

6 Month Program

New UMC employee

Mentor

2 nd Month Agenda			Mentor Initials
Orientation			
Tell me how orientation is going? Will you be changing shifts?			
How are you progressing through orientation?			
Do you feel like you are able to manage your time /assignments?			
How are things going with your preceptor?			
When are you scheduled to complete orientation?			
Has the GN residency program started? Is it helpful?			
Are you utilizing the online system for orientation (Galen)?			
What skills are you the most comfortable with at this point?			
What things are the most challenging to you at this present time?			
What types of activities do you like to do to relieve stress?			
Computer Documentation			
What is your comfort level with documentation via Cerner/INET?			
Computer Navigation			
Navigation of the UMC Intranet, www.umchealthsystem.com, Lawson Portal			
Do they know how to:	·		
☐ Check Kronos Timecard		Compliance Hotline	
☐ Check Email		Activate Code Stroke/ Hiplink	
☐ Locate Nursing Policies		Locate HR benefit information in	
☐ Locate Standing Orders, Consents,	_	Workday	
UMC forms, etc.		Locate Performance Manager	
Have you had your 90-day evaluation?			
Patient Satisfaction-What's in it for me?			
Performance Manager / Setting Goals			
What are some professional goals that you have for yourself? How can I help?			
1			
2			
Mentee Printed Name	Manto	r Printed Name	
wieniee i rinieu ivame	меню	i i riniea ivame	
Mentee Signature Mentor Signature			
Date	Date		