

6 Month Program

New UMC employee

5th Month Agenda	Mentor Initials
How are doing? Any topics or situations you would like to discuss today?	
Any questions I can clarify?	
Professional Advancement Opportunities: Identify short term and long-term goals. _____ _____	
Eligibility for transfer (12 – 15 months based upon contract period). Policy HR 32 Talk to your leadership team if you have concerns.	
Nurse Staffing: How does your unit staff? Do you understand how staffing is determined in unit? How staff are cancelled? Nursing Care Hours are calculated based upon patient census. How comfortable are you taking a full patient assignment? _____ Is there anything you think would enhance your orientation process? _____ _____ Are there any questions that I can answer for you regarding staffing? Do you know how to self-schedule? (Kronos Galan tutorial) Are you enjoying your role as a nurse? Do you feel like you are contributing to the team on your nursing unit?	
The Nursing Career Ladder: Do you remember learning about this during Nursing Orientation? Have you started working on it? (GN residency program reviews it) Must be at UMC for at least 12 months before applying. You can reapply every 12 months. Policy NA 124.0 (RN) and NA 124.1 (LVN) Nursing Career Ladder forms can be found on the UMC intranet or UMC Internet	
Unit Based Councils and Shared Governance: Are you aware of who is on your Unit Based Council or who chooses your Unit based council?	
Committee Involvement: Have you been asked to participate in a committee? Is this a goal for you? What are some committees or projects that you might enjoy? Ask your leadership for suggestions.	

Mentee Printed Name

Mentor Printed Name

Mentee Signature

Mentor Signature

Date

Date