

AAHFN Mentor & Mentee Guidelines for Abstract Submission



Mentors

According to Shea (1999) mentoring is defined as a caring, sharing and helping relationship where one person invests time and effort in enhancing another person's growth, knowledge and skill. Mentoring has been identified as one of the most important factors in career success. As an abstract mentor, you will be assisting an individual who has never submitted an abstract before or has had abstract submissions denied. One mission of the AAHFN Research Committee is to support the dissemination of research and clinical innovations to it's' membership and the mentor role would assist in supporting this mission.

Responsibilities:

1. Serve as a role model

Benefits:

1. Transference of expertise
2. Opportunity to gain further insights/alternatives perspectives regarding a research project
3. Investment of the future membership of AAHFN
4. Increased network within AAHFN

When you are contacted by the AAHFN National Office regarding a potential mentee, please make every attempt to respond with your interest within 48 hours. Once you have agreed to serve as a mentor please be sure to follow-up with them within 4-5 days to establish a communication plan.

Questions?

Contact the AAHFN National Office at aahfn@information.org

Mentee

Please note: in order to be eligible for the Mentor Program, you must have completed a research project/study or clinical innovation project with data available to write your abstract.

Participants in the mentor program will:

- Discuss the critical elements and format of an abstract with their Mentor
- Receive feedback and suggestions on their abstract before submission

In order to have a successful relationship with your Mentor we have some suggested guidelines.

Contact a mentor from the list that most suits your needs and interests.

1. Contact the AAHFN National Office and let them know you are interested in the Mentor Program. Please provide them with your interests and/or the interests/topic of your abstract
2. Once you receive your mentor's information contact them either by e-mail or phone. **IMPORTANT:** Please allow the mentor 4-5 days to respond to your communication. If you do not hear back from them, please contact the AAHFN National Office at aahfn@information.org.

Before your first meeting:

1. Establish **HOW** you will communicate. Will you use email, phone, etc.? What works best for the two of you? Will there be some vacations or times that either the Mentor or Mentee are unavailable to work on the abstract?

During your first meeting:

1. *Get to know each other:* Share some information about your professional and personal life. Learn something about your mentor.
2. *Review goals:* Discuss the format of the abstracts and which type you are submitting (Clinical Innovation or Research). Discuss what aspects of abstract completion and submission you need help with.
3. *Establish Guidelines:* When will you meet with your Mentor? Create a timeline starting backwards from the due date of the [abstract submission](#). What date would you like to submit? What dates do you want to work together? Create deadlines and be mindful and respective of individual schedules.
4. *Partnership agreement:* Review goals, modify if desired, confirm next meeting time.

Mentoring meetings: (Can be done by email or phone)

1. *Progress:* In the first 10 minutes establish progress – what has been accomplished, what are the challenges, what are the barriers if any.
2. *Goals:-* Talk about next goals.
3. *Partnership agreement:* Review goals, modify if desired, confirm next meeting time.

Tips for mentees:

1. Keep a journal or minutes of conversations. You can refer back to ideas if you need to.
2. Set realistic goals and timelines.
3. Tell your mentor what is helping and what is not if needed.
4. Provide feedback to AAHFN after submission on how this mentor program worked for you.

Thoughts for Being a Pro-active Mentee:

- Are my objectives clear and well defined?
- Am I comfortable asking for what I want?
- Am I open to hearing new ideas and perspectives?
- Do I allow myself to be open?
- Am I receptive to constructive feedback?
- Am I able to show I value and appreciate feedback?
- Do I consistently follow through on commitments?
- Do I openly show appreciation and gratitude?