



APNA Mentor Match: Mentor Guide

You're invited to join the new APNA Mentor Match, an online program that helps prospective mentees and mentors connect. Reach out to your psychiatric mental health nursing colleagues - either by sharing your knowledge and experience as a mentor or by learning and benefitting from another's as a mentee...or both!

APNA Mentor Match allows you the flexibility to create a mentorship based on your needs.

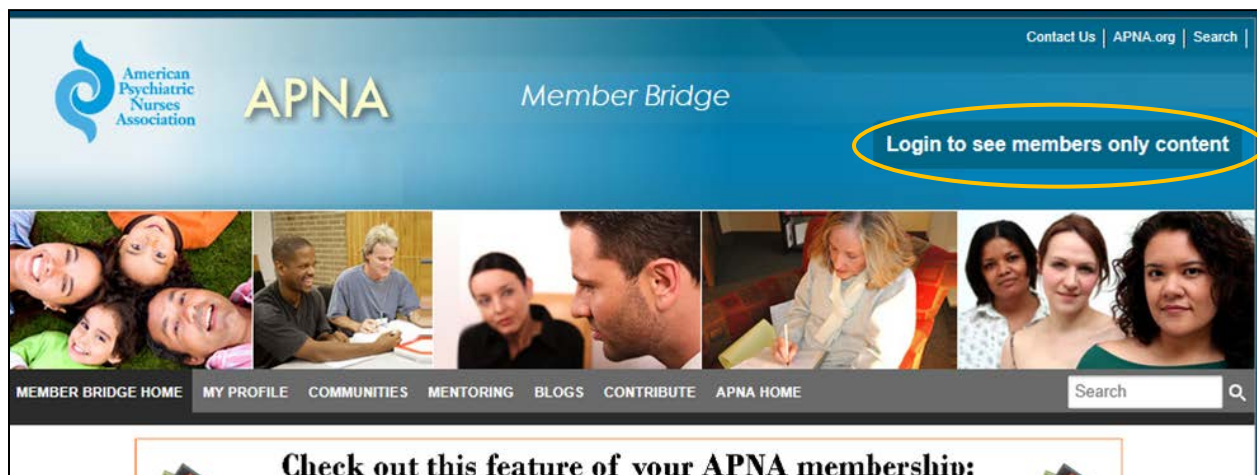
When you enroll, you'll be able search the database of enrolled APNA members for mentees with whom you'd like to connect. Mentors and mentees can find each other based upon experience, specialty, location, time period available, or even method of communication.

Quick Steps:

- [Enroll as a Mentor](#) by filling out your Mentor Profile.
- [Search for a Mentee](#).
- Send a Mentoring Relationship Request to a mentee whom you would like to mentor. (Or: Respond to a Mentoring Relationship Request from a prospective mentee.)
- Receive a message indicating that the mentee has confirmed your request. (Or: Confirm the Mentee's request.)
- Message the mentee to begin the mentorship!

Enroll as a Mentor – Detailed Instructions:

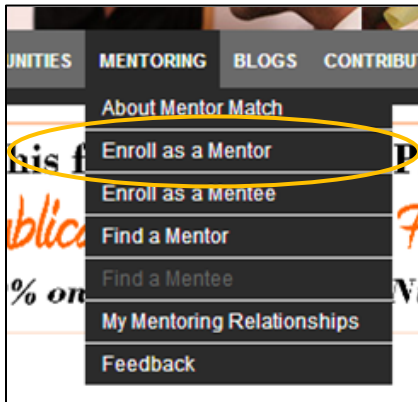
1. Log in to Member Bridge (<http://community.apna.org>)



Your user name is usually your last name and your password your member id#. If you're not sure what your login information is, call our Membership Department at 855-863-APNA (2762). You can also click the **Forgot your login information?** on the log in screen and the system will

email it to you.

2. If this is your first time logging in, review the Code of Conduct and then scroll down to the bottom of the screen and hit the **I Agree** button to indicate that you agree to them.
3. Go to the Mentoring tab in the top navigation bar and select [Enroll as a Mentor](#):



4. This will take you to a [Mentor Enrollment](#) page, where you will fill out your **Mentor Profile**. Your mentor profile will help prospective mentees find and learn a little bit about you.
5. Select your **Mentor Status**: The Start date indicates when your profile will be active and you will be ready to participate in the program. The End Date specifies when you would like to end your participation in the program. If you do not want to end your participation at a specific time, leave the end date field blank.
6. Next, select the maximum number of mentees you are willing to mentor at one time. Once you have reached your maximum number of mentees, you will no longer be searchable to other prospective mentees.

A screenshot of a web form titled 'Mentor Status'. The form is titled 'Edit Mentor Status' with a red asterisk. It contains several fields and a checkbox. The 'Start of Availability' field is highlighted with a yellow circle and contains the date '7/1/2012'. The 'End of Availability' field contains the date '8/31/2013'. Below these is a checkbox labeled 'Temporarily Not Participating'. At the bottom, the 'Maximum Mentees' field is highlighted with a yellow circle and contains the number '0'. The form is set against a light gray background with a white border.

7. Select the **Mentoring Venues** that you would like to use to communicate with your mentee. Select as many as you like:

Mentoring Venue

Edit Mentoring Venue *

☐ Face-to-Face ☐ Phone ☐ Videoconference
☒ Web-Based

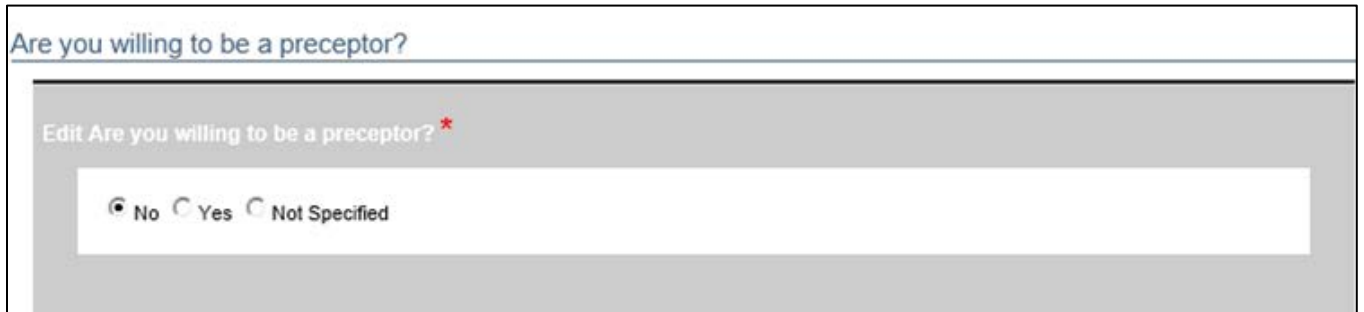
8. In the **Time Commitment** box, select the number of hours per month that you would like to spend communicating with your mentee. Select as many options as you like:

Time Commitment

Edit Time Commitment *

☒ 1 - 2 hours per month ☐ 3 - 4 hours per month ☐ 5+ hours per month

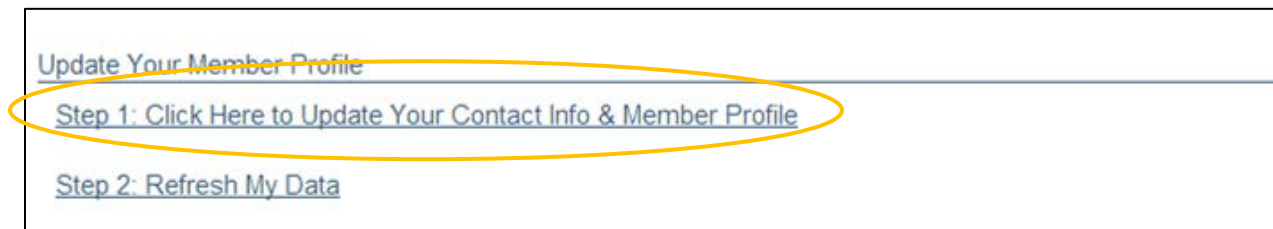
9. Indicate whether or not you are willing to serve as a preceptor:

A screenshot of a web form titled "Are you willing to be a preceptor?". Below the title is a grey box containing the text "Edit Are you willing to be a preceptor? *". Inside this box is a white area with three radio button options: "No" (selected), "Yes", and "Not Specified".

10. Hit the **Save** button to save your Mentor Profile and enroll in the APNA Mentor Match Program.

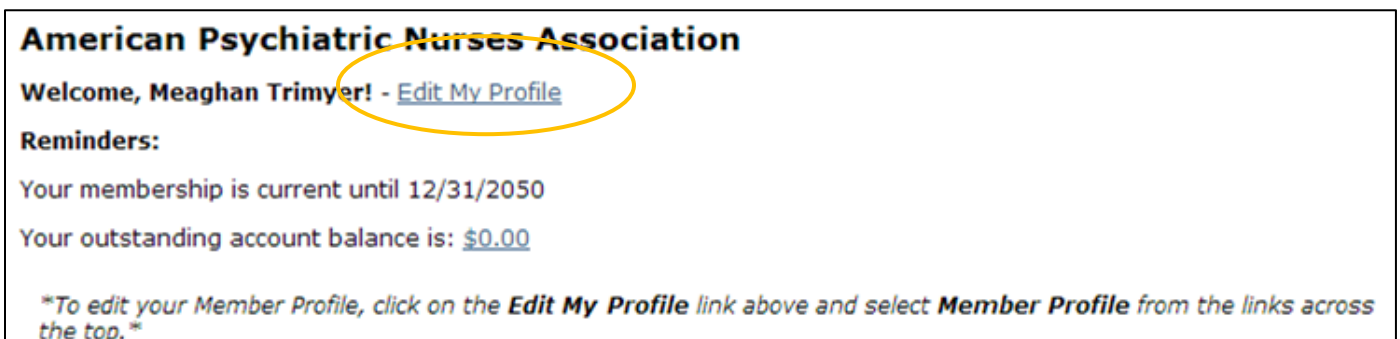
A screenshot of a web form titled "Save Mentor Enrollment". At the bottom of the form, there are two buttons: a blue "save" button and a grey "cancel" button. The "save" button is circled in yellow.

11. To enhance your Mentor Profile and enable mentees to better search for you, update your Member Profile by clicking on the link below the Save Mentor Enrollment box:

A screenshot of a web page section titled "Update Your Member Profile". Below the title are two links: "Step 1: Click Here to Update Your Contact Info & Member Profile" and "Step 2: Refresh My Data". The first link is circled in yellow.

12. Your browser will open another window where you may be prompted to log in again. Use the same username and password that you used to log in to Member Bridge.

13. Click on the **Edit my Profile** link:

A screenshot of a web page for the "American Psychiatric Nurses Association". It says "Welcome, Meaghan Trimyer!" followed by a link "Edit My Profile" which is circled in yellow. Below this is a "Reminders:" section with two lines: "Your membership is current until 12/31/2050" and "Your outstanding account balance is: \$0.00". At the bottom, there is a note: "*To edit your Member Profile, click on the Edit My Profile link above and select Member Profile from the links across the top.*"

14. Check your contact information to be sure that it is up-to-date. (If you make any changes, remember to hit the **Update** button!) Then hit the **Member Profile** link.

[Main](#) [Address](#) [Phones](#) [Member Profile](#) [Login](#)

Name = Trimyer, Meaghan

Prefix	Last Name *	First Name *	Middle
<input type="text"/>	<input type="text" value="Trimyer"/>	<input type="text" value="Meaghan"/>	<input type="text"/>

Informal Name	Suffix
<input type="text" value="Meaghan"/>	<input type="text"/>

Title

Company Name

Email (Send) *	CCMail (separate multiple by ';')
<input type="text" value="mtrimyer@apna.org"/>	<input type="text"/>

Website

Include this user in Broadcast Emails

☒ Yes ☐ No

* Required

15. You will then be taken to a screen where you can fill in the various fields in your Member Profile. It's important to fill in your **Expert Knowledge Area**, **Subspecialty**, and **Profile in Nursing** as mentees will use those fields to search for prospective mentors. To choose more than one selection, press control while clicking on each selection with your mouse. Hit **Save** to save your updates.

Custom Fields:

Experience in Nursing
[Select One] ▼

Licensure (Press Ctrl to select more than one.)
[Select One or More] ▲
RN
APRN ▼

Work Setting 1
[Select One] ▼

Work Setting 2
[Select One] ▼

Nursing Employment
[Select One] ▼

Levels of Education (Press Ctrl to select more than one.)
[Select One or More] ▲
Diploma
Associate Degree
Baccalaureate in Nursing ▼

Subspecialty (Press Ctrl to select more than one.)
[Select One or More] ▲
Child
Adolescent
Adult ▼

Age Range
[Select One] ▼

I do not wish to receive mail from third parties
False ▼

Experience in Psychiatric Nursing
[Select One] ▼

Profile in Nursing (Press Ctrl to select more than one.)
[Select One or More] ▲
RN
CNS
NP ▼

Role in Work Setting 1
[Select One] ▼

Role in Work Setting 2
[Select One] ▼

Level of Care Provided (Press Ctrl to select more than one.)
[Select One or More] ▲
Inpatient
Outpatient
Home Care ▼

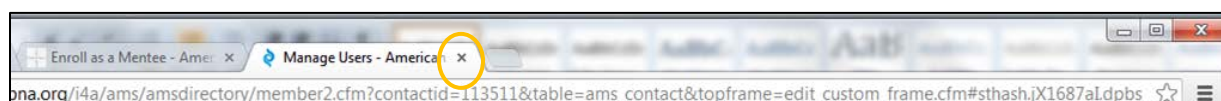
Expert Knowledge Area (Press Ctrl to select up to four.)
Administration
Alternative Therapies
Anxiety Disorders
APNA Leadership ▼

Gender
Female ▼

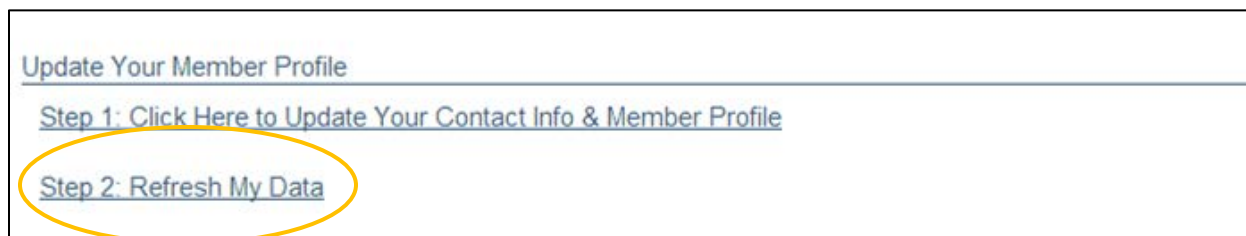
Race/Ethnic Origin
[Select One or More] ▲
American Indian or Alaskan Native
Asian or Pacific Islander
African American ▼

Save

16. You can now close out of this tab/window and return to the Enroll as Mentor page.



17. In the Update Your Member Profile box, hit the Step 2 link to refresh your profile information in Member Bridge.



18. A confirmation page will open up, confirming that your data has been refreshed. You can go ahead and close this tab/window to return to your Mentor Enrollment page.



19. You now have a **Mentor Profile** which displays all of the information you just completed as well as a **mentor badge** which prospective mentors can click on to send you a mentoring request:


APNA Abigail

Profile

My Postings

My Shared Files

Mentor Profile



Mentor Status

Status:	Active
Current Number of Mentees:	0
Maximum Number of Mentees:	Unlimited
Start of Mentor Availability:	7/1/2012
End of Mentor Availability:	8/31/2013

[Edit Mentor Status](#) [Search Mentee](#)

Mentor

Click Here to Contact

Mentoring Venue

Web-Based

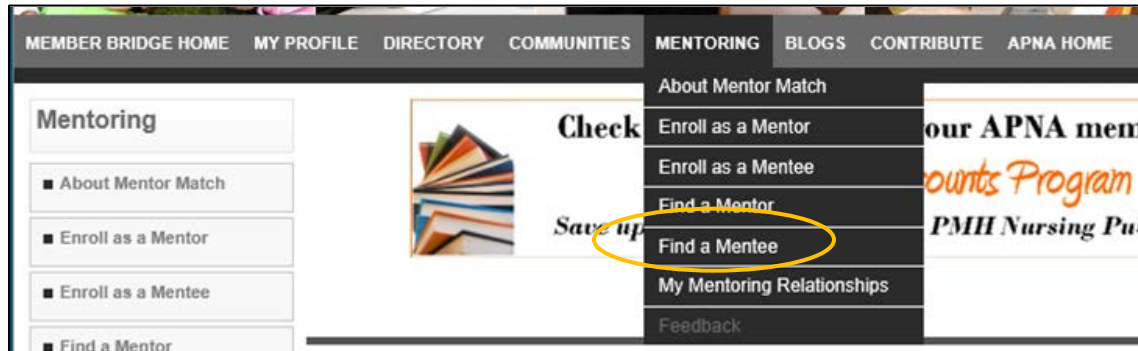
Time Commitment

1 - 2 hours per month

Find a Mentee – Detailed Instructions

Now that you are enrolled as a mentor, it's time to find a mentee!

1. From the **Mentoring** tab on the main menu bar, select [Find a Mentee](#):



Or, from the [Mentor Enrollment](#) page (*after* you have hit **Save** to save your enrollment!) hit the [Find a Mentee](#) button:



2. On the [Find a Mentee](#) page, select the criteria that you want to use for your mentee search. You MUST fill in the first three fields. (Note that the search will return results that contain *any* of the values you select for each field.)

Required to Search for a Mentee

Mentee's Preferred Mentoring Venue

☐ Face-to-Face ☐ Phone ☐ Videoconference
☐ Web-Based

Mentee's Time Commitment

☐ 1 - 2 hours per month ☐ 3 - 4 hours per month ☐ 5+ hours per month

Should the Mentee be looking for a preceptor?

☐ No ☐ Yes

Optional to Search for a Mentee

3. Once you have filled in the fields, hit the **Find Mentees** button:

Mentee's Profile in Nursing

☐ Certified ☐ CNS ☐ None of the Above
☐ NP ☐ Prescriptive Authority ☐ RN


Find Mentees **Clear All**

4. A listing of all the mentees whose profiles match your criteria will be returned. Click on each **mentee's name** to view their profile:

Search Results

[Switch name to First Last](#)

Sort [Name Z-A](#) [Sort Company Name A-Z](#) [City](#) [State](#) [Country](#)

 [Katniss Everdeen](#)


APNA
Communications Coordinator
Merrifield, VA, United States

1

5. Once you have found a good match, click on the **mentee badge** below the mentee's profile image:

Katniss Everdeen

ProfileMy PostingsMy Shared FilesMentor ProfileMentee Profile



Mentee

Click Here to Contact

Mentee Status

Status: Active

Start of Mentee Availability: 3/1/2013

End of Mentee Availability: 3/31/2013

[Edit Mentee Status](#) [Search Mentor](#)

Mentoring Venue

Face-to-Face, Phone, Videoconference, Web-Based

Time Commitment

1 - 2 hours per month

Looking for a preceptor:

No

[Expert Knowledge Area](#)

6. A message template will appear. You can input your own personal message if you wish, but do NOT edit the pre-populated links in the message. Hit the gray **Send** button.

Mentor Match Invitation

To: Katniss Everdeen

Subject: Abigail APNA wants to be your Mentor!

Message:

Mentee Request

Hi Katniss,

I have enrolled in the APNA Mentor Match program as a mentor. I was impressed by your profile and would love to help you further your professional goals by serving as your mentor.

To learn a little bit more about me, you can view my profile here: <http://community.apna.org/APNA/Profile?UserKey=bb63c399-ba30-4238-a181-df15e5ebaf94>

Thanks and I look forward to hearing from you,
Abigail

Visit <http://community.apna.org/Mentoring/MyMentoringRelationships> to accept or decline this request.

Questions? Contact Meaghan Trimyer at mtrimyer@apna.org. Thanks for participating in APNA Mentor Match!
American Psychiatric Nurses Association

Send

Cancel

Sample Personalized Mentee Invitation:

Hi (NAME),

My name is (NAME) and I am from (LOCATION). I have enrolled in the APNA Mentor Match program as a mentor. I was impressed by your profile and would love to mentor you. (GIVE MORE FEEDBACK WHY)

I am looking for a mentee willing to work with me (NUMBER OF HOURS) per month over (LENGTH OF MENTORSHIP). I'd prefer to communicate via (MENTORING VENUE).

To learn a little bit more about me and what I can offer as a mentor, you can view my profile here: (LINK TO YOUR PROFILE IS AUTOMATICALLY POPULATED. DO NOT EDIT.)

Thanks and I will look forward to hearing from you,
(NAME)

Visit <http://community.apna.org/Mentoring/MyMentoringRelationships> to accept or decline this request.

7. The mentee will receive your message in their Member Bridge **inbox** and via **email**.
8. When they accept your request, you will receive a notification email. Follow the directions in the email to verify the mentorship and send your new mentee a message:




- a. If you don't hear from the mentee within one or two weeks, feel free to contact them using the contact information found on their profile page.
- b. If the mentee is unable to accept your request, you will also receive an email notification. If that happens, go back to the [Find a Mentee](#) page and try again or email mtrimyer@apna.org for help.

Request from Mentee – Detailed Instructions

A mentee may send you a message asking you to be his/her mentor.

1. You will receive an email with a link to their profile and to the [My Mentoring Relationships](#) page. It will look something like this:



From: [Katniss Everdeen](#)
To: [APNA Abigail](#)
Sent: Thu, 21 Mar 2013 03:41 PM
Subject: Katniss Everdeen has requested you to be their Mentor

Message:
Mentor Request

Hi Abigail,
I have enrolled in the APNA Mentor Match program as a mentee. I was impressed by your profile and would love to have you as a mentor.

To learn a little bit more about me and what I'm looking for, you can view my profile here:
<http://community.apna.org/APNA/Profile?UserKey=6de55146-9811-4fa2-8eb5-1b432bed4d00>

Thanks and I look forward to hearing from you,
Katniss

Visit <http://community.apna.org/Mentoring/MyMentoringRelationships> to accept or decline this request.

Questions? Contact Meaghan Trimyer at mtrimyer@apna.org. Thanks for participating in APNA Mentor Match!
American Psychiatric Nurses Association

2. To accept or decline their request, click on the [My Mentoring Relationships](#) link.
3. Then accept, decline, and/or send the prospective mentee a message:

My Mentoring Relationships

Keep track of your activity in the online mentoring program. View and manage requests from individuals who would like to have you as a mentor or mentee, monitor your active and/or completed mentoring relationships, and access a list of requests you may have declined.

Requests

Mentee	Request Date	Acceptance Date	End Date	Inbox	Actions
Katniss Everdeen	3/21/2013 3:41:11 PM			View	Accept Decline Send Message

4. After you accept the request, the mentoring relationship will now appear in the Active section of the [My Mentoring Relationships](#) page:

My Mentoring Relationships

Keep track of your activity in the online mentoring program. View and manage requests from individuals who would like to have you as a mentor or mentee, monitor your active and/or completed mentoring relationships, and access a list of requests you may have declined.

Requests

Active

Mentee	Request Date	Acceptance Date	End Date	Inbox	Actions
Katniss Everdeen	3/21/2013 3:41:11 PM	3/21/2013 3:43:45 PM		View	Complete Send Message

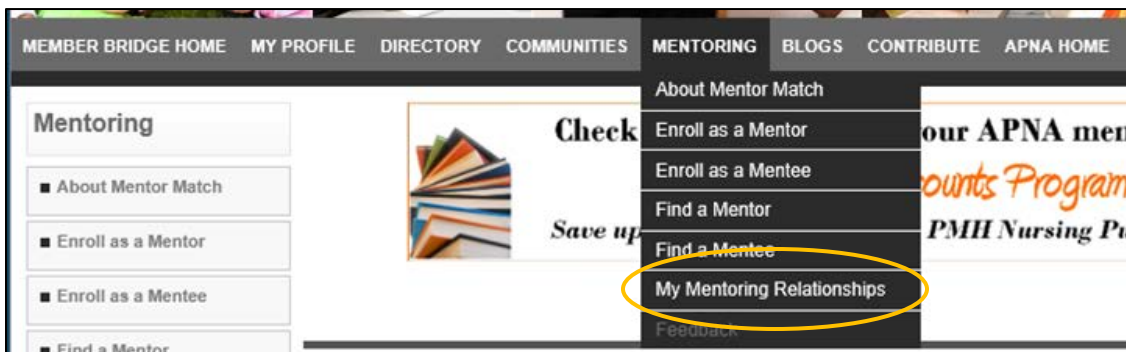
Mentor	Request Date	Acceptance Date	End Date	Inbox	Actions
Meaghan Trimyer	3/20/2013 1:36:30 PM	3/20/2013 1:36:51 PM		View	Complete Send Message

Completed

Declined

Get Started!

1. Send your mentee a message via the [My Mentoring Relationships](#) page to set up a plan for working together:



2. To view all of the messages you have exchanged, click on the **View** link in the Inbox column.
(Note: Do not click on the complete link until your mentoring relationship is finished – doing so will end the relationship)

My Mentoring Relationships					
Keep track of your activity in the online mentoring program. View and manage requests from individuals who would like to have you as a mentor or mentee, monitor your active and/or completed mentoring relationships, and access a list of requests you may have declined.					
Requests					
Active					
Mentee	Request Date	Acceptance Date	End Date	Inbox	Actions
Katniss Everdeen	3/21/2013 3:41:11 PM	3/21/2013 3:43:45 PM		View	Complete Send Message
Mentor	Request Date	Acceptance Date	End Date	Inbox	Actions
Meaghan Trimyer	3/20/2013 1:36:30 PM	3/20/2013 1:36:51 PM		View	Complete Send Message
Completed					
Declined					

Any current mentoring relationships you have will show up in the Active section. Those that have been completed will be listed in the Completed section and those that have been declined, in the Declined section.

Once you have been matched up with a mentee, the two of you should discuss how the mentoring will work. It is a good idea to establish expectations up front, such as how you will communicate and how often, what sort of subject matter will be covered during the mentorship, what the mentee hopes to accomplish through the mentorship, etc.

You may want to ask the mentee to put together a list of professional goals, current strengths and challenges, and what their expectations are for you. You also might want to provide the mentee with an outline of your background, how you hope to be a resource for the mentee (will you respond to mentee's questions, provide resources, or share your experiences?), and what expectations you have for the mentee.

Additional Tools:

- For questions, comments, etc., please contact Meaghan Trimyer at mtrimyer@apna.org or 571-533-1931
- **Short Video Overview of Mentor Match:**
<http://community.apna.org/APNA/Mentoring/AboutMentorMatch/IntroductiontoMentorMatch>
- Free podcast in the APNA eLearning Center:
[Fundamentals of Mentoring](#)
0.5 Contact Hours
Upon completion of this presentation, the participant will be able to:
 1. Describe the process of developing, maintaining, and terminating the relationship.
 2. Summarize adult learning principles and generational differences.
 3. Identify a minimum of 3 characteristics of an effective mentor.
 4. Identify 2-3 resources available to the mentor and mentee.

The American Psychiatric Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.