



Truckee Meadows Community College

School of Sciences/Nursing Program/DOL Retention Program

MENTORING PROGRAM

MENTOR LETTER AND INSTRUCTIONS

Hello and welcome to our Community Nurse Mentor Program. We are pleased that you want to share your profession and support future nurses! The goal of the Mentoring Program is to provide social and moral support as well as to help integrate the mentee student into the nursing profession.

Prior to being assigned a mentee, you must complete a Continuing Education Program. To receive the CEUs, you must complete the following:

1. Read "Overview of Community Nurse Mentoring" document.
2. Read the Mentoring Self-Study
3. Complete the CEU Registration and Course Evaluation form and return (*).

When you've completed the CEU Self-Study, there are two additional documents that we need prior to assigning you a mentee

1. The Mentor Profile form (facilitates matching process)
2. The Mentoring Program Mentor Agreement form

Be aware that the time requirement for mentors and mentees includes a once a month face to face meeting (over cup of coffee, a walk, lunch....) and a once a week contact (via phone, text messaging, e-mail....), whatever way works best for pairs to communicate. There is no minimum. We'll provide the contact logs once you've been assigned to a mentee.

1. Please submit your contact logs to the Program Coordinator monthly.
2. There will be an evaluation tool sent to both you and your mentee will at the end of every semester.

NOTE: All documents related to the Community Nurse Mentoring Program are available by mail, e-mail, or on our Web site, at <http://www.tmcc.edu/nursing/mentoring>.

To return any of the forms to us, you may fax the documents to (775-673-7034) or electronically scan and email them to the program coordinator (wrains@tmcc.edu), or mail them to Wendie Rains, RN, BSN Mentor Program Coordinator, Truckee Meadows Community College, RDMT 207L, 7000 Dandini Blvd, Reno, NV, 89512. If you need a self addressed postage paid envelope, let us know.

If you have any questions, please do not hesitate to call or email Wendie Rains, Community Nurse Mentoring Program Coordinator at 775-673-7056 or wrains@tmcc.edu.

Thank you for your enthusiasm, support, and participation in the TMCC Community Nurse Mentoring Program.