MENTORING COMMITTEE

GENERAL INFORMATION

Created: July 2012

Last Reviewed and Approved: July 2012, July 2014, February 2015, January 2018

Committee Structure: Chair, appointed by the Board of Directors; other members, appointed by Chair

Terms of Office: The Chair will serve a minimum of 2 years, with the option of serving an additional year if needed or as needed. At the end of his or her term, the Board will appoint a new Chair

Members: This committee shall consist of a chair, and two or more additional members. An FEPRC committee member was never part of this committee.

POLICIES

Purpose, Composition, and Duties

The Mentoring Committee is responsible for the development and promotion of products and services of a mentoring nature, in support of all future CTRs.

PROCEDURES

The Mentoring Committee shall:

A. Identify the mentoring needs of both NCRA members who wish to mentor and future CTRs, especially those who are students in NCRA-Accredited formal education programs. Work with staff to develop products and services that will help facilitate the mentoring process.

B. Actively participate as mentor on the NCRA Mentoring Program and strive to recruit new mentors and mentees.

C. Provide collaboration and support to the NCRA Independent Clinical Advisor (ICA) program in order to assist with the clinical practicum students who are applying for opportunities for completion of clinical activities virtually, with an ICA.

D. Evaluate innovative methods to bring mentoring services to other mentors, students, and prospective registrars.

E. Keep the membership informed of activities of this committee, and publish articles in The Connection, as appropriate, to inform the membership of actions taken.

F. Annually review the NCRA Strategic Management Plan to identify and implement mentoring related activities to meet the goals of the plan.

G. Attend at least 50% of the Mentoring Committee Conference calls that are convened, annually.
The Mentoring Committee Chair shall:

A. Reports, Data Collection, Data Review/Updates
B. Submit all required Board reports through the Professional Development Board Director.
C. Provide the annual report summarizing achievements for the year in July.
D. Provide articles for the *Connection* as needed.
E. Prepare written status report late summer and early spring.
F. Maintain an ongoing record of volunteer hours to be included as part of status reports.
G. Validate and update links to mentoring products and services on the NCRA website and in email communications.
H. Prior to the conclusion of his/her term, the chair will prepare a summary report for the incoming Chair which will include any recent activities, activities in progress, and the last annual report. This information will be sent via Email to the Board Representative and NCRA staff so these may be given to the new incoming Mentoring Chair.