



Tennessee Occupational Therapy Association

Occupational Therapy Mentorship Program Fourth Cycle: Criteria, Guidelines, List of Suggested Topics, Project Component & Resource

Criteria

Tennessee occupational therapy students and practitioners who are TNOTA members are invited to be a part of TNOTA's Occupational Therapy Mentorship Program. Practitioners must have an active Tennessee license, and students must be currently in their **second** year of an OT/OTA program in Tennessee. Mentees may be students or practitioners and will be paired with experienced practitioners for mentorship. **ALL** participants must be TNOTA members, and TNOTA welcomes all students and practitioners who meet the criteria to apply for the TNOTA Occupational Therapy Mentorship Program.

By applying for this program, you agree to meet either virtually (i.e. FaceTime, Zoom, Skype), via phone call, or in-person at least once per month. This helps ensure a mutually beneficial relationship. Also, by applying you agree to complete a **required** pre-program survey prior to the start of the program and post-program survey at the end of the Cycle. The survey data will be used to further the success of the TNOTA Occupational Therapy Mentorship Program.

Pairings will be based on the number of mentors and mentees, area of interest, and practice area, as well as location and other personal and professional characteristics. TNOTA will take diversity, equity, and inclusion into account when assigning mentorship pairings. While we will make every effort to pair all applicants, we cannot guarantee a mentorship pairing during this fourth Mentorship Program cycle. At the end of this 8-month Cycle, if you wish to continue your mentorship pairing or request a new pairing, you will have an opportunity to communicate your preference. ALL mentors and mentees **must** apply for the following program cycle if you wish to participate in the next Mentorship Program Cycle.



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**Mentors and mentees should set objectives and goals for their pairing together.
Please use the following suggestions to guide your mentorship.**

Guidelines

- ❑ The Occupational Therapy Mentorship Program dates are **February 1 to September 30, 2023**.
- ❑ If you have any questions or concerns during the program cycle, please email Morgan Webb at mentorship@tnota.org. This email address is monitored daily.
- ❑ Determine your method of communication between mentor and mentee (call, email, text, etc.), and meet either virtually (i.e. FaceTime, Zoom, Skype), via phone call, or in-person at least once per month. **Suggestion: send calendar invites with meeting dates and times.**
- ❑ The **mentee should make contact with the mentor within the first week of the 4th cycle.** Please note, this is a change from the previous cycle. If you have attempted to contact your mentor/mentee and they have not responded within a reasonable amount of time, please email Morgan Webb at mentorship@tnota.org for assistance.
- ❑ Complete the **REQUIRED** pre-program survey prior to **February 1, 2023**. This link will be emailed.
- ❑ Complete the **REQUIRED** post-program survey at the end of the 8 months by **October 15, 2023**. This link will be emailed on October 1, 2023.



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Month-to-Month Guidelines

Before the Start of the Program:

- Complete the **required** pre-program survey.

Month 1:

- Determine your method of communication between mentor and mentee (call, email, text, etc.), and meet either virtually (i.e. FaceTime, Zoom, Skype) or in-person **at least once per month**. ***Suggestion: send calendar invites with meeting dates and times.***
- The **mentee should make contact with the mentor within the first week** of the 4th cycle. If you have attempted to contact your mentor/mentee and they have not responded within a reasonable amount of time, please email Morgan Webb at mentorship@tnota.org for assistance.
- Set goals and objectives for your mentorship pairing. Take 2 action steps towards your goals and objectives.
- Begin discussion regarding project component.
- Discuss agenda and plan for next meeting.

Month 2:

- Discuss whether you plan to take part in a case study (see the List of Suggested Topics below) and/or complete a project (see the Project Component below).
- Discuss whether you have an interest in researching and studying more advanced topics within your field of practice. If so, take action steps toward this interest.
- Choose from the List of Suggested Topics to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for the List of Suggested Topics resources.
- Check in on progress towards initial goals and objectives.
- Discuss agenda and plan for next meeting.

Months 3-6:

- Re-evaluate your goals and objectives. Adjust goals and objectives as needed.
- Choose from the List of Suggested Topics to guide your meeting.



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- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for the List of Suggested Topics resources.
- Check in on progress towards goals and objectives.
- Discuss agenda and plan for next meeting.

Months 7-8

- Choose from the List of Suggested Topics to guide your meeting.
- Check the [TNOTA Occupational Therapy Mentorship Program Resources](#) and [TNOTA Occupational Therapy Mentorship Program Discussion Board](#) for the List of Suggested Topics resources.
- Discuss goals and address the items that need to be completed.
- Complete project, if you chose to participate in one.

End of Program:

- Complete the **REQUIRED** post-program survey October 1-15, 2023.

List of Suggested Topics

1. Introductions

- a. Introduce yourself and your experience.
- b. Discuss current field of practice and professional interests.
- c. Why did you choose occupational therapy?
- d. Discuss why you want to be a part of the Occupational Therapy Mentorship Program.

2. Identify Goals and Objectives

- a. [TNOTA Occupational Therapy Mentorship Program Goals, Objectives, and Action Steps Document](#)

3. Career Goals

4. Work-Life Balance and Burnout

- a. [AOTA Decision Guide Practitioner Well-Being](#)

5. Self Care

- a. What does your self-care routine look like?
- b. Do you have any recommendations for maintaining a self-care routine?

6. Work-Flow



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- a. [AOTA Frequently Asked Questions \(FAQ\): Transforming Caseload to Workload in School-Based Occupational Therapy Services*](#)
- 7. Common Diagnoses and Treatment Ideas**
 - a. What are the 3 most common diagnoses you treat?
 - b. What are your “go-to” treatment activities?
 - c. Do you have specific resources for planning therapy sessions?
 - d. What CEUs have you taken to advance your treatment ideas?
- 8. Documentation**
 - a. [AOTA Documentation and Reimbursement*](#)
- 9. Interprofessional Collaboration**
 - a. [AOTA’s Interprofessional Practice page](#)
- 10. Supervision and Collaboration: OT/OTA, Fieldwork Educator/Student, Interprofessional (OT/PT/SLP/Social Worker, etc.)**
 - a. [Tennessee Board of Occupational Therapy](#)
 - b. [AOTA Official Documents Guidelines for Supervision, Roles and Responsibilities During the Delivery of Occupational Therapy*](#)
 - c. [AOTA’s Interprofessional Practice page](#)
- 11. Communication**
 - a. What have you found to be the most beneficial way to communicate with your clients/patients?
 - b. What recommendations do you have for initiating difficult conversations or discussing difficult topics?
 - c. How do you navigate a conversation where you disagree with another member of the client's interprofessional team?
 - d. What suggestions do you have for when communication with the client is limited (e.g. non-speaking or do not wish to speak)?
- 12. Conflict Resolution**
 - a. What is the best way to handle a conflict when you disagree with another member of the client's interdisciplinary team?
 - b. What is the best way to handle a disagreement in treatment options between a client and a loved one?
 - c. Does occupational therapy have a role in conflict resolution as a means to increase engagement in occupations (e.g. social participation, work)?
- 13. Difficult Conversations with Patients, Families, and Co-workers**
 - a. [YouTube AOTA Member Appreciation Celebration Learning to Interact with Challenging Patients and Families](#)



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14. Diversity, Equity, and Inclusion (DEI)

- a. [TNOTA DEI](#)
- b. [AOTA DEI](#)
- c. [COTAD](#)
- d. [Student COTAD Chapters](#)

15. Review a Research Article and/or Evidence Based Research Discussion

- a. [American Journal of Occupational Therapy*](#)

16. Case Study

- a. [American Journal of Occupational Therapy*](#)

17. Continuing Education

- a. [Tennessee Occupational Therapy Association Continuing Education](#)

18. Resume Building

- a. [Occupational Therapist Resume Samples](#)
- b. [AOTA Resume Sample](#)
- c. [Resume Tips for 2020 and Beyond](#)

19. Interview Preparation

- a. [AOTA Career Center*](#)
- b. [AOTA's OTJobLink](#) (Click "Career Resources" and look under "The Interview Process")

20. How to Utilize Social Media

- a. How can social media be used as a professional development tool in OT practice?
- b. How can you maintain HIPAA/FERPA compliance while continuing to use social media as an OT student or practitioner?
- c. Social media may be considered an occupation to some populations. How can you incorporate social media as an occupation into OT interventions?
- d. What are the potential benefits and consequences of using social media in OT practice?

***For AOTA Members Only**



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Project Component

This Project Component can be beneficial to both the mentor and mentee to grow professionally, focus time together, and create a tangible product as a result of the mentorship experience. This is an opportunity to further delve into your area(s) of interest. This is an *optional* component to the Fourth Cycle. Choose one of the five options below or work with your mentor to create your own project.

1. Creating resources for TNOTA Website (*please note, final website content is subject to TNOTA Executive Board approval*)
2. Build resume (student/new grad)
3. Develop resources for first year OT, first job, etc. (student/new grad)
4. Resources for student to practitioner or COTA to OTR
5. Resources for being professional and respectful across all disciplines

If you would like to submit your completed project (resources for TNOTA website, resources for first year OT, etc.), you will have an opportunity to submit on the Fourth Cycle post-program survey.

