SHM’s Practice Administrator’s Mentor Program FAQ

1. Who should be a mentor or a mentee?

   **Mentors:** Seasoned hospital medicine practice administrators who are looking to invest in aspiring administrators.

   **Mentees:** Mid- and New-practice administrators who are looking to grow professionally within the field of hospital medicine.

2. How will I be matched with my mentor?

   There are two models of the program:

   **Model 1: Mentors/Mentees Match Up**
   This model matches less experienced administrators with seasoned professionals to gain more experience and/or exposure. SHM will identify the best fit based on criteria submitted in application.

   **Model 2: Buddy System**
   Administrators at any level of expertise or experience would be paired with a peer so that they could learn from one another. SHM will identify the best fit based on criteria submitted in application.

3. What is the benefit to being a mentor?

   - Professional Growth — Helps enhance your own leadership skillset
   - Personal Satisfaction — provides a rewarding experience knowing your helping to develop future management talent/skills in someone else
   - Develops Talent Within Your Own Organization — motivate peers to become higher performers

4. What is the benefit to being a mentee?

   - Professional Growth — helps develop career advancement and clarify your career goals and actions
   - Role Model — provide an objective person to discuss problems and concerns and serve as a role model
   - Acceptance in Professional Community — provides networking and increasing recognition and acceptance
in your professional community
  o  Increases your Motivation & Productivity — which benefits not only you but your entire organization

5. **What is the time commitment for the program?**

<table>
<thead>
<tr>
<th>Program Steps</th>
<th>Time Commitment</th>
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<tbody>
<tr>
<td>Orientation Webinar</td>
<td>1 hour</td>
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<tr>
<td>Mentor/Mentee Kickoff Call</td>
<td>1 hour</td>
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<tr>
<td>Monthly Mentor meetings</td>
<td>~ 45 minutes to 1 hour</td>
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<tr>
<td>Quarterly updates</td>
<td>5-10 minutes</td>
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<tr>
<td>Mentee preparation for calls</td>
<td>15-60 minutes</td>
</tr>
<tr>
<td>Mentor preparation for calls</td>
<td>(as necessary)</td>
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<tr>
<td>Mentor Program Final Call</td>
<td>1 hour</td>
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**Totals:**

| Mentor: ~ 16 hours/year, Mentee: ~ 26 hours/year |

6. **Is there any cost for the program?**

This is a FREE program that SHM offers to practice administrator members. The only cost involved is the time commitment.