Friendly Reminders

★ This session **will be recorded**.

★ Please be mindful of your **microphone and webcam.**
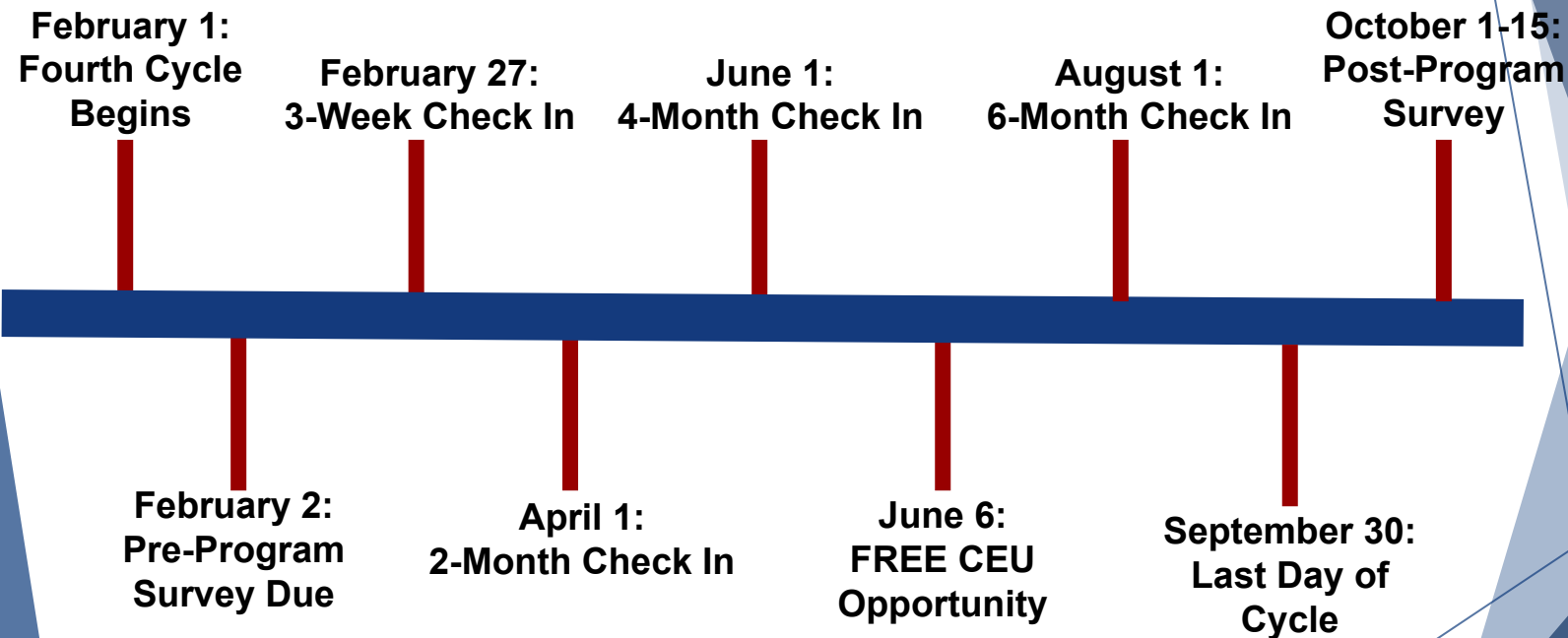
★ **Ask any questions at any point.**

TN★TA

Program Overview

★ 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 were paired with experienced practitioners for mentorship.

★ **ALL** participants must be TNOTA members

★ Pairings were based on the number of mentors and mentees, area of interest, and practice area, as well as location and other personal and professional characteristics.

Program Overview Continued

★ **By applying for this program, you agree to meet either virtually (i.e. FaceTime, Zoom, Skype, etc.) via phone call, or in-person at least once per month.**

★ 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.

★ TNOTA will offer a FREE 1.5 hour **Mentorship CEU event** to TNOTA members (paid CEU for non-members) on **June 6, 2023, 6-7:30PM CST / 7-8:30 PM EST.**

Program Timeline

February 1:
Fourth Cycle
Begins

February 27:
3-Week Check In

June 1:
4-Month Check In

August 1:
6-Month Check In

October 1-15:
Post-Program
Survey

February 2:
Pre-Program
Survey Due

April 1:
2-Month Check In

June 6:
FREE CEU
Opportunity

September 30:
Last Day of
Cycle

TNOTA

Program Reminders

★ **Fourth Cycle Dates:** February 1st - September 30th, 2023

★ **Mentees** should make contact with mentors this week, if you have not done so already.

★ Complete the **REQUIRED pre-program survey** prior to February 2, 2023.

★ 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.

★ The survey data will be used to further the success of the TNOTA Occupational Therapy Mentorship Program.

Program Guidelines

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

★ 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 mentorship@tnota.org for assistance.

Month-To-Month Guidelines

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.

❏ 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**

   a. **AOTA Frequently Asked Questions (FAQ): Transforming Caseload to Workload in School-Based Occupational Therapy Services***

List of Suggested Topics Continued

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**

List of Suggested Topics Continued

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](#)

List of Suggested Topics Continued

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**

List of Suggested Topics Continued

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

Project Component (Optional)

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.

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.

Certificate of Completion

★ **ALL** participants are eligible to receive a Certificate of Completion from TNOTA.

★ As a student, this can be added to your portfolio and/or your Curriculum Vitae (CV).

★ As a clinician, you can submit this for continuing education credit.

★ You may request a Certificate of Completion on the Post-Program Survey.

Program Resources

★ **TNOTA Occupational Therapy Mentorship Program Resources Website**

★ **Fourth Cycle Criteria & Guidelines**

★ **Goals, Objective & Action Steps Document**

What past Mentees found most beneficial about the Program

"The openness and honesty of my mentor. She was available at all times to help with any problem I had regarding school or the OT journey and made me feel very competent after we met."

"I honestly feel like the program increased my professionalism. My mentor really helped me understand my value to the OT profession."

"Being able to connect and have a source for guidance of someone who has been in my shoes and helped me through some conflicts in fieldwork."

What past Mentors found most beneficial about the Program

"It was very enjoyable to connect with OT and COTA students to get an understanding of the program they are enrolled in. I think we had valuable conversations that provided the mentee insight into the "real life" therapy world."

"I enjoyed being able to mentor OTs and COTAs and mentoring them from the end of their schooling to the start of their career."

"Love giving back in a meaningful way that also works with my busy schedule."

Thank you!

Thank you for being a part of the Fourth Cycle TNOTA Occupational Therapy Mentorship Program! If you have any questions or concerns during the program cycle, please email mentorship@tnota.org. This email address is monitored daily.

Contact: mentorship@tnota.org