

## FREE-FLOW Mentorship Contract

\*\*\*\*\*Remember, this is a template. Copy and paste it and change it to fit your specific needs, desires and situation. \*\*\*\*\*

This contract is to outline and specify the details between \_\_\_\_\_ (Mentor) and \_\_\_\_\_(Mentee). The purpose of this contract is to agree on the details, and have clear expectations, between both parties. This will help ensure the Mentee can become the best veterinarian, and employee, as possible. This will also help ensure that the Mentor will provide adequate support and training, and will be present as needed by the Mentee. This contract will also outline time-frames to ensure the Mentee progresses at an acceptable rate.

Mentor: I, \_\_\_\_\_, agree to uphold the components of this contract, and agree to support and provide the outlined mentorship in order to help progress the Mentee's professional career.

Mentee: I, \_\_\_\_\_, agree to work hard and attentively, and to listen to the advice and guidance the Mentor has provided, and will actively engage and assume responsibility for my growth and development.

Specifics:

### MEETINGS:

1. Monthly Review: 30min meeting held monthly to check in and discuss progress.  
- Discussion Points: What is going well. What is going poorly. Specific case questions.
2. Performance Review Meetings: 1 hour meeting to be held every \_\_\_ months in order to fully assess progress and skills. (See Performance Review Blog)  
(Consider every 3 months for New Grads or New Employees, and every 6-12months for experienced vets).

PROGRESS POINTS to review and discuss along with established timeline and goals:

1. CONSULTS:  
- General discussion regarding my ability/proficiency/confidence every \_\_\_ months.  
- Expectation to be independent/confident within \_\_\_ months.
2. SURGERIES:  
- General discussion regarding my ability/proficiency/confidence every \_\_\_ months.  
- Expectation to be independent/confident within \_\_\_ months.
3. PROCEDURES:  
- Includes imaging (scope/ultrasound/radiographs), centeses, cytology, etc.  
- General discussion regarding my ability/proficiency/confidence every \_\_\_ months.  
- Expectation to be independent/confident within \_\_\_ months.
4. CLIENT COMMUNICATIONS:  
- Includes general communication as well as with difficult clients.  
- General discussion regarding my ability/efficacy/confidence every \_\_\_ months.  
- Expectation to be effective/confident within \_\_\_ months.

5. CHARGE CAPTURE:

- Includes both charging clients for all treatments and effectively communicating needed treatments/diagnostics.
- General discussion regarding my ability/proficiency/accuracy every \_\_\_ months.
- Expectation to be accurate/proficient within \_\_\_ months.

6. MEDICAL PROFICIENCY:

- Includes proficiency in surgeries, medical cases, record writing and procedures.
- General discussion regarding my proficiency/confidence every \_\_\_ months.
- Expectation to be proficient within \_\_\_ months.

7. OTHER POINTS:

- This section is for any other points that are important to the mentee or mentor, and that is desired/needed to be discussed. This should be varied as the process goes.
- Examples of things to include:
  - a. Efficiency: getting out on time
  - b. Attitude
  - c. On-call duties
  - d. Schedule
  - e. Staff interactions
  - f. Others
- General discussion every \_\_\_ months.

MENTAL HEALTH CHECK-UP:

I, the Mentee agree to take an active role in my mental health. If I am feeling overwhelmed, burned out, stressed, or struggling, then I agree to alert the Mentor.

I, the Mentor, agree to actively engage and help to find solutions if Mentee approaches me in terms of being burned out, stressed, struggling, or otherwise suffering. I also agree to try to make the work-environment as positive as possible.

Both the Mentor and Mentee agree to start each meeting with “Are you OK?”.

PROFESSIONAL DEVELOPMENT:

The Mentor agrees to help the Mentee pursue professional interests to their best ability.

A review of professional development needs/desires will be addressed every \_\_\_months with performance reviews.

SIGNATURES:

Mentor: I agree to uphold the components and agreements outlined in this contract

\_\_\_\_\_

(Name) (Signature) (Date)

Mentee: I agree to uphold the components and agreements outlined in this contract

\_\_\_\_\_

(Name) (Signature) (Date)