



APNA Mentor Match: Mentee Guide

You're invited to join the new APNA Mentor Match, an online program that helps prospective mentees and mentors connect. Reach out to your psychiatric mental health nursing colleagues - either by sharing your knowledge and experience as a mentor or by learning and benefitting from another's as a mentee...or both!

APNA Mentor Match allows you the flexibility to create a mentorship based on your needs.

When you enroll, you'll be able search the database of enrolled APNA members for mentors with whom you'd like to connect. Mentors and mentees can find each other based upon experience, specialty, location, time period available, or even method of communication.

Quick Steps:

- [Enroll as a Mentee](#) by filling out your Mentee Profile.
- [Search for a Mentor](#).
- Send a Mentoring Relationship Request to a mentor who fits your needs.
- Receive a message indicating that the mentor has confirmed your request.
- Message the mentor to begin the mentorship!

Enroll as a Mentee – Detailed Instructions:

1. Log in to Member Bridge (<http://community.apna.org>)

APNA Member Bridge

Contact Us | APNA.org | Search

Login to see members only content

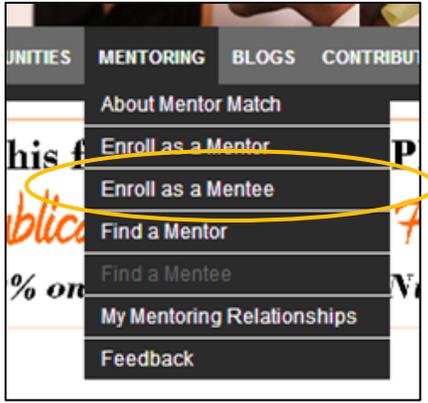
MEMBER BRIDGE HOME MY PROFILE COMMUNITIES MENTORING BLOGS CONTRIBUTE APNA HOME

Search

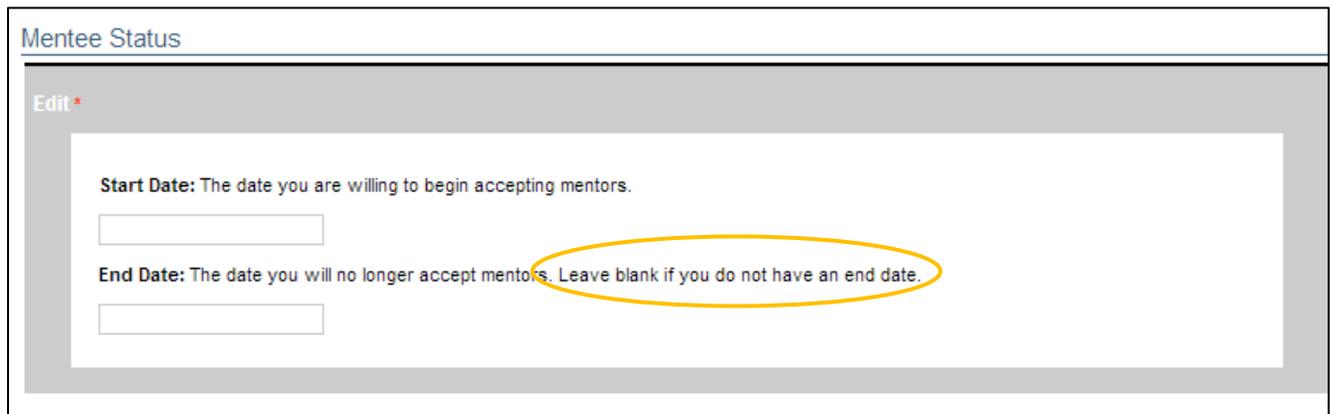
Check out this feature of your APNA membership:

Your user name is usually your last name and your password your member id#. If you're not sure what your login information is, call our Membership Department at 855-863-APNA (2762). You can also click the **Forgot your login information?** on the log in screen and the system will email it to you.

2. If this is your first time logging in, review the Code of Conduct and then scroll down to the bottom of the screen and hit the **I Agree** button to indicate that you agree to them.
3. Go to the Mentoring tab in the top navigation bar and select [Enroll as a Mentee](#):



4. This will take you to a [Mentee Enrollment](#) page, where you will fill out your **Mentee Profile**. Your mentee profile will help prospective mentors find and learn a little bit about you.
5. Select your **Mentee Status**: The Start date indicates when your profile will be active and you will be ready to participate in the program. The End Date specifies when you would like to end your participation in the program. If you do not want to end your participation at a specific time, leave the end date field blank:

A screenshot of a web form titled 'Mentee Status'. The form has a header 'Mentee Status' and an 'Edit*' link. The form contains two fields: 'Start Date' and 'End Date'. The 'Start Date' field is a text input with a placeholder 'Start Date: The date you are willing to begin accepting mentors.' Below it is an empty text input box. The 'End Date' field is a text input with a placeholder 'End Date: The date you will no longer accept mentors. Leave blank if you do not have an end date.' Below it is an empty text input box. The 'End Date' field and its placeholder text are circled in yellow.

6. Select the **Mentoring Venues** that you would like to use to communicate with your Mentor. Select as many as you like:

Mentoring Venue

Edit Mentoring Venue *

Face-to-Face Phone Videoconference

Web-Based

7. In the **Time Commitment** box, select the number of hours per month that you would like to spend communicating with your mentor. Select as many options as you like:

Time Commitment

Edit Time Commitment *

1 - 2 hours per month 3 - 4 hours per month 5+ hours per month

8. Indicate whether or not you are looking for a mentor to serve as your preceptor:

Are you looking for a preceptor?

Edit Are you looking for a preceptor? *

No Yes Not Specified

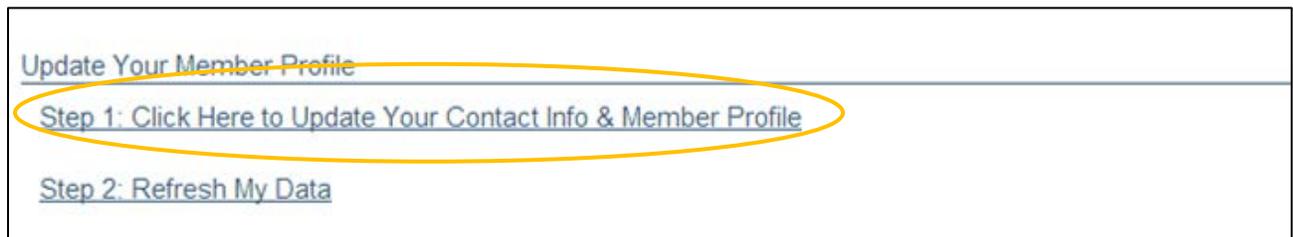
9. Hit the **Save** button to save your Mentee Profile and enroll in the APNA Mentor Match Program.



Save Mentee Enrollment

save cancel

10. To enhance your Mentee Profile and enable Mentors to better search for you, update your Member Profile by clicking on the **Step 1** link below the Save Mentee Enrollment box:



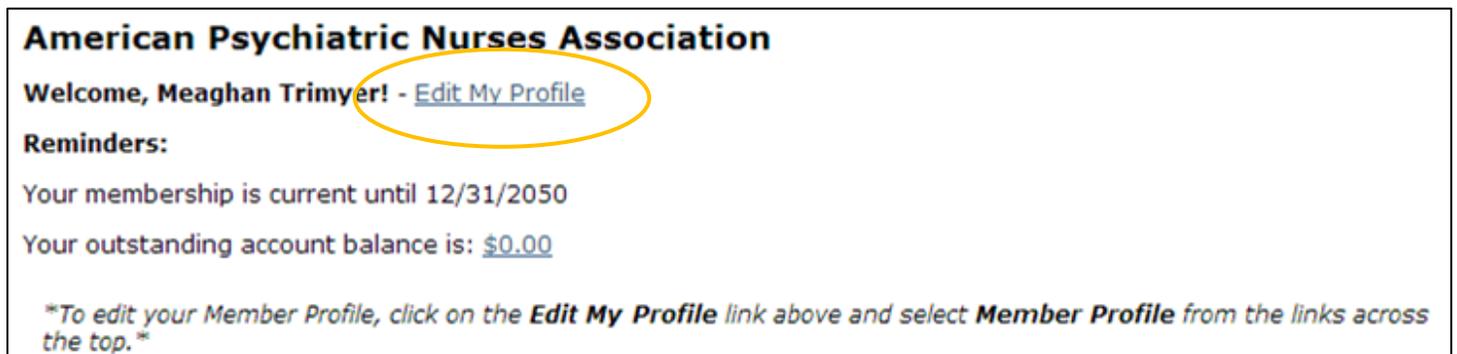
Update Your Member Profile

[Step 1: Click Here to Update Your Contact Info & Member Profile](#)

[Step 2: Refresh My Data](#)

11. Your browser will open another window where you may be prompted to log in again. Use the same username and password that you used to log in to Member Bridge.

12. Click on the **Edit my Profile** link:



American Psychiatric Nurses Association

Welcome, Meaghan Trimyer! - [Edit My Profile](#)

Reminders:

Your membership is current until 12/31/2050

Your outstanding account balance is: [\\$0.00](#)

To edit your Member Profile, click on the **Edit My Profile link above and select **Member Profile** from the links across the top.**

13. Check your contact information to be sure that it is up-to-date. (If you make any changes, remember to hit the **Update** button!) Then hit the **Member Profile** link.

[Main](#) [Address](#) [Phones](#) [Member Profile](#) [Login](#)

Name = Trimyer, Meaghan

Prefix Last Name * First Name * Middle

Informal Name Suffix

Title

Company Name

Email (Send) * CCMail (separate multiple by ';')

Website

Include this user in Broadcast Emails
 Yes No

* Required

14. You will then be taken to a screen where you can fill in the various fields in your Member Profile. It's important to fill in your **Expert Knowledge Area**, **Subspecialty**, and **Profile in Nursing** as mentors will use those fields to search for prospective mentees. Hit **Save** to save your updates.

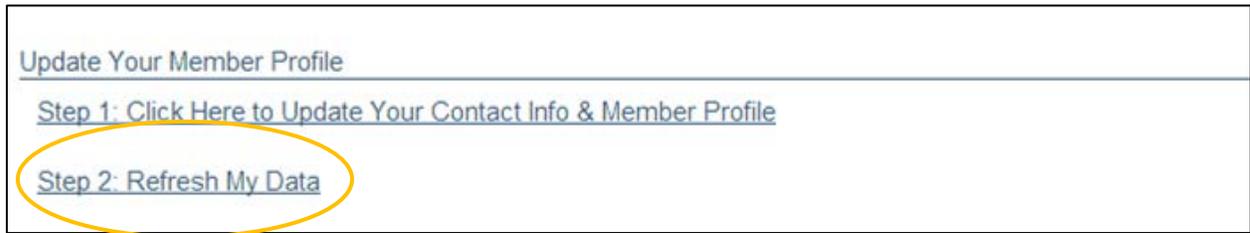
Custom Fields:

Experience in Nursing [Select One] ▼	Experience in Psychiatric Nursing [Select One] ▼
Licensure (Press Ctrl to select more than one.) [Select One or More] ▲ RN APRN ▼	Profile in Nursing (Press Ctrl to select more than one.) [Select One or More] ▲ RN CNS NP ▼
Work Setting 1 [Select One] ▼	Role in Work Setting 1 [Select One] ▼
Work Setting 2 [Select One] ▼	Role in Work Setting 2 [Select One] ▼
Nursing Employment [Select One] ▼	Level of Care Provided (Press Ctrl to select more than one.) [Select One or More] ▲ Inpatient Outpatient Home Care ▼
Levels of Education (Press Ctrl to select more than one.) [Select One or More] ▲ Diploma Associate Degree Baccalaureate in Nursing ▼	Expert Knowledge Area (Press Ctrl to select up to four.) Administration Alternative Therapies Anxiety Disorders APNA Leadership ▼
Subspecialty (Press Ctrl to select more than one.) [Select One or More] ▲ Child Adolescent Adult ▼	Gender Female ▼
Age Range [Select One] ▼	Race/Ethnic Origin [Select One or More] ▲ American Indian or Alaskan Native Asian or Pacific Islander African American ▼
I do not wish to receive mail from third parties False ▼	
Save	

15. You can now close out of this tab/window and return to the Enroll as Mentee page.



16. In the Update Your Member Profile box, hit the Step 2 link to refresh your profile information in Member Bridge



17. A confirmation page will open up, confirming that your data has been refreshed. You can go ahead and close this tab/window to return to your Mentee Enrollment page.



18. You now have a **Mentee Profile** which displays all of the information you just completed as well as a **mentee badge** which prospective mentors can click on to send you a mentoring request:

APNA Abigail

[Profile](#) [My Postings](#) [My Shared Files](#) [Mentor Profile](#) [Mentee Profile](#)



Mentee Status

Status: Active

Start of Mentee Availability: 3/4/2013

End of Mentee Availability: Mentee has not set an end date.

[Edit Mentee Status](#) [Search Mentor](#)

Mentoring Venue

Web-Based

Time Commitment

3 - 4 hours per month

Looking for a preceptor:

No

Expert Knowledge Area

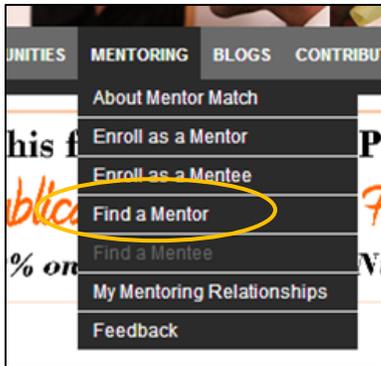
Mentee

[Click Here to Contact](#)

Find a Mentor – Detailed Instructions

Now that you are enrolled as a Mentee, it's time to find a Mentor!

1. From the **Mentoring** tab on the main menu bar, select [Find a Mentor](#):



Or, from the [Mentee Enrollment](#) page (*after* you have hit **Save** to save your enrollment and update your Member Profile!) hit the [Find a Mentor](#) button:



2. On the [Find a Mentor](#) page, select the criteria that you want to use for your mentor search. You MUST fill in the first three fields. (Note that the search will return results that contain *any* of the values you select for each field.)

Find a Mentor

Instructions

To initiate the matching process, first use the criteria below to search for a mentor who will be a good fit for you. Start by filling in the three required fields and then fill in any or all of the criteria below to narrow your search.

Required to Search for a Mentor

Mentor's Preferred Mentoring Venue

Face-to-Face Phone Videoconference
 Web-Based

Mentor's Time Commitment

1 - 2 hours per month 3 - 4 hours per month 5+ hours per month

Should the Mentor be willing to be a preceptor?

No Yes

Optional to Search for a Mentor

Mentor's Expert Knowledge Areas

Administration Alternative Therapies Anxiety Disorders

3. Once you have filled in the fields, hit the **Find Mentor** button:

Profile in Nursing

Certified CNS None of the Above
 NP Prescriptive Authority RN

4. A listing of all the mentors whose profiles match your criteria will be returned. Click on each **mentor's name** to view their profile:

Search Results

[Switch name to First Last](#)

Sort [Name Z-A](#) Sort [Company Name A-Z City State Country](#)



[Trimyer, Meaghan](#)

APNA
Communications Coordinator
Merrifield, VA, United States

1

5. Once you have found a good match, click on the **mentor badge** below the mentor's profile image:

Meaghan Trimyer

[Profile](#) | [My Postings](#) | [My Shared Files](#) | [Mentor Profile](#)



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United States
22042
www.apna.org
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mtrimyer@apna.org

Current APNA Activities:
President and Executive Director, ISE Control, Empowerment, and Recovery, ISE Safety Workgroup, Undergraduate Committee: Group 1, Undergraduate Committee: Group 2, Undergraduate Committee: Group 3, APNA 26th Annual Conference Connect, HL Support Community, National Leadership Forum, President & Executive Director, CPT Coding Changes: Webinar Discussion, Administrative Council Steering Committee, Advanced Practice Steering Committee, APNA Council of Directors, Child and Adolescent Council Steering Committee, Education Council Steering Committee, Forensic Council Steering Committee, Institute for Mental Health Advocacy Steering Committee, National Council for Safe Environments Steering Committee, Recovery Council Steering Committee, Research Council Steering Committee, RN-PMH Council Steering Committee

Mentor
[Click Here to Contact](#)

[Add Meaghan as contact](#)
[Send Message](#)

6. A message template will appear. You can input your own personal message if you wish, but do NOT edit the pre-populated links in the message. Hit the gray **Send** button.

Mentor Match Invitation

To: Meaghan Trimyer

Subject: Abigail APNA has requested you to be their Mentor

Mentor Request

Hi Meaghan,

I have enrolled in the APNA Mentor Match program as a mentee. I was impressed by your profile and would love to have you as a mentor.

To learn a little bit more about me and what I'm looking for, you can view my profile here: <http://community.apna.org/APNA/Profile?UserKey=bb63c399-ba30-4238-a181-df15e5ebaf94>

Message:

Thanks and I look forward to hearing from you,
Abigail

Visit <http://community.apna.org/Mentoring/MyMentoringRelationships> to accept or decline this request.

Questions? Contact Meaghan Trimyer at mtrimyer@apna.org. Thanks for participating in APNA Mentor Match!
American Psychiatric Nurses Association

Sample Personalized Mentor Invitation:

Hi (NAME),

My name is (NAME) and I am from (LOCATION). I have enrolled in the APNA Mentor Match program as a mentee. I was impressed by your profile and would love to have you as a mentor. (GIVE MORE FEEDBACK WHY)

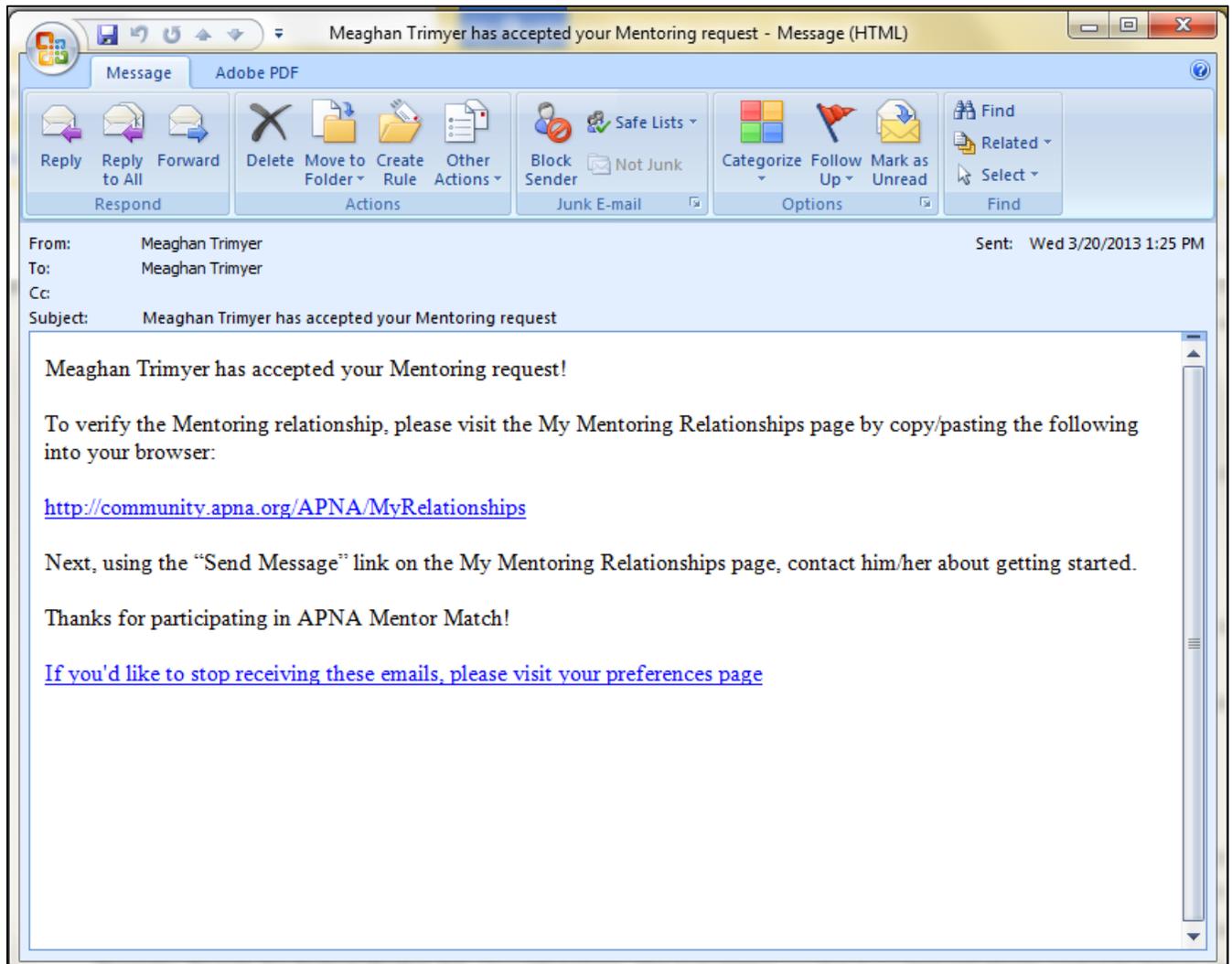
I am looking for a mentor willing to work with me (NUMBER OF HOURS) per month over (LENGTH OF MENTORSHIP). I'd prefer to communicate via (MENTORING VENUE).

To learn a little bit more about me and what I'm looking for, you can view my profile here: (LINK TO YOUR PROFILE IS AUTOMATICALLY POPULATED. DO NOT EDIT.)

Thanks and I will look forward to hearing from you,
(NAME)

Visit <http://community.apna.org/Mentoring/MyMentoringRelationships> to accept or decline this request.

7. The Mentor will receive your message in their Member Bridge **inbox** and via **email**.
8. When they accept your request, you will receive a notification email. Follow the directions in the email to verify the mentorship and send your new mentor a message:



- a. If you don't hear from the mentor within one or two weeks, feel free to contact them using the contact information found on their profile page.
- b. If the mentor is unable to accept your request, you will also receive an email notification. If that happens, go back to the [Find a Mentor](#) page and try again or email mtrimyer@apna.org for help.

Get Started!

1. Send your mentor a message via the [My Mentoring Relationships](#) page to set up a plan for working together.
2. To view all of the messages you have exchanged, click on the **View** link in the Inbox column.

(Note: Do not click on the complete link until your mentoring relationship is finished – doing so will end the relationship)

My Mentoring Relationships

Keep track of your activity in the online mentoring program. View and manage requests from individuals who would like to have you as a mentor or mentee, monitor your active and/or completed mentoring relationships, and access a list of requests you may have declined.

[Requests](#)

[Active](#)

<u>Mentor</u>	<u>Request Date</u>	<u>Acceptance Date</u>	<u>End Date</u>	<u>Inbox</u>	<u>Actions</u>
Meaghan Trimyer	3/20/2013 1:36:30 PM	3/20/2013 1:36:51 PM		View	Complete Send Message

[Completed](#)

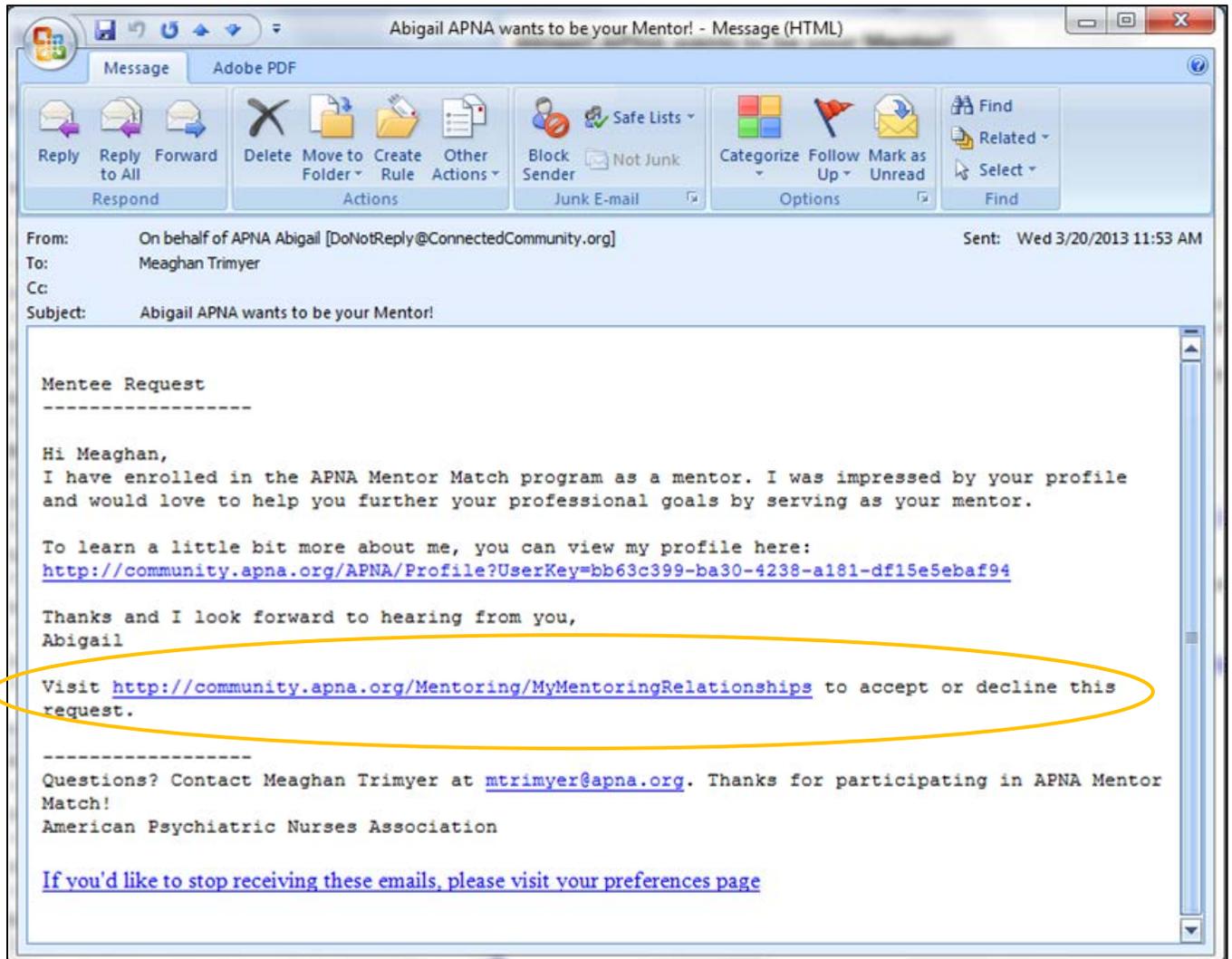
[Declined](#)

Any current mentoring relationships you have will show up in the Active section. Those that have been completed will be listed in the Completed section and those that have been declined, in the Declined section.

Request from Mentor – Detailed Instructions

A mentor may send you a message offering to be your mentor.

1. You will receive an email with a link to their profile and to the [My Mentoring Relationships](#) page. It will look something like this:



2. To accept or decline their request, click on the [My Mentoring Relationships](#) link.

3. Then accept, decline, and/or send the prospective mentor a message:

My Mentoring Relationships

Keep track of your activity in the online mentoring program. View and manage requests from individuals who would like to have you as a mentor or mentee, monitor your active and/or completed mentoring relationships, and access a list of requests you may have declined.

Requests

Mentee	Request Date	Acceptance Date	End Date	Inbox	Actions
	3/19/2013 4:58:13 PM			View	Accept Decline Send Message delete

Mentor	Request Date	Acceptance Date	End Date	Inbox	Actions
APNA Abigail	3/19/2013 5:04:03 PM			View	Accept Decline Send Message delete

Active

Completed

Declined

Additional Tools:

- For questions, comments, etc., please contact Meaghan Trimyer at mtrimyer@apna.org or 571-533-1931
- **Short Video Overview of Mentor Match:**
<http://community.apna.org/APNA/Mentoring/AboutMentorMatch/IntroductiontoMentorMatch>
- Free podcast in the APNA eLearning Center:
[Fundamentals of Mentoring](#)
0.5 Contact Hours
Upon completion of this presentation, the participant will be able to:
 1. Describe the process of developing, maintaining, and terminating the relationship.
 2. Summarize adult learning principles and generational differences.
 3. Identify a minimum of 3 characteristics of an effective mentor.
 4. Identify 2-3 resources available to the mentor and mentee.

The American Psychiatric Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.