



NZVA MENTOR SCHEME

The following is a suggested list of things to check with the veterinarian you are now mentoring (the 'mentee'). Some are legislative requirements, others are required under the Code of Professional Conduct, and others are simply good employment practice. If you would like further information please contact the NZVA office (telephone 04 471 0484; email nzva@vets.org.nz).

If you have any concerns about your mentee or their employment situation, contact Dr Roger Marchant, NZVA Veterinary Resource Manager, or Trish Thorpe 04 471 0484.

CHECKLIST FOR MENTORS

Support	
	Vitae, the Veterinary Support 24-hour help line confidential counselling if needed (phone 0508 664 981). Brochure enclosed.
	NZVA Wellness Programme http://www.nzva.org.nz/vet-wellbeing
	NZVA Frequently Asked Questions www.nzva.org.nz/FAQs for you to view, download and save, or to print and keep a copy in your practice.
	NZVA membership? If your mentee is not a new NZVA member, discuss the benefits of membership http://www.nzva.org.nz/about-us/become-member
	Regional Branch meeting dates and transport to meetings
Employment	
	Written employment agreement (required under Employment Relations Act)
	Are hours of work reasonable and realistic?
	Written practice OSH programme (required under Health and Safety in Employment Act)
	Awareness of current notifiable organisms (as on MPI website) and procedures for suspect exotic disease reporting – Animal Welfare hotline 0800 00 83 33
	NZVA Policies - http://www.nzva.org.nz/policies to assist with animal welfare queries
	Awareness of professional indemnity insurance cover and 'What to Do When Things Go Wrong' (such as VPIS http://vpis.nzva.org.nz/) Also available for VCNZ complaints.
	Animal Welfare - http://www.nzva.org.nz/vets-vet-businesses/useful-resources/business
VCNZ – Code of Professional Conduct	
	Awareness and knowledge of the Code of Professional Conduct http://www.vetcouncil.org.nz/CPC/index.php
	Documented induction programme and regular performance feedback/review (recommended in Code of Professional Conduct & NZVA Policy 'Employment of New Veterinary Graduates')
	Provision for continuing professional development (required by Veterinary Council of New Zealand)
	Registration of CPD Points http://mycpd.nzva.org.nz/
	Back-up help available when left in sole charge (required under Code of Professional Conduct)