**Application for Mentor role for the IPCNC Fundamentals of Infection Prevention & Control Programme**

The aim of the IPCNC Fundamentals of Infection Prevention and Control Programme is to support new and existing infection prevention and control (IPC) practitioners within New Zealand, to gain the basic IPC knowledge required for this speciality practice. The programme introduces the key concepts that underpin the practice of IPC in all healthcare settings.

The programme is delivered in cohorts of up to six people (mentees), supported by an experienced IPC practitioner who acts as their mentor. Mentees complete 9 modules (10 workbooks) of self-directed study, supported by their mentor. This document outlines the role of the mentor, the application process to become a mentor and a description of expected mentor activity.

**Role Description**

Pre-requisites

* Current membership of IPCNC
* Working more than 3 years part time in infection prevention and control where IPC was a major focus of your role.
* Nomination for the role by an experienced IPC peer or employer.

Essential requirements

* Knowledge of the application of IPC principles across a broad range of healthcare sectors including acute and surgical care, aged residential care, and primary care.
* Prior experience in IPC mentoring or providing IPC training and education.
* Strong interpersonal and verbal communication skills
* Ability to relate to and motivate mentees effectively
* Ability to utilise web based apps to enhance and streamline meetings to meet mentee need

Desirable

* A formal qualification related to IPC.
* A relevant qualification in adult education.
* Ability to stimulate and interest mentees in IPC and help problem-solve in their own workplace.

Mentor activities

10 hours per month is allocated over 4 -5 months to mentor a cohort of six learners. The programme will run for 4+ months with 9 modules (10 workbooks) to be completed and assessed.

The following activity is expected from the mentor:

* Setup and run an initial meeting (1) with mentees (via Zoom or Teams) and subsequent monthly meetings (x3).
* Encourage attendance at virtual meetings to foster peer support. (compulsory attendance required for 3 out of the 4 monthly meetings)
* Disseminate workbooks electronically to the mentees, staggered over the 4-month period.
* Prepare an agenda with discussion topics and questions for the virtual meetings to encourage people talking and sharing and learning from each other.
* Support mentees to complete workbooks as required.
* Receive and assess the workbooks and provide overall feedback to individual mentees in a timely manner.
* Respond and provide advice to individual mentees about specific queries.
* Communicate with the programme coordinator about any mentees that are struggling to complete the work or drop-out of the programme.
* Report to programme coordinator any broken URL links or other suggestions for revision of individual workbooks.

A detailed guide for mentors is provided in Appendix B.

Reimbursement

Each mentor will be reimbursed with $3000 (includes GST) once each cohort’s programme is completed and the mentees evaluations are sent to the programme coordinator. Once a completed evaluation is received the coordinator will send a certificate.

Mentors are responsible for their own income tax requirements.

The mentor is responsible for sending their invoice to the programme coordinator who will verify it then forward it to the IPCNC Treasurer for payment.

**Application process**

Prospective mentors shall be nominated by a peer experienced IPC practitioner, their employer or their manager.

Complete the application form (Appendix A) and send to the IPCNC Secretary. Applications are assessed as suitable by the programme Coordinator and the IPCNC Education Officer or designee.

**Appendix A: Application for role of Mentor for the IPCNC Fundamentals of IPC Programme**

1. **Nomination:**

I, ..................................... wish to nominate the following person for the role of Mentor:

………………………………………. …………………………………………………

(Surname) (Given Name)

1. **Suitability to Role:**

Please explain why this person would be suitable for this position in terms of IPC knowledge and experience:

Please explain why this person would be suitable for this position in terms of mentor ability:

1. **Relationship to nominee**

Please explain in what capacity you know this person and for how long?

1. **Employer Undertaking (where applicable)**

Will you support xxxx being released from normal duties to fulfil this requirement?

Yes / No / n/a

Signed: ..................................... Date:...................................................

**The below section is to be completed by the Nominee**

Name:

Phone:

E-mail:

Current role:

Current employer or self-contractor:

Number of years working in IPC:

IPC or adult education qualifications if applicable:

Explain why you are suitable to be a mentor. Include any experience or skills related to mentoring/coaching and IPC knowledge of a range of healthcare settings.

Full name:

Signature Date

Please return this form to the IPCNC Secretary [ipcsecretary@outlook.com](mailto:ipcsecretary@outlook.com)

**Appendix B: ‘How to be a mentor’ – a guide for new IPCNC mentors**

Being a mentor in the IPCNC Fundamentals programme requires both knowledge about IPC, and knowledge on how to get our participants interested and stimulated in their own learning and problem solving.

It is envisaged that either 14 hours per month is allocated over 3 months, or 10 hours per month is allocated over 4 months for each cohort.

**Proposed modules and Virtual meetings schedule**

Virtual ZOOM meetings can be arranged through NZNO. To book a zoom meeting email: [Sally.Chapman@nzno.org.nz](mailto:Sally.Chapman@nzno.org.nz). Alternatively, you can make your own virtual meeting bookings that mentees can attend.

1. Email participants and establish initial zoom meeting time.
2. Send participants the Introduction document and first 2 modules (3 workbooks for Hand hygiene and Standard and transmission-based precautions Part 1 and Part 2).

Introduction Zoom. ½ hour.

* Meet all participants and hear about their work situation.
* Establish future meeting times/days suitable for you and the mentees.
* Discuss expectations for completion of the modules and the requirements to achieve a programme achievement certificate at the end.
* Briefly discuss the Introduction and first 2 modules.
* Ask for finished answers to be sent to you prior to next meeting.
* Encourage mentees to find the information, and apply the topics to their own workplace.

Subsequent zooms. 1 hour.

* Quick round the ‘room’ on how the programme is going and their own orientation to IPC.
* Quick feedback on questions in workbook.
* Discussion of answers, and application to the mentees’ workplaces’. Encourage mentees to talk about their experiences.
* Confirm which modules will be sent out next.
* Confirm next meeting date and time.

Final zoom

* Talk about final module as above.
* Discuss group experience and record this feedback for programme coordinator.
* Confirm requirements for programme completion and certificate.

**Workbook assessment**

It is highly recommended that the mentor maintains an up-to-date database of each mentee’s progress and submitted workbooks.

* When work books are received for assessment give ‘overall’ feedback, rather than feedback on each question.
* Look for application of the IPC topic to the mentee’s own workplace.
* Address any inaccurate answers or inappropriate sources mentees have found online for answers.
* Send out written evaluations to mentees after they have returned their final workbook

**On completion of cohort programme**

* Send names and emails of successful participants to the secretary.
* (And what they completed if some modules omitted).
* Send completed evaluations to the IPCNC secretary. [ipcsecretary@outlook.com](mailto:ipcsecretary@outlook.com)
* Submit your invoice to the programme coordinator

**Certificates:**

Participants and mentor to receive certificates from Chair- IPCNC via email, and recognition at IPCNC AGM.