



Commissioned Corps Pharmacy Mentoring Network (CCPMN) Mentor & Mentee Workflow Guide



Officers who are participating in the Commissioned Corps Pharmacy Mentoring Network (CCPMN) should familiarize themselves with the most recent version of the CCPMN Program Guide (“Guide”) and be prepared to discuss a wide range of topics throughout the mentor-mentee match period. While there may be material described in the Guide that may have been discussed while participating in other mentorship development programs, we encourage you to review and discuss these topics to facilitate establishing a solid foundation towards developing a successful mentoring relationship and well-informed pharmacy officer. The following framework provides recommended topics of discussion for both the mentor and mentee to utilize as a guide throughout the six-month mentoring period. At the conclusion of the six-month mentoring period, we welcome any feedback and suggestions from you on ways to improve the CCPMN Program.

This Guide is divided into the following sections to assist a mentor and mentee navigate through different discussion topics.

Section 1: General Information

Section 2: Initial Mentor/Mentee Questions

Section 3: Overview of USPHS

Section 4: Officer Development



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Section 1: General Information

Officer Details	Mentor	Mentee
Name		
Rank		
Agency/Current Duty Station		
Location (City and State)		
Years in Service		
E-mail Address		
Phone Number		
Meeting Logistics Preference (Schedule in advance; Ad-hoc; In-person)		
Number of times that you have participated in CCPMN		



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Section 2: Initial Mentor/Mentee Questions

Questions	Mentor	Mentee
What is your primary job?		
What do you hope to gain from this mentoring relationship?		
What are the top three topics you would like to focus on during the mentoring sessions?		
What questions do you have about your mentor/mentee?		
What role would you like your mentor to play (e.g., advisor, teacher, guide, resource person)?		
What non-professional interests or hobbies do you have?		
What professional organizations do you actively participate in?		
What type of feedback would you prefer (i.e., verbal, written, both)?		
How would you prefer disagreements to be handled?		
Should your supervisors be notified of the mentoring relationship?		
Do you have any concerns about the mentoring relationship? If so, what can be done to minimize these concerns?		
How should the success of the mentor/mentee relationship be measured?		



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Section 3: Overview of USPHS

Category	Suggested Talking Points	Notes from Mentor/Mentee
Public Health Service Overview	<ul style="list-style-type: none"> ❖ Mission Statement ❖ History ❖ Leadership Structure (Pharmacy CPO) ❖ Ready Reserve 	
Navigating Commissioned Corps Website	<ul style="list-style-type: none"> ❖ Login <ul style="list-style-type: none"> ○ eCORPS ○ Officer Secure Area Log-in ○ Commissioned Corps Learning Management System (CCLMS) ○ Responder e-learn ❖ Assignments ❖ COER ❖ Financial Services ❖ Medical Affairs ❖ Personnel & Career Management ❖ Policy ❖ Promotions ❖ Readiness and Deployment Branch (RDB) ❖ Training ❖ Ready Reserve 	
Topics of Special Emphasis	<ul style="list-style-type: none"> ❖ Deployment Topics: RDB, Deployment Preparation Plan (DPP), etc. ❖ Professional Advisory Committees (PAC) and Chartered Advisory Groups (CAG) ❖ Basic Readiness and Clinical Hours ❖ Benefits (Tricare, TSP, Life Insurance, USAA, etc.) ❖ Personnel (e.g., types of leave, licensure, special pay) 	
Advocacy Resources	<ul style="list-style-type: none"> ❖ Role of Commissioned Corps Liaisons ❖ Managing Workplace Conflict ❖ Commissioned Officers Association of the USPHS (COA) ❖ Military Officers Association of America (MOAA) 	



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Section 4: Officer Development

Category	Activity (Please select items that were discussed with mentee)	Notes from Mentor/Mentee
Benchmarks	Reviewed the following: <ul style="list-style-type: none"> <input type="checkbox"/> Readiness Standards <input type="checkbox"/> Commissioned Officers' Effectiveness Report (COER) <input type="checkbox"/> Curriculum Vitae (CV) <input type="checkbox"/> Officer Statement (OS)/Reviewing Official's Statement (ROS) <input type="checkbox"/> Prior Promotion Board review recommendations (if applicable) <input type="checkbox"/> Billets and Ranks <input type="checkbox"/> Awards (PHS, PAC, OPDIV, Professional Association, Community) <input type="checkbox"/> Training (OBC, Professional, Officership, Emergency Response) <input type="checkbox"/> Continuing and Advanced Education <input type="checkbox"/> Perspectives on USPHS Agencies and Details 	
Career Goal Setting	Depending on the Officer's Career Progression, we encourage both the Mentor and Mentee to identify short and long-term goals: <ul style="list-style-type: none"> <input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Attainable <input type="checkbox"/> Realistic <input type="checkbox"/> Timely 	
Training Programs	Please look at Section G: Resources section of the Commissioned Corps Pharmacy Mentoring Network (CCPMN) Program Guide for suggested training and development programs.	
Self-Assessment	We encourage the Mentee to complete their personal leadership shield and engage in discussion with their Mentor on the various leadership elements that were identified (see attached page)	

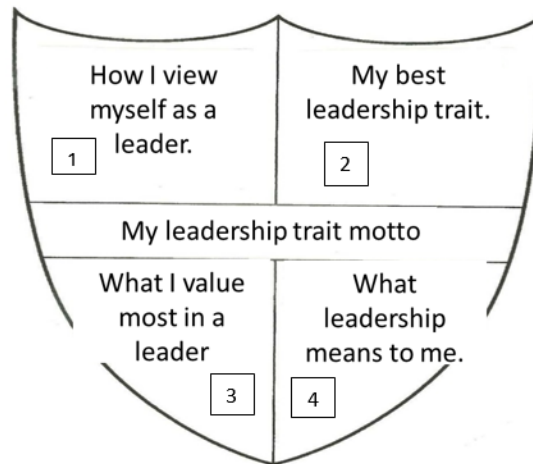


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My Personal Leadership Shield in 3 Simple Steps*

Step 1: On a blank 8 ½ x 11 sheet of white paper, recreate the shield outline, which should contain 4 sections as shown below and your leadership trait motto.



Step 2: Using pictures only, draw or copy images as a response to each of the 4 quadrants labeled 1, 2, 3, and 4. Quadrants 1 to 4 should contain pictures only and no words. The center section, “My leadership trait motto” can be written using words and should be brief.

Step 3: Once complete, share the drawing with your Mentor and describe the elements of your shield.

*Adapted from Bittle, Mark J. (Class Lecture, Leading Organizations, John Hopkins Bloomberg School of Public Health, Maryland, Summer Institute; June 2020)