



**HEALTH IT
CAREER
MENTORSHIP
PROGRAM**

**JOHNSON COUNTY
COMMUNITY COLLEGE**

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WELCOME TO THE JCCC HIT CAREER MENTORSHIP PROGRAM!

We would like to warmly welcome you to the JCCC Health Information Technology (HIT) career mentorship program. This program has been created to assist JCCC HIT students in building a helpful bridge as they transition from student to industry professional. This manual is designed to serve as your "road map" as you navigate the mentorship program -- and as you begin the journey on your personal career path.

We look forward to working with you!

Welcome to the program!

Lori Brooks, HCIS Department Chair

Amanda Kraus, MIRM Department Chair



PROGRAM OBJECTIVES

PROFESSIONAL DISCOVERY

Exploration of professional goals and career pathways.

PRE-EMPLOYMENT PREPARATION

- Join professional organizations (such as HIMSS, AAPC, AHIMA);
- Develop professional networking skills at local professional events;
- Explore potential opportunities to pursue internships and/or industry certification;
- Consider job-shadowing opportunities.

TRANSITION FROM STUDENT TO PROFESSIONAL

Review and practice effective job-search strategies (e.g., resume review, interview practice).

MENTEES

ROLE/BENEFITS

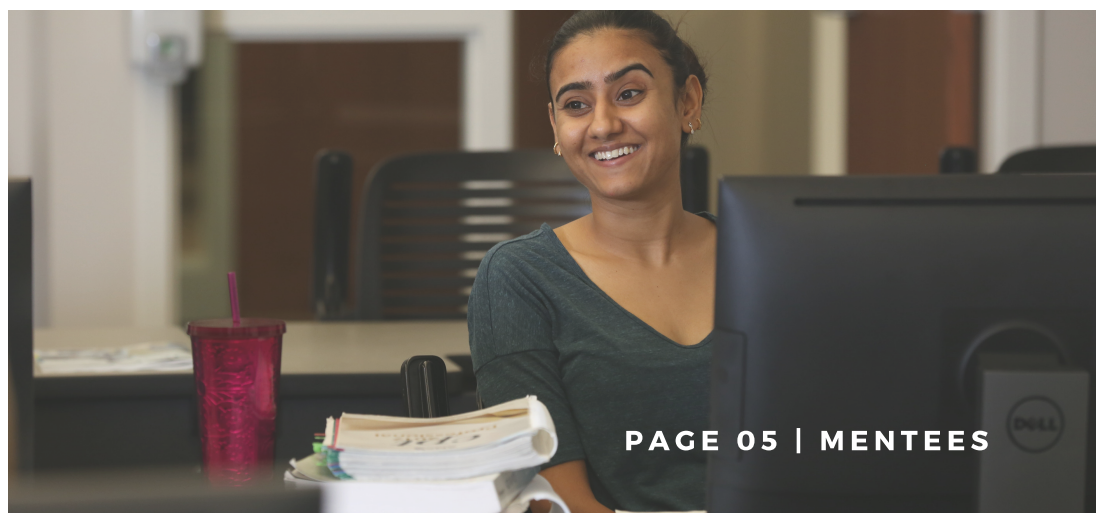
- Explore career options and opportunities from the inside.
- Develop networking and relationship-building skills.
- Gain practical insight into real HIT career life after graduation.
- Prepare for challenges and success.
- Connect with friendly, accessible area professionals.
- Develop/refine long-term career objectives, goals, and road map.
- Practice professional communication skills.
- Cultivate a meaningful HIT professional relationship.

TO PARTICIPATE

- Complete the Mentee Application in Canvas.
- Promptly contact your mentor.
- Discuss and complete a Mentoring Agreement with your mentor.
- Abide by the JCCC policies re: confidentiality and model professional behavior.

TIME COMMITMENT

- 1-2 hours/month, generally via e-mail or phone/text.
- Mentors and Mentees may meet in-person as their schedules allow; however, it is recommended to conduct an initial face-to-face meeting and meet at a minimum of one educational event.



MENTEES

MENTEE RESPONSIBILITY FORM

As a JCCC Mentee, I agree to the following:

- **I will visit the JCCC Career Development Center** to review their services prior to meeting with my mentor.
<https://www.jccc.edu/student-resources/career-development/index.html>
- **I will be actively involved in my mentorship** by completing the Mentorship Agreement with my mentor; initiating communication; listening and learning; coming prepared for meetings; being inquisitive and generating professional goals and objectives.
- **I will join my associated professional organization** (HIMSS, AAPC, AHIMA), **and will attend at least one organized event at JCCC** (professional organization membership may require a small fee to JCCC students, please email your department chair: Lori Brooks or Amanda Kraus).
- **I will connect with my mentor at least once a month.** It is my responsibility to reach out to my mentor.
- **I will be available to meet with my mentor** at least once during the semester.
- **I will notify my mentor if I cannot meet/connect** with them for any reason and will reschedule any cancelled meeting.

I will contact the program coordinators with any questions or concerns:

LORI BROOKS: lbrook17@jccc.edu

AMANDA KRAUS: aleitnak@jccc.edu

NAN ABBOT: nabbot@jccc.edu

NAME:

SIGNATURE:

DATE:

MENTORS

MENTOR ROLE

Mentors help participants develop professional skills required for career development. Mentors can also provide valuable insight and advice on career plans, how to develop professional goals, and provide guidance about potential employers and career networking opportunities.

MENTOR RESPONSIBILITIES

- Share your experiences and expertise.
- Discuss career planning, goal setting with the mentee.
- Complete Joint Mentorship Agreement with mentee.
- Listen without judgement while providing other points/strategies to consider.
- Respond to email communications from the mentee within a few days.
- Offer encouragement and advice.
- Maintain professional confidentiality.

TO PARTICIPATE

- Complete the Mentor Application in Canvas.
- Respond promptly to accept or decline mentoring requests from students.
- Discuss and complete a Joint Mentoring Agreement with your mentee.
- Abide by the JCCC policies outlined in the Mentorship Guidelines and Disclosures, regarding confidentiality, and model professional behavior.

TIME COMMITMENT

- Connect at least 1-2 hours/month, generally via e-mail or phone/text.
- Mentors and Mentees may meet in-person as their schedules allow; however, it is recommended to conduct an initial face-to-face meeting and meet at a minimum of one educational event.

MENTORS

MENTOR/MENTEE ASSIGNMENT

You will be sent an informational e-mail with the name and contact information of your mentee. Your mentee will reach-out to you within three (3) business days following this notification.

Please Note: Mentors are **not** expected to offer mentees a job or internship. The purpose of this program is to provide additional support and guidance. While the mentorship may result in recommendations regarding jobs and/or internships, it should not be the expectation. The JCCC Career Development Center (CDC), which is free and available to all students, offers one-on-one career coaching, professional development, and additional resources to assist students with job and/or internship searches. Mentees are required to visit the CDC prior to meeting with his/her mentor in order to keep these two programs distinct.

<https://www.jccc.edu/student-resources/career-development/inex.html>



MENTORS

MENTOR RESPONSIBILITY FORM

As a mentor in the JCCC HCIS/MIRM Career Mentorship Program, I agree to the following:

- **Connect with my mentee at least once a month:** I understand it is my Mentee's responsibility to initiate contact, but I may reach out if desired.
- **Meet with my mentee, in-person, at least twice during the semester:** once to meet, individually, and another time at a GKCHIMSS, AAPCKC, or KCHIMA event.
- **Notify my mentee if I cannot meet/connect** with them for any reason and reschedule any cancelled meeting.
- **Facilitate and/or assist my mentee with career planning** such as identifying short-term career goals, informal interviewing strategies, and shadowing experiences, if possible.

I will contact the program coordinators with any questions or concerns:

LORI BROOKS: lbrook17@jccc.edu

AMANDA KRAUS: aleitnak@jccc.edu

NAN ABBOT: nabbot@jccc.edu

NAME:

SIGNATURE:

DATE:

PROGRAM DOCUMENTS

MENTORSHIP AGREEMENT AND PLAN

OBJECTIVE

To establish a mentoring relationship to foster the mentee's knowledge of the HIT field, to explore professional networking opportunities and methods, and provide a window into day-to-day work life as a HIT professional.

THE MENTOR agrees to discuss their current professional role, day to day challenges, and the HIT industry in general; discuss and model networking; to attend one GKCHIMSS or AAPCKC/KCHIMA educational events with the mentee; to respond to e-mail communication from the mentee; to provide respectful and constructive input on career planning, practice interviewing skills and offer feedback about the mentee's professional communication skills, which might include review of a résumé and other documents, electronic communications, and oral presentations.

THE MENTEE agrees to be actively engaged in the program: demonstrate willingness to discuss career development and other objectives of the mentorship agreement; initiate contact, keep appointments and other commitments with the mentor; respond promptly to mentor communications and receive the mentor's feedback and advice with a willingness to learn. The mentee also agrees to attend at least one GKCHIMSS or AAPCKC/KCHIMA educational event with the mentor as an opportunity for professional networking. Mentees should address issues in the mentoring relationship in a direct, yet respectful, manner.

METHODS OF COMMUNICATION

My mentor/mentee agrees to receive program communication by:

Email Phone HIMSS Educational Events Online Video Chat

FREQUENCY OF COMMUNICATION

The mentor agrees to receive and respond to 2-4 email communications per month and/or up to one meeting per month, totaling no more than 2-3 hours per month.

CONFIDENTIALITY

Please maintain respectful, professional confidentiality during all mentorship communication.

MENTORSHIP GOALS

GOAL #1:

STEPS TO COMPLETE GOAL

DEADLINES

RESOURCES

QUESTIONS & COMMENTS

MENTORSHIP GOALS

GOAL #2:

STEPS TO COMPLETE GOAL

DEADLINES

RESOURCES

QUESTIONS & COMMENTS

MENTORSHIP GOALS

GOAL #3:

STEPS TO COMPLETE GOAL

DEADLINES

RESOURCES

QUESTIONS & COMMENTS

MENTORSHIP GOALS

GOAL #4:

STEPS TO COMPLETE GOAL

DEADLINES

RESOURCES

QUESTIONS & COMMENTS

MENTEE RESOURCES

SUGGESTED DISCUSSION TOPICS FOR MENTOR MEETINGS

In addition to the talking points listed below, there are many other suggestions online, available by searching *questions to ask a mentor*, or something similar. Be prepared for each mentorship meeting with a list of questions related to exploration of your mentor's profession, and discussion topics related to each of your goals outlined in the Joint Mentorship Agreement.

- Do you enjoy your current position?
- Describe your various responsibilities, your typical day, the team you work with, your physical working environment, the length of your work day.
- What gives you the greatest sense of job satisfaction - the most rewarding part of your role?
- What was a great moment at work during the past year? What made it great?
- What was the most difficult moment? How did you get through it?
- What do you regard as your major strengths?
- Do you find that your "hard" skills (such as your IT knowledge) are most important for your position? What role do your "soft" skills (such as communication, teamwork, attitude) play? What "soft" skills do you think are important for success in your position?
- What areas would you like to focus on for improvement?
- Describe the area of responsibility that you find most frustrating?
- What helps you most in your work?
- What hinders you from achieving your goals?
- Are you happy in your present job? Why? Why not?
- Do you work within traditional work hours?

MENTEE MEETING CONSIDERATIONS

JCCC CAREER DEVELOPMENT CENTER (CDC)

Mentees are required to contact the CDC prior to the initial meeting with the assigned mentor. It is important to understand the Career Development Center resources prior to meeting with your mentor so that you are fully benefiting from both services and making the most of the added-value of your mentorship.

<https://www.jccc.edu/student-resources/career-development/inex.html>

MEETING SPACE/LOCATION

You will need to establish convenient meeting venues. It is recommended to identify several convenient locations with ample parking. If possible, arrange meetings in coordination with your mentor's schedule, such as:

- before or after GKCHIMSS/AAPCKC/KCHIMA educational events
- JCCC: contact a program coordinator to reserve a meeting room
- public libraries: call-ahead to reserve a meeting room

REFRESHMENTS

Mentors should not be placed in a position to spend money on mentees. It is better to avoid meeting at coffee houses, bars, or restaurants to make the best impression and optimize your mentorship opportunity.

SUPPLIES

Always be prepared with pen/paper and/or device should you decide to take notes or jointly review research.

MENTORSHIP CONTACTS

MY CONTACTS

MENTOR/MENTEE:

PHONE:

E-MAIL:

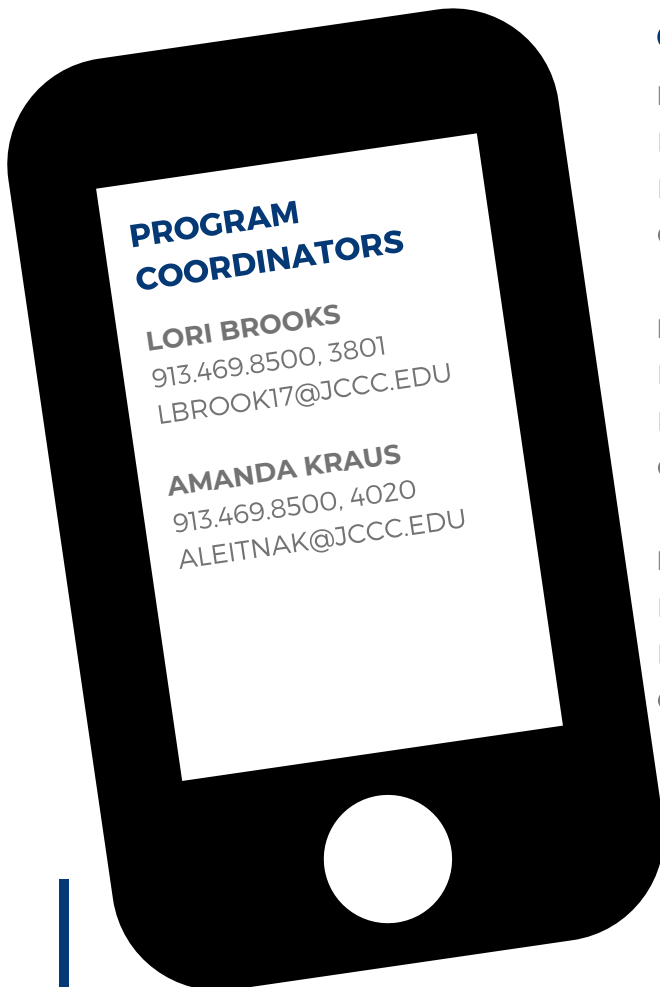
OTHER:

MENTOR/MENTEE:

PHONE:

E-MAIL:

OTHER:



OTHER CONTACTS

NAME:

PHONE:

E-MAIL:

OTHER:

NAME:

PHONE:

E-MAIL:

OTHER:

NAME:

PHONE:

E-MAIL:

OTHER:

GUIDELINES, DISCLOSURES

Please read these disclosures and follow these guidelines throughout your involvement in the JCCC HIT Career Mentorship program:

The JCCC HIT Career Mentorship program is not a job search, resume posting, job board or employment service. Its purpose is to connect students with mentors who will help them further their professional skills and assist with career development planning, but not serve as a job interview or placement.

The program is **not** responsible for the content of communications and interactions between mentors and mentees, but reserves the right to terminate the participation of anyone that violates JCCC policy guidelines, such as those regarding FERPA, sexual harassment and non-discrimination.

Professionalism: Use the mentorship relationship to practice and model professional behavior.

Mentorship is not therapy: Focus on career-related issues, as this is the student's opportunity to gain a unique perspective and insight into his/her career plan.

Confidentiality: Maintain respectful, professional confidentiality during all mentorship communication.

Communication: Communication should be guided by the Mentorship Agreement, with regards to frequency and length of contacts

Responsibility: Mentors and mentees are always responsible to act professionally.