

Mentoring Resources for HIMSS Chapters

Goal

- Engage local, experienced healthcare leaders to mentor Emerging Healthcare Leaders.
- Provide a guide to HIMSS chapters who wish to establish a Mentorship Program to help local Emerging Healthcare Leaders grow, expand, and gain knowledge in the field.
- Connect with HIMSS Approved Education Partners (AEPs) and student members to communicate with mentees and local universities.

An ideal Mentoring Program consists of two participants:

- Mentor: A more senior professional with 5+ years of experience
- Mentee: A more junior, student or entry-level health IT professional

Benefits of Being a Mentor

- Provide guidance to emerging healthcare leaders of tomorrow
- Share your knowledge about the industry
- Cultivate relationships with future healthcare leaders

Benefits of Being a Mentee

- Cultivate a meaningful relationship with a 'seasoned' HIMSS member
- Grow your networking opportunities
- Gain career advice from those experienced in the healthcare IT field

Role of the Mentor

- Provides opportunity to facilitate career exploration with a mentee through a cooperative relationship
- Fosters support with mentee through experience, knowledge and professional advice to seek achievement early in their careers
- Connects students and Emerging Healthcare Leaders with HIMSS brand, programs, opportunities, and senior HIMSS members for career exploration and job opportunities
- Provides guidance with career transition after graduation

Role of a Mentee

- Become acquainted with the HIMSS brand and health IT profession
- Increase your knowledge of the health IT profession, receive advice and valuable connections to HIMSS members and industry connections
- Become familiar with HIMSS JobMine as a possible tool to use in researching jobs and internships

How to Recruit Mentors and Mentees on a Local Chapter Level

- Create an application process
- Consider using a survey tool or PDF document, etc.
- See Attachment I example of application questions
- Chapters maintain and update lists of mentors and mentees
- Current mentees may become future mentors

Mentors: How to get started

- Complete an application
- Get to know each other | ask questions | share some of your experiences (but remember this is about YOU providing guidance to THEM)
- Make the commitment
- What is the best way for the two of you to meet (e.g. in-person, Zoom, phone)?
- Establish a schedule; time/day/how often to meet
- Inquire what the mentee hopes to gain out of this experience

Mentees: How to get started

- Complete an application
- Jot down your ideas for your -desired career path and roadblocks you may encounter
- Share what you wish to gain from this experience and what you would like your mentor to share with you (e.g. day-to-day job tasks, their experience applying for jobs, etc.)
- Mentor Resources
- Mentors may wish to share below links with mentees as an introduction to HIMSS resources.
- HIMSS JobMine - <https://jobmine.himss.org/>
- Emerging Healthcare Leaders Community and Webinar Series - <https://www.himss.org/membership-participation/himss-emerging-healthcare-leaders-community>
- All HIMSS Communities - <https://www.himss.org/membership-participation-communities>

ATTACHMENT I

Example of Mentor and Mentee Application Questions

Both Applications

Applicant Full Name:

In order to ensure compliance with applicable privacy and/or data transfer regulations including, but not limited to, the EU General Data Protection Regulation (“GDPR”), HIMSS Chapters requires your express consent to allow the HIMSS Chapter to process personal data you submit in connection with your Chapter Mentor/Mentee application. Please select one of the following:

I give my consent to HIMSS to share my personal information with third parties solely for/in connection with my application for the mentoring program.

I do not give my consent to HIMSS to share my personal information with third parties solely for/in connection with my application for the mentoring program. By declining to provide consent, I acknowledge and understand that my application for the mentoring program will be withdrawn from consideration.

Mentor Application Questions

Name (First and Last)

Credentials/Designations

Job Title

Organization

Email

Mobile Phone Number

LinkedIn Profile URL

How many years have you worked in the healthcare IT industry?

Previous experience being a mentor? Yes No

If yes, please explain:

State how long your chapter might expect a Mentor to commit to this program

Mentee Application Questions

Name (First and Last Name)

LinkedIn Profile URL

Are you a current HIMSS member? Yes/No

School Information (as applicable)

Are you currently enrolled in an academic program? Yes/No

If yes,

Type of Program Currently Enrolled In

Program Type

University Name

Current Employment Information (as applicable)

Are you currently employed in the health IT field? Yes/No

If yes,

Job Title

Organization

Number of years of employment at this organization

Please identify professional/academic societies or associations to which you belong. Share the level of involvement (e.g. Do you: regularly attend meetings? Volunteer? Attend conferences/seminars sponsored by these organizations?)

Optional

Include any additional information or unique circumstances you believe may enhance your application.

END OF APPLICATION