

PSA Mentoring Program

Policy and procedure

Objective

To support pharmacists on their career pathway from intern to advanced practitioner.

- To utilise existing skills and knowledge of pharmacists as mentors to share knowledge and experiences.
- To enable both mentors and mentees to learn in a dynamic manner.
- To build a sense of collaboration and community for pharmacists in practice.
- To contribute to the personal and career development of both mentors and mentees.

Target outcomes

- Improved support for pharmacists entering their career as interns.
- Enhanced professional development of pharmacists during their career.
- Increased number of pharmacists entering diverse career options.
- Increased number of pharmacists supported to enter consolidation and advanced pharmacist phases.

Policy

Eligibility

This program is only available to:

- (a) A Financial Ordinary Member of PSA eligible for registration as a pharmacist in Australia with the Australian Health Practitioner Regulation Agency; or
- (b) A Financial Ordinary Member of PSA and enrolled in the PSA Intern Training Program.

Membership must be maintained while participating in the program.

Mentor criteria

- Good communication skills
- Available for 1 introductory plus a minimum of 3 mentoring sessions (1 hour each) in six month period.
- Willing to undertake mentor training on Mentor Hub.
- Willing to complete evaluation survey

- A commitment to the mentee and their learning.
- Willing to share contacts and networks.
- A coaching style of mentoring focused on performing the role of a supporter, sounding board and critical friend.
- Ability to ask key questions to support the mentee to develop their problem solving and creative thinking skills, and to be resilient and independent.
- Ability to establish clear expectations and commitments and express your expectations and commitments to your mentee, and to ask for the same.
- Ability to provide positive feedback, encouragement and advice when requested.

Mentors must have current registration with AHPRA or a recent Federal Police check or Working with Children's check.

Mentee criteria

- Available for 1 introductory plus a minimum of 3 mentoring sessions (1 hour each) in six month period.
- Willing to undertake mentee training on Mentor Hub.
- Willing to undertake preparatory work as per mentor plan or conversation starter.
- Willing to complete evaluation survey.
- Commitment to listening to feedback and asking clarifying questions.

Matching of mentors and mentees

The PSA will undertake to match mentors and mentees based upon interests of the mentee and experience of the mentor.

Consideration will be given to the mentees position in their career and will be provided with mentors that have sufficient experience to support their development.

A mentor or mentee can reject the first matching up until and after the initial meeting but will only be eligible for one further matching.

Payment and fees

Mentors will participate in the program voluntarily.

Mentees will pay a fee that is set by the PSA from time to time.

Training

Participation in an online video session is mandatory for both the mentor and mentee.

Quality assurance

All mentors and mentees participate in feedback surveys to provide continuous improvement for the program.

Procedures

Applications

Applications will be made by prospective mentors and mentees online at a dedicated PSA web page.

Applications will be on a set format that includes mentors experience and mentees interests.

Applications will be taken at any time throughout the year.

Enrolment

The program will have up to three intakes per year drawn from the applications submitted.

Numbers in the program will be restricted according to capacity.

Payment will be made by mentees on completion of their application.

Those not selected for the intakes will be notified and can continue to have their interest registered for the next intake.

Matching

As part of the enrolment process mentees will be matched with appropriate mentors.

A mentor or mentee can reject the first matching up until and after the first initial meeting but will only be eligible for one further matching.

Meetings

A minimum of four meetings (including the initial meeting) will form the interaction for the program.

The initial meeting will focus on establishing communication and rapport between the mentor and mentee.

A personal learning plan will be discussed and drafted during this initial meeting.

Meetings will be held over the telephone or same time electronic communication devices or face to face if convenient.

Mentees will prepare documentation prior to the meeting and send to the mentor in sufficient time that these can be considered to make best use of the meeting.

Training

Online training is provided through the Mentoring Hub.

Mentors and mentees are encouraged to use the tools that are available for use from the Mentoring Hub.

Termination of the mentor/mentee relationship

The mentor/mentee relationship will be terminated at any time at the request of either party.

The PSA mentor/mentee relationship will terminate at the end date of the mentoring agreement.

The mentor/mentee can choose to continue their mentoring relationship independently of the PSA.

Counselling

Mentors will not provide advice on areas that are personal or health related for the mentee.

Referral to support services and counselling for mentees will be provided.