



# Timmins and District Hospital

## L'Hôpital de Timmins et du district

Policy Title: <b>TADH Board Peer Mentorship Program</b>		
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### Table of content

	Title	Page
A	Purpose	1
B	Definitions	1-2
C	Content	2
D	Policy/Procedure	3-4
E	References	4
F	Appendices/Links	6-7
	Appendix A	7

#### A. Purpose:

The purpose of the Board Peer Mentorship Program is to assist new board members in their growth and development on the hospital board in order to maximize the individual's governance orientation.

The mentorship program involves a four-way relationship between the Board Chair, the President and Chief Executive Officer, the individual being mentored (the "mentee") and the individual doing the mentoring (the "mentor").

The mentorship program is one that benefits both mentors and mentees by encouraging the sharing of knowledge and experience, improving the understanding of the hospital and healthcare environment and increasing productive involvement in Board matters.

#### B. Definitions

Mentoring refers to a personal developmental relationship in which a more experienced, or more knowledgeable, person helps a less experienced, or less knowledgeable, person.

#### C. Content

##### 1.0 Guiding Principles of the Program

- 1.1 The program is available for every new or returning board member.
- 1.2 The program is time-limited, with a term not to exceed one fiscal year.



# Timmins and District Hospital

## L'Hôpital de Timmins et du district

- 1.3 It is the responsibility of the mentor to make contact with the mentee within the first month of the date of the appointment.
- 1.4 Mentors and mentees shall agree to be available and meet as needed to discuss and review any information, material or questions. They will also assess progress and identify next steps for the following month.
- 1.5 The mentor can be any current member of the Board of Directors.
- 1.6 Both the mentor and mentee will observe high professional and personal standards as per the Hospital and Board policies and procedures.

### **2.0 Operating Principles**

- 2.1 Outline each participant's expectations at the beginning of the engagement (refer to Appendix A – Peer Mentorship Program). Ensure extent of flexibility is agreeable to both mentor and mentee by recognizing participant's busy schedules.

## **D. Policy/Procedure**

### **3.0 Role of the Mentor**

- 3.1 Act as a role model, assisting in learning and accessing resources.
- 3.2 Provide solid guidance, encouragement and leadership to mentee.
- 3.3 Plan the mentoring experience in conjunction with the mentee based on their identified needs and learning objectives.
- 3.4 Share experience, knowledge, expertise, and insights to help mentee enhance their capabilities.



# Timmins and District Hospital

## L'Hôpital de Timmins et du district

- 3.5 Meet with the mentee and the Board Chair at least twice throughout the mentorship relationship, or as needed if required.

### **4.0 Role of the Mentee**

- 4.1 Own the mentoring process and responsibility for its success.
- 4.2 Set goals, learning objectives and priorities in cooperation with the mentor.
- 4.3 Be prepared for meetings with your mentor, to discuss questions that you may have.
- 4.4 Communicate regularly with the mentor regarding specific needs if they should arise i.e. questions after a board meeting or committee meeting (in person, phone and email).
- 4.5 Remain open to advice and guidance.
- 4.6 Meet with the mentor and the board Chair at least twice throughout the mentorship relationship, or as needed if required.

### **5.0 Role of the Board Chair**

- 5.1 Acts as a guiding, supportive and coordinating role in the program.
- 5.2 Provides all members, at least annually, the opportunity to indicate their interest in assuming a mentorship role.
- 5.3 Confirms the length of the mentorship: one year program.
- 5.4 Provides appropriate resources when needed.
- 5.5 Meet with the mentor and mentee at least twice throughout the mentorship relationship, or as needed if required.
- 5.6 Provides feedback and evaluation of both the mentor and mentee.



# Timmins and District Hospital L'Hôpital de Timmins et du district

## **6.0 Role of the President and Chief Executive Officer**

6.1 Provides support to the mentor, the mentee and the Board Chair throughout the program as required.

## **7.0 Success Factors**

The following success factors are essential for the program to achieve its goals:

7.1 Setting clear expectations, and learning objectives

7.2 Ability of the mentor to function in the mentorship role as a colleague, role model, and educator.

7.3 Active participation of the individual in the mentee role.

7.4 Active collaboration between the mentor, mentee and Board Chair.

## **8.0 Core Competencies and Selection Process for Mentors**

8.1 Demonstrated relevant experience

8.2 Current and comprehensive knowledge base

8.3 Active participation in board activities.

8.4 Effective communication skills

8.5 Critical thinking and problem solving skills

8.6 Ability to share knowledge and skills

8.7 Demonstrated commitment to the Hospital's mission, vision and values.

## **E. References**

Muskoka Algonquin Healthcare – Mentorship Program (Dec. 2013)

OHA's Leadership Development: Coaching and Mentoring Guide (Feb. 2011)

Sault Area Hospital – Board Mentoring Program Guidelines



# Timmins and District Hospital L'Hôpital de Timmins et du district

## F. Appendices/Links

### APPENDIX A PEER MENTORSHIP PROGRAM CHECKLIST

Mentee: \_\_\_\_\_ Mentor: \_\_\_\_\_

#### Responsibilities of Mentor

- Make contact and schedule a face-to-face, Zoom or Teams meeting with the new mentee within **30 days** of the date of appointment.
- Review key documents, i.e. board policies, by-laws, meeting schedules, strategic plan.
- Discuss your goals/objectives as a mentor with the new mentee.
- Be accessible to your mentee in person, by phone or email.
- Support and encourage the mentee's development.
- Serve as a resource person if the mentee has questions, offer input and guidance.
- Contact the Board Chair with any questions or concerns, or if you are unable to continue your commitment to your mentee for any reason.
- Meet with the mentee and Board Chair when appropriate throughout the mentorship relationship.

#### Responsibilities of the Mentee

- Meet face-to-face, or via Zoom, Teams, or other virtual platforms with your mentor within 30 days of the date of appointment.
- Define and share with your mentor your mentorship goals/objectives.
- Be accessible to your mentor in person, by phone or email.
- Be prepared for meetings with your mentor, to discuss questions that you may have.
- Remain open to advice and guidance.
- Contact the Board Chair with any questions or concerns.
- Meet with the mentor and Board Chair when appropriate throughout the mentorship relationship.

#### Responsibilities of the Board Chair

- Confirm the Board Orientation session was attended.
- Arrange a mutually convenient time to meet with the mentor and mentee to begin the Board Peer Mentorship Program.