

## **LPA Mentoring Program**

### **Policies & Procedures**

Updated: July 1, 2012

#### **1. MENTOR PROGRAM OBJECTIVES**

- 1.1 To connect young practitioners with experienced, leading practitioners
- 1.2 To allow mentees to begin networking and developing careers and leadership roles through the relationship built with knowledgeable mentors.
- 1.3 To help young pharmacists transition to the pharmacy profession and better their potential for growth and success in the future.
- 1.4 To allow mentors the opportunity to share their experiences as members and leaders of LPA and other local and national organizations.

#### **2. MATCHING CRITERIA**

- 2.1 Mentees are matched to mentors based on their location, practice setting(s) of interest, and personal goals for the program.
- 2.2 Mentees will be assigned by LPA staff unless requested mentor is named.

#### **3. PROMOTION**

The Mentor Program shall be promoted on the association website, in all *eCapsule* publications, as part of membership benefits, in membership renewal communications, and at all association meetings.

#### **4. MENTOR AND MENTEE SIGN UP**

- 4.1 Mentors and mentees may sign up year-round by completing the online form made available through the association website, or by submitting the printed form by email, fax, or mail.
- 4.2 Sign up information shall be made available at all association meetings.

#### **5. CONFLICT RESOLUTION**

- 5.1 In the event that a mentor or mentee requests a different mentee or mentor for any reason, LPA will make every effort to find a replacement.
- 5.2 Reasons for reassignment may include: different interests in the practice of pharmacy; no longer practicing pharmacy; no longer a member of LPA; relocation.
- 5.3 If a mentor fails to contact a mentee after tried attempts from the mentee, LPA will make every effort to foster communication between the two parties.

**6. FAIR PRACTICES**

- 6.1 LPA is committed to offering all of its members an environment free from all forms of sexual harassment. No member, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. All mentors and mentees will be held accountable for compliance with this policy and any violation of this policy may lead to forced dismissal from the mentorship program.
- 6.2 All members of LPA and those involved in the mentorship program are able to enjoy an environment free from all forms of harassment based upon one's race, color, religion, age, national origin, disability or veteran's status, and no person shall be denied benefit or privilege based on these characteristics. If either of these forms of harassment or discrimination take place, a new mentor or mentee will be assigned.
- 6.3 For the sake of privacy of financial information and business information that the mentor and/or mentee may provide the other, please refrain from social networking on professional matters.