-to-face meeting opportunities are encouraged at CHIME's Spring and Fall CIO Forums. If the mentor and mentee are located close geographically, they are encouraged to engage in person. The effectiveness of this relationship will be evaluated by CHIME with two assessments every 6 months completed by the participants. The feedback will be used anonymously to increase the efficacy of the program.

**Note:** Participation counts as **CHIME CEUs**, with a maximum of 30 CEU hours from this program, per year.

### Goals

The goal of the Mentor Program is to encourage the professional development of senior healthcare IT leaders. This will be accomplished through information sharing and guidance between accomplished peers within the industry. CHIME members who request a mentoring relationship will be matched - each mentoring engagement will run for a calendar year unless terminated by either peer, or extended by the agreement of the two peers.

#### Participant Goals:

The mentor and mentee will determine the scope of the engagement. The pair will identify knowledge and skill areas that are to be developed, whereby each receives value for their participation. The likelihood of a successful engagement improves when the pair define personal goals, and work towards these areas for mutual benefit.

Goals could include areas covered by the **Seven Success Factors** from the CHIME CIO Bootcamp as well as the **CHCIO blueprint**.

*Additional goals may include:*

Strategic Thinking  
Emotional Intelligence  
Leadership Skills  
Relationship Management  
Career Advancement

Identifying Critical Issues  
Understanding and Managing Change  
Improving Business Skills  
Effective Communication  
Personal Future Planning



## **Application Process**

Applications for both roles may be submitted at any time during the year. The application form for both roles will include a personal and organizational profile, identify the applicant's personal goals, time available for the program, and other relevant items.

Pairs will be matched as participants are available.

## **Mentor-Mentee Matching**

CHIME staff will review all applications, and present potential candidates to approved mentors. CHIME will consult with the mentors to determine a potential match. CHIME will notify the potential mentee if the potential mentor accepts.

### **Partnership Agreement:**

The pairs will develop a partnership agreement that outlines the details of the engagement. The agreement will define personal goals and milestones associated with these goals, the frequency and methods of contact, and who is responsible for initiating contact. Once the goals are set by the mentor-mentee partners, the Mentor Partnership Agreement should be completed, and signed by both participants. Also, a copy should be sent to CHIME.

### **Attributes for Success:**

There are certain attributes that both mentors and mentees should have that will contribute to a successful mentor-mentee relationship. While this is a mentee-driven program, the partnership will only be successful when both peers are committed to the program.

#### **Attributes for Successful Mentors:**

- High integrity and trust
- Active listener
- Strong leader
- Strategic vision
- Strong interpersonal skills
- Commitment to teaching
- Provides guidance, not solutions

#### **Attributes for Successful Mentees:**

- High integrity and trust
- Effective team member
- Ability to manage vision and purpose
- Adaptability
- Initiative
- Commitment to lifelong learning
- Proactive and willing to follow-through
- Builds partnerships



### **Evaluation**

CHIME staff will administer the evaluation component of the Mentor Program. The evaluation forms for each mentor-mentee pair will address questions about the specific goals as set forth in the agreement.

If you have any questions about the CHIME Mentor Program, please contact: [staff@chimecentral.org](mailto:staff@chimecentral.org) or, by phone at 734-665-0000.