CMDA of Washington, D.C. Mentor Program Guidelines

April 2020

The following guidelines are the expectations for both mentors and mentees to follow when participating in the CMDA of Washington, D.C. Mentor Program.

Mission

To connect local healthcare students with Christian healthcare professionals for the intent of spiritual growth and mutual encouragement through prayer, sharing life (meals, stories, activities), and formal/informal professional mentorship (discussing career path options, answering questions about work/life balance, etc).

Expectations for Interactions of Mentors/Mentees

1. Commitment to listen and to pray together. This mentoring relationship is built on the shared belief in Jesus as Lord and Savior. As such, we have the opportunity to bring each other’s needs and joys to him in prayer. It is also an opportunity to join and pray in general for the Lord’s hand to be at work in the medical field as a whole, and for the spiritual lives of Christians in healthcare.

2. Confidentiality. Personal information that is shared in these meetings is considered confidential (with the exception of mandatory reporting of nefarious actions or the possibility of harm to self or others).

3. Courtesy about appointments. Whether the appointments are over the phone or in person, if there are delays or cancellations, please inform the other person as soon as possible.

4. Consistency and Clarity about expectations. At the beginning of the mentor relationship, it is necessary to discuss and agree to the following for meetings: frequency, venue for meeting,
duration of meetings (respecting that the parties have other commitments on the calendar). This may be changed as the mentoring progresses, if both parties agree to a change.

5. Conclusion. It is recommended for each mentoring relationship to last for one academic year. However, this is subject to change based on the requests of the mentor/mentee. If the mentor/mentee discuss and agree to a different time frame, simply discuss these preferences at the outset and consider the best way to transition when the mentoring concludes.

CMDA of Washington, D.C. Advisory Council Involvement

In order to help the mentoring run smoothly, a CMDA DC advisory council member will check in periodically with both mentor and mentee. This check-in will provide an opportunity for either party to ask questions, mention concerns, or request an end to the mentoring (if either feels uncomfortable directly discussing it with the other). All personal information shared with the CMDA DC advisory council member will be kept confidential, unless it is legally required to be reported, or unless the participant requests the council member to inform the other person of wishing to end the mentoring relationship.

Additionally, for metric purposes, CMDA DC will keep track of the number of students and mentors participating, as well as the length of time each mentoring relationship lasts. This will help with assessing the usefulness of the program and it will assist with raising support for the program.

Finally, at the conclusion of every mentoring relationship, each participant will be asked for feedback regarding their experience. This may be via phone with an advisory council member, or filling out a survey. Information gained through feedback will be used to further develop and improve the mentoring program.

By signing below, you are confirming that you have read and agree to the above guidelines for the CMDA DC Mentor Program:

__________________________  _______________________________  ___________
Name (Print)  Signature  Date

cmda.org/local-area-ministries/cmda-washington-dc/ ~ Area Director: Nicole.Hayes@cmda.org