

WeLEAP Mentor Guidelines

Welcome to the WeLEAP Mentoring Program! We are so excited to have you work with the pre-medical students. In this document we will outline the guidelines and expectations for you as a mentor.

Background:

WeLEAP stands for Wellness, Leadership, Ethics, Applied Economics, and Professionalism. It is a subcommittee of The Patient Institute, a 501c3 organization supporting patients, caregivers, and medical providers. The goal of WeLEAP is to provide students with the skills and tools to become effective and caring providers while also knowing when to care for themselves.

Goals of the program:

1. Have fun!!!
2. Provide one-on-one mentorship to a pre-medical student beginning in the Fall of 2021.
3. Provide resources to students interested in a career in medicine for the San Antonio area such as panels and written resources.

Expectations:

1. Have fun!!!
2. Your education comes first.
 - a. You are NOT expected to answer emails or meet with student(s) when studying for exams. Please let your student(s) know when you will not be available.
 - b. If you're not sure that you have the availability to be a one on one mentor but still want to be involved see the additional opportunities section below.
3. Mentor-Mentee:
 - a. You will meet with your mentee(s) a minimum of once per month during the school year. This meeting can be in-person or virtual.
 - i. You may choose to add additional meetings but we recommend no more than three times per month.
 1. You will fill out a WeLEAP Meeting Log that outlines who you met with, for how long, what was discussed and any additional notes for each meeting.
 - ii. Stay in communication (text, group me, email, phone call) on a weekly basis
 - b. We recommend you give your email address to the pre-medical students.

- i. During your first meeting tell the students how quickly they can expect to hear back from you. For example, some mentors set 1 day per week when they respond to emails for that week and others say within 2 business days.
 - ii. If an alternate form of communication is preferred, like phone or zoom calls, we recommend setting a time limit for each discussion.
- c. We will provide you with recommended topics for each month but you are welcome to discuss what is most important for you and your mentee(s).
 - i. These will be based upon what the mentees have expressed general interest in.
- d. Follow the professionalism guidelines.

Additional opportunities:

- Prepare how-to guides/ reference sheets for various things pertaining to pre-medical student life including but not limited to how to find shadowing opportunities, volunteer opportunities, and how to write a secondary application essay.
- Participate in and/or organize panels for the pre-meds. If you have ideas for topics or would like to participate then that can be arranged!
- Participate in mixers and social events. The pre-med students want the opportunity to meet medical students in less formal settings. We plan to hold mixers once per semester.
- Develop your leadership skills by joining the mentorship committee team.
- The sky's the limit- if you think of something that could help pre-medical students and fits under this mentoring program - then we can work to create it!

Ethical Guidelines

The mentorship program will be adopting the suggested ethical mentoring guidelines outlined by Brad Johnson, PhD. Dr. Johnson has written four books on the topic and is referenced by many different professional organizations for his expertise in “Guiding Ethical Principles of Mentoring.”

- Beneficence.
 - Promote mentees’ best interests whenever possible
- Nonmaleficence.
 - Avoid harm to mentees (neglect, abandonment, exploitation, boundary violations)
- Autonomy.
 - Work to strengthen mentee independence and maturity
- Fidelity.
 - Keep promises and remain loyal to those you mentor.
- Justice.
 - Ensure fair and equitable treatment of all mentees (regardless of cultural differences)
- Transparency.
 - Encourage transparency and open communication regarding expectations
- Boundaries.
 - Avoid potentially harmful multiple roles with mentees and discuss overlapping roles to minimize risk for exploitation or bad outcomes.

Core Values and Behavioral Expectations

A. Respect

- a. Mentors and mentees must avoid the following behaviors. Reports of any of these actions will lead to immediate dismissal from the program.
 - i. Hazing
 - ii. Sexual misconduct
 1. gender based, discrimination, harassment, verbal abuse
 - iii. Discrimination/intimidation/bullying
 - iv. Sharing private information about others
- b. Time
 - i. Mentors are offering their time during scheduled sessions but that does not mean they will be available in an on-call fashion.
- c. Inappropriate boundaries include:
 - i. Physical contact without stated consent.
 - ii. Entering into multiple roles in the mentees’ lives.
 1. The mentor should not serve as a resource in any other way outside of mentorship.
 - iii. Serving as a therapist, etc.
 1. The mentor will understand their limitations and recommend speaking to professionals if outside help is needed.

B. Promote Justice

- a. Mentors and mentees will exercise good judgment and take precautions to ensure that potential biases inherent in their own backgrounds do not lead to disadvantageous treatment.
- b. The standards of APA Ethics Code require that one does not “engage in unfair discrimination based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, or any basis prescribed by law.”

C. Professionalism

- a. Language
 - i. Be mindful of your language and refrain from using profanity.
- b. Dress Code
 - i. Abide by business casual dress code for in-person meetings.
 - ii. Jeans without holes will be permitted.
- c. Technology
 - i. Limit cell phone usage during sessions. We ask that you prioritize being present and limit cell phone usage to emergencies only.
- d. Relationships
 - i. Romantic relationships between matched mentor/mentee pairs are considered an unprofessional relationship and will require further action (such as new pairings).
 - ii. Please do not give gifts to your mentor/mentee. We want to ensure that all students have an equal and fair experience.
- e. Students will be representing their institutions and will be expected to act as such.
 - i. Refer to student handbooks for more information:
 1. UIW School of Osteopathic Medicine:
<https://osteopathic-medicine.uiw.edu/docs/student-handbook/uiwso-m-student-handbook-20-21.pdf>
 2. Long School of Medicine:
https://www.uthscsa.edu/sites/default/files/2018/code-of-professional-conduct_2018.pdf
 3. UTSA:
<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentcodeofconduct/>
 4. UIW:
https://my.uiw.edu/student-advocacy-and-accountability/docs/uiw_studenthandbook_2021-22.pdf

D. Consistency and Communication

- a. It is important to:
 - i. Follow through on meeting times
 - ii. Abide by pre-determined meeting frequency schedules
 - iii. Arrive on time

- b. We understand that sometimes mentors or mentees will need to reschedule/cancel due to personal obligations or extenuating circumstances. In this case, please inform leadership and your respective mentor/mentee at least 24 hours prior to the meeting.
 - i. Three no-shows without appropriate communication will be presented to leadership for possible dismissal.

Procedural Expectations

All members are required to log their volunteer hours on the Track It Forward platform. You must sign up on your computer prior to accessing the mobile app. Through the volunteer dashboard you can view your total hours submitted, add notes, and view milestone progress.

- Link to sign up: <https://www.trackitforward.com/site/patient-institute>
 - Instructions for how to log your hours [here](#)
 - Instructions for using the volunteer dashboard will be [here](#)

All mentors are also required to provide a meeting log after each in-person or virtual meeting with their mentee. The log will include who met, for how long, topics discussed and any other relevant notes (questions or concerns included).

If there are any questions, concerns or further inquiries please feel free to reach out to any of the leaders in the mentorship program. If further evaluation is needed, please reach out to the Vice President of Operations at The Patient Institute, Barb Holcomb: barbholcomb64@gmail.com, or Vice President of Development, Erika Reyna: erika@patientinstitute.org.

I have read and understand the policies and procedures outlined above for participation in the WeLEAP Mentorship Program. I agree to abide by these policies and procedures, as well as the additional guidelines provided.

Printed Name: _____

Signature: _____

Date: _____