

## STRUCTURED 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. Quick Meetings: 15-30 min meetings will be held every 2 weeks in order to check-in.
  - Discussion Points: What is going well. What is going poorly. Specific case questions.
2. 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.
  - Review of Progress Points and Timeline. Mentee to complete a self-assessment prior to this meeting. Ideally Mentor to review this self-assessment prior to the meeting.
3. 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:
  - a. Efficiency/Speed:
    - Goal: To be performing \_\_\_consults/hour by \_\_\_ months.
  - b. % of Consults Performed Independently:
    - Goal: To be performing \_\_\_% of consults independently by \_\_\_months.  
\*\*\*\*(Top target ~90-95%- as we should all be collaborating on some cases)\*\*\*
  - c. Client Feedback- general discussion.

- d. Confidence Performing Appointments:  
– Goal: To be \_\_\_/10 Confident by 3 months,  
\_\_\_/10 Confident by 6 months,  
and 10/10 Confident by 1 year.

2. SURGERIES:

a. Confidence of 'Routine' Surgeries:

- Goal- To be \_\_\_/10 Confident by 1 month,  
\_\_\_/10 Confident by 3 months,  
\_\_\_/10 Confident by 6 months,  
9.5 /10 Confident by 1 year. (100% Confidence in any surgery is dangerous)

b. Confidence of 'Non- Routine' Surgeries:

- Goal: To be \_\_\_/10 Confident by 1 month,  
\_\_\_/10 Confident by 3 months,  
\_\_\_/10 Confident by 6 months,  
9.5 /10 Confident by 1 year. (100% Confidence in any surgery is dangerous)

c. % Surgeries Performed Independently:

- Goal: To be \_\_\_% Independent by 1 month,  
\_\_\_% Independent by 3 months,  
\_\_\_% Independent by 6 months,  
90-95% Independent by 1 year

\*\*\*\*(Top target ~90-95%- as we should all be collaborating on some cases)\*\*\*

d. Speed:

- Goal:  
To be performing the average dog spay in < \_\_\_min. (recommendation 45min)  
To be performing the average cat spay in < \_\_\_min. (recommendation 30min)  
To be performing the average dog neuter in < \_\_\_min. (recommendation 20min)  
To be performing the average cat neuter in < \_\_\_min. (recommendation 5min)

\*\*\*Important: Speed is important in terms of anaesthetic risk and proficiency at a procedure. This should come naturally and not be pushed to achieve, but rather used as a marker of proficiency and comfort.\*\*\*

3. PROCEDURES:

- This includes, but is not limited to ultrasounds, scopes, phlebotomies, IVC placements, centeses/taps, reviews of cytology/etc. This will depend on what diagnostic tools and equipment each clinic has.

Goal: To be \_\_\_/10 Confident by \_\_\_ months

To be \_\_\_% Independent by \_\_\_ months

(This should be performed for each procedure/diagnostic tool available)

4. CLIENT COMMUNICATION:

- Goals: To be \_\_\_/10 Confident at communicating with clients by \_\_\_ months.  
To be \_\_\_/10 Confident with DIFFICULT clients by \_\_\_ months.  
To be \_\_\_/10 Confident and displaying value to clients by \_\_\_ months.

(These are more subjective and are more of a conversation)

5. CHARGE CAPTURE:

a. Charging for All Procedures/Treatments:

- Goal: To be charging for all procedures/treatments appropriately by \_\_\_months  
This will include a review of my charging every \_\_\_ weeks.

\*\*\*This is important to not only ensure the mentee is financially contributing, but to ensure the mentor is checking/correcting any mistakes early so they can be fixed (and the mentee not 'blamed' later. There must be some responsibility on the Mentor to 'check and correct' mistakes. Most importantly though, this is ensuring that the mentor helps the mentee see the VALUE of their services/ time/knowledge and how it is important that they charge appropriately for their own self-worth!!!!\*\*\*)

b. Effectively Communicating Diagnostic/Treatment Value:

– Goal: To be recommending and effectively communicating NEEDED diagnostics/treatments to ALL clients by \_\_\_ months.

This will include a review of cases/discussion on recommending treatments/diagnostics every \_\_\_ weeks.

\*\*\*This is important to help mentee see the value in themselves and their services, and to ensure they are offering all NEEDED treatments/diagnostics to every patient. This will try to eliminate bias on clients appearance, or mentee's preconceived ideas. Also, this will help the mentee see the value in their knowledge, and help get the patients the needed care. (20% of needed medical attention is given to animal patients on average- we are NOT 'over-selling'). Most new-grads will under-offer diagnostics/treatments due to lack of confidence, Imposter Syndrome, or fear of 'over-selling' ethically. \*\*\*

6. MEDICAL PROFICIENCY:

This is a subjective measure \_\_\_/10.

a. Surgeries

- Goal: To be \_\_\_/10 in 3 months
- Goal: To be \_\_\_/10 in 6 months
- Goal: To be 9.5/10 in 1 year

b. Medical cases

- Goal: To be \_\_\_/10 in 3 months
- Goal: To be \_\_\_/10 in 6 months
- Goal: To be 9.5/10 in 1 year

c. Record writing

- Goal: To be \_\_\_/10 in 1 months
- Goal: To be \_\_\_/10 in 3 months
- Goal: To be 9.5/10 in 6 months

d. Procedures

- Goal: To be \_\_\_/10 in 3 months
- Goal: To be \_\_\_/10 in 6 months
- Goal: To be 9.5/10 in 1 year

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

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?".

