



# GUIDEBOOK FOR PROFESSIONAL MENTORSHIP PROGRAM



June 2022

## CIPHI BC

### Guidebook for Professional Mentorship Program

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## Program Description

CIPHI BC mentoring program is designed for second year BCIT Environmental Public Health students, who hold a current Student Membership with CIPHI. Mentoring is pertained to the profession of Environmental Public Health. The program begins in late April and ends in early March of each academic year. The program is an opportunity for Environmental Health Officers and Allied Health Professionals (e.g. Health Canada, CFIA) to share their experiences and to make a positive impact on the career and professional development of students who plan to start their career. The mentee will have the opportunity to network, explore and learn more about the field of Environmental Public Health.

## Program Goals

### For Mentees:

- Increase the success and productivity of environmental public health students in their early professional career.
- Increase professional development opportunities.
- Assist students/mentees to obtain current practices to better understand public health as practiced in the community.
- Provide valuable information about Health Authorities, Health Agencies and companies related to environmental public health.
- Improve their readiness for their practicums.
- Receive suggestions on how to prepare for professional life.
- Obtain tools to build a professional network.
- Explore public health careers and develop a realistic career plan.
- Increase engagement and connectivity with CIPHI BC to strengthen the profession and build a stronger sense of community.

### For Mentors:

- Provide opportunities to share their wealth of knowledge and experience.
- Provide opportunities to develop and build leadership skills within the Health Authorities or organizations.
- Provide professional development opportunities for regular and retired members.
- Build connections with students/mentees and the profession.
- Encourage others to become role models and mentors.
- Increase engagement and connectivity with CIPHI BC to strengthen the profession and build a stronger sense of community.

## Application Process

Public health professionals, interested in serving as mentors need to complete the application describing their career experiences, education background and geographic location where they reside. CIPHI BC student members seeking a mentoring experience need to complete the application describing their educational background and professional goals. Applications are due at the end of April each year.

Both mentors and mentees are required to be current CIPHI members. Mentors are required to provide a reference, either by a supervisor or by a fellow CIPHI member with their application. Mentees will require the Department Head to sign off on their application acknowledging their participation in this program.

## Matching Process

Each mentor is assigned one mentee. CIPHI BC Mentorship Coordinator analyzes the application and matches mentors and mentees based on factors in the application. Mentors and mentees will meet either in person or online at the spring/summer kick-off event.

Mentees and mentors are asked to commit to developing and maintaining a mentoring relationship during the academic year. Matches are based on the available pool of mentors and mentees, to create the best possible matches.

## Program Evaluation

A program evaluation is essential from each program participant to ensure CIPHI BC obtains valuable feedback to make improvements for the future. An evaluation form is provided at the end of the mentorship period. A follow up will also be conducted after three years to evaluate the value of this program. Based on the information collected at that time, recommendations will be used to improve, continue or discontinue the said program.

## Mentor

### Mentor Qualifications

Mentors are required to be a valid holder of Certificate of Public Health Inspection (Canada), current regular or retired member of CIPHI; have at least 5 years of experience working in the field related to environmental public health.

### Mentor Expectations

- Abide by the CIPHI Code of Ethics.
- Meet with the mentee 4 to 6 times during the academic year.
- Engage with the mentee in a professional manner.
- Establish goals and expectations, through an action plan.
- Serve as a role model, an informal advisor, and a resource.
- Offer constructive feedback in a professional manner.

- Communicate openly and honestly.
- Use Suggested Topics and Activities to facilitate discussions, *see below*.
- Attend all agreed in-person or online events, which may occur during a portion of the workday.
- Sign and uphold the Mentoring Agreement.
- Complete evaluations, upon request of CIPHI BC.
- Not to provide assistance on schoolwork.
- Contact Mentorship program coordinator as soon as possible with any questions or concerns.

### Benefits to Mentor

- Contribute personally to the development of a future professional.
- Develop skills in mentoring and leadership.
- Able to share years of experience, skills and research ideas.
- Acquire new ideas and skills set through sharing and learning together.
- Expand professional networks.
- Build connections between the profession and students.
- Support recruitment within health authorities and the respective fields of work.
- Eligible for the CIPHI CPC Professional Development Hours.

## Mentee

### Mentee Qualifications

Mentees must be currently enrolled in second year of the BCIT Environmental Health Program and be a current Student Member of CIPHI.

### Mentee Expectations

- Maintain professionalism at all times.
- Establish goals and expectations, through an Action Plan.
- Prepare for each meeting, with relevant questions or points of discussion.
- Come to meetings with a positive mindset, ready to learn.
- Follow through in between meetings on recommended tasks.
- Communicate with the mentor at least once per month and uphold this commitment throughout the length of the program.
- Initiate the scheduling of each conversation, even if it is rescheduled.
- Attend all agreed in-person or online events, which may occur during a portion of the workday.
- Sign and uphold the Mentoring Agreement.
- Complete evaluations, upon request of CIPHI BC.
- Contact Coordinator as soon as possible with any questions or concerns.

## Benefits to Mentee

- Receive guidance and gain practical insights in to the career field chosen.
- Able to discuss career interests with someone who is experienced.
- Able to make connections within a broader network of the environmental public health field.
- Work and interact with a positive role model, leader, specialist and a professional.
- Able to link education and training to professional experience.
- Discuss a variety of public health careers and workplaces.
- Ask specific questions of someone who is current in the field or connected with current practice.
- Receive constructive feedback and advice for one's professional goals and skills.
- Understand practical ways of balancing work and personal life.
- Improve specific professional skills and knowledge.
- Benefit from the mentor's expertise and public health experience.
- Understand more specifically what to focus on for professional growth.
- Explore professional development opportunities.

## Suggested topics for Mentoring Meetings

Please note these topics are suggested guidelines for your meetings only. During the first meeting, the mentor and mentee should discuss how often they want to meet and identify topics they want to discuss. If you identify other topics that work well for you and feel would be valuable to others, please share them.

### *Meeting #1 – Introductions*

- Introduce yourselves and get acquainted with each other.
- Discuss both of your career and of educational backgrounds.
- Discuss your goals, objectives and expectations for the year in the mentoring program.
- Decide on the best forms of communication for scheduling future meetings and staying in touch (e.g. telephone, e-mail).

### *Meeting #2 – Career Planning*

- Continue with your discussion after meeting #1.
- Discuss practicum and employment opportunities for the coming year.
- Discuss your 5-year plan, and how you plan to achieve your goals.
- Discuss skills and on-going professional training necessary to achieve those goals.

### *Meeting #3 – Work/Life Balance*

- Discuss the challenges in achieving work/life balance.

- Create a plan for you to pursue professional success without sacrificing your personal/family life.

#### *Meeting #4 – Leadership/Team Work*

- Discuss the importance of leadership and teamwork as it relates to success.
- What challenges do you each face in being part of a team?
- What traits make a good leader?
- How can you improve your leadership skills?

#### *Meeting #5 – Upcoming Professional Challenges*

- Discuss issues faced over the course of this year and any you see on the horizon.
- Discuss lessons that you each have learned from challenges met.
- Discuss other topics not previously covered that you wish to share with each other.

#### *Meeting #6 – Mentorship Evaluation*

- Evaluate your mentoring partnership.
- Discuss what works and does not work in your mentoring relationship.
- Create a list of suggestions to enhance your mentoring relationship and/or to help future mentoring teams and share with others via emails.

## Schedule

### **April:**

Mentor/mentee application open

### **May:**

Mentee/mentor applications due

### **June:**

Mentor/mentee kick-off – informational and educational event

Mentor/mentee to paired up and establish a meeting schedule as monthly or bi-monthly etc.

### **July - February:**

Mentor/mentee on-going meetings e.g., once per month. Frequency as agreed by both parties.

### **March:**

End of mentoring session event

Request to submit evaluation

Complete evaluation

## Appendix A - Mentee Application

### MENTEE APPLICATION FORM

“Mentoring refers to an activity where a person guides a less experienced person, shares their knowledge, skills and/or experience to help another person to develop and grow”.

Name of the Institution: **BCIT, School of Health Sciences**

Program name: **Environmental Health Program**

Please submit your application by April 30<sup>th</sup> to CIPHI BC at [president@ciphi.bc.ca](mailto:president@ciphi.bc.ca)

First Name:

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Last Name:

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Are you a Student Member of CIPHI? YES  NO

In the Fall of \_\_\_\_\_ (year), what year will you be in your program?

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Personal phone number:

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Student email address:

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Personal email address (Optional):

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Please respond to the following information requested.

1. Please explain why you are interested in participating in the CIPHI/BCIT Mentorship Program as a mentee.

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2. Please describe your short term and long-term career goals in the field.

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3. What are your preferences regarding a potential mentor? (i.e., Sector/division, years of experience, career field, background, hobbies, etc.)

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4. Describe what your strongest general competencies (i.e., knowledge, skill etc.)

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5. Describe what you consider your strongest technical competencies: (i.e., fieldwork, lab work, research etc.)

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6. What are your interests or hobbies outside of work? Plus, any other information you want to share to help us in finding a match.

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*\*\*\* The above information is kept confidential and is used for matching purposes only. It will not be displayed publicly online and will be discarded at the end of the mentorship program each year.*

Mentorship Program Coordinator Email: \_\_\_\_\_

Application sign off by Department Head:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix B - Mentor Application Form

### MENTOR APPLICATION FORM

“Mentoring refers to an activity where a person guides a less experienced person, shares their knowledge, skills and/or experience to help another person to develop and grow”.

Please submit your application by April 30<sup>th</sup> to CIPHI BC at [president@ciphi.bc.ca](mailto:president@ciphi.bc.ca)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Retired: YES  NO  CPHI(C) Certificate Number \_\_\_\_\_

\*If retired, please indicate the name of the organization you last worked (Health Authority)/  
Division (District):  
\_\_\_\_\_

\*Year of retirement: \_\_\_\_\_

Are you a member of the CIPHI BOC? YES  NO

Current Workplace: \_\_\_\_\_

Number of years in the Field: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Work email address: \_\_\_\_\_

\*Personal phone number (if preferred): \_\_\_\_\_

\*Personal email address (if preferred): \_\_\_\_\_

Have you mentored in the past? YES  NO  Program you mentored \_\_\_\_\_

Please respond to the information requested below.

1. Please explain why you are interested in participating in this Program as a mentor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you think a mentee can learn from you? (i.e., specific encounters in the field, how to manage the daily workload etc.)

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3. List of series of positions you have held:

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4. Describe what your strongest general competencies (i.e., knowledge, skill etc.)

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5. Describe what you consider to be your strongest technical competencies: (i.e., field work, lab work and etc.)

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6. Is there anything you want us to be aware of when we make the match? (i.e., time commitment, area of interest with the mentee etc.)

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7. What are your interests or hobbies outside of work? Plus, any other information you wish to share to help in finding a match.

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*The above information is kept confidential and is used for matching purposes only. It will not be displayed publicly online and will be discarded at the end of the mentorship program each year.*

## Appendix C – Mentoring Partnership Agreement

### MENTORING PARTNERSHIP AGREEMENT

As a mentor and mentee in the CIPHI BC Mentoring Program, we agree to abide by the following set of guidelines:

- Commit to making the time to meet at least four times over the year.
- Keep the content of our conversations confidential.
- Practice active listening with each other.
- Provide each other with honest, direct and respectful feedback.

Other:

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Mentor

Mentee

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: CIPHI BC acknowledged that the matching of mentor and mentee is based on the information voluntarily disclosed by mentor and mentee. CIPHI BC will act at all times in good faith in the best interest of CIPHI, and to act in a way consistent with the purposes and interest of CIPHI. CIPHI BC is in no way responsible for any action(s) of the mentor or mentee, which is in conflict with any interest of CIPHI and outside the purview of this program.*

## Appendix D - Evaluation Form

This evaluation form is for Mentors and Mentees to provide feedback at the end of the Mentorship period. CIPHI BC Mentorship program coordinator encourages feedback from both parties so the agency can continue to strive to improve the delivery of this program.

**Please answer the questions below (circle 1 to 5 and Yes or No, as indicated)**

(1 – Poor                  2- Fair                  3- Good                  4- Very Good                  5- Excellent)

1. What is your role in this Mentorship program (Circle one)?

Coordinator                  Mentor                  Mentee                  Other, specify \_\_\_\_\_

2. How would you rate your overall Mentorship experience?

1      2      3      4      5

3. Were you able to connect with your mentee/mentor to

Yes                  No

4. Was the Mentor/Mentee a good match?

1      2      3      4      5

5. Able to attend all agreed in-person or online meetings planned?

Yes                  No

6. Provided opportunity to share knowledge and experience.

Yes                  No

7. Provided/Received a better understanding of public health as practised in the community.

Yes                  No                  Not applicable

8. Received/Provided the guidance you were looking for e.g., improved your readiness for practicum.

Yes                  No                  Not applicable

9. Provided an opportunity to build a professional network (i.e., the student body, CIPHI BC and other EHOs).

Yes                  No

10. Experience was beneficial to your personal and professional development.

Yes                  No                  Not applicable

11. Additional comments \_\_\_\_\_

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