HSO Mentoring Program

Developed May 2011 - HS PAC Mentoring Subcommittee
Purpose

- Foster professional growth and support the career development of Health Service Officers (HSO) in the United States Public Health Service (PHS).
- Facilitate the transition of recently appointed HSO into the PHS.
Program Goals

• Provide timely, factual, and relevant information.
• Instill the importance of the PHS mission, officer responsibilities, and traditions of the Commissioned Corps.
• Provide sound advice and counsel.
• Promote career progression.
Mentor Qualifications

• Currently in good standing with no adverse personnel actions on file.
• One rank or grade above assigned mentee.
• Preferably, same discipline and either currently or previously assigned to the same agency as Mentee.
• Strong interest in mentoring through periodic phone calls, e-mail, and/or person-to-person contact.
• Submit completed Mentor nomination form.
Mentee Qualifications

• Currently in good standing with no adverse personnel actions on file.
• One rank or grade below designated Mentor.
• Want to have a Mentor assigned to assist in his/her professional development.
• Submit completed mentee Nomination form.
Process

- Mentor and Mentee must submit the applicable nomination form.
- Mentoring pair is matched for a 1-year time period.
- Mentoring pair should meet on a regular basis (at least monthly) either by phone, computer based live meeting format or in person.
<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Program begins</td>
<td>Mentor/mentee matches sent to eOPF</td>
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<tr>
<td>Within 2 weeks of eOPF notification</td>
<td>Mentee contacts Mentor to set up initial meeting.</td>
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<tr>
<td>Before initial meeting</td>
<td>Mentee develops Action plan or a list of concerns to be addressed through the Individual Development Plan (IDP). Mentoring documents can be found on <a href="http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml">http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml</a></td>
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<tr>
<td>At the first meeting</td>
<td>Mentee/Mentor meets for initial meeting. Meeting schedule is developed for a 6 month time period. Review Mentee IDP for Action plan or concerns addressed. Also, Mentor review the topical guideline for commissioned officers.</td>
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<tr>
<td>At the completion of 6 months</td>
<td>6 month evaluation is completed by Mentee and Mentor by the link available on the website <a href="http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml">http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml</a></td>
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<tr>
<td>After the 6 month evaluations</td>
<td>Mentee and Mentor review action plan and develop a schedule for the remaining 6 months.</td>
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<tr>
<td>At the completion of the 1-year program</td>
<td>1 year evaluations are completed at <a href="http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml">http://usphs-hso.org/pac/subcommittees/mentoring/trng_rsrce.shtml</a></td>
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<tr>
<td>Sign up for a new Mentee/Mentor</td>
<td>Sign up for a new Mentee/Mentor match at: <a href="http://usphs-hso.org/">http://usphs-hso.org/</a></td>
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Mentor Role

- Serve as a role model.
- Be prepared and responsive to requests and needs of Mentee.
- Listen, provide counsel and offer insight.
- Be knowledge.
- Offer guidance but allow Mentee to make final decision.
Mentee Role

• Discuss with supervisor your interest in participating in the program.
• Initiate contact and actively seek out the mentor’s advice.
• Be honest and share your self-assessment of career development needs and goals.
• Listen and consider suggestions.
• Actively participate.
Evaluation

• Mentors/Mentee complete six-month progress report form and 1-year program evaluation form.
• Evaluation results will be collated.
• Information will be used to evaluate the effectiveness of the program and make modifications as necessary.