

Peer Mentorship

Guideline for NSWOC Peer Mentor and NSWOC Student Mentee



NURSES SPECIALIZED IN
WOUND, OSTOMY AND CONTINENCE
CANADA
INFIRMIÈRES SPÉCIALISÉES EN
PLAIES, STOMIES ET CONTINENCE
CANADA



NSWOC Peer Mentor Overview

Overview

Peer mentoring is a form of mentorship that takes place between an experienced NSWOC (peer mentor) and a WOC institute (the peer mentee). The goal of the program is to assist students in developing the skills they will need to be successful in the NSWOC program. Mentors form meaningful relationships with their mentees to provide support. The program aims to build confidence, encourage health lifestyles and contribute to a satisfying NSWOC program experience. The goal for this peer mentorship program is the development of professional relationships which will extend past the program. We aspire to have life long bonds develop between the mentor and the mentee, strengthening the NSWOC family.

Program details

- Requests for a Peer Mentor are accepted throughout the program
- The WOC-Institute will put out calls for mentors and strive to match every student request with a peer mentor
- Peer mentors for the Wound, Ostomy and Continence Education Program (WOC-EP) must be preapproved by the chair of the Wound Ostomy and Continence Institute prior to starting and official mentorship with an NSWOC student mentee
- Peer mentors and mentees may, depending on geographical locations and preferences meet face-to-face, over an online platform or communicate via email/text etc.
- Mentees recognize that is not the role of the mentor to complete assignments, but rather to provide support and guidance in relation to but not limited to, critical thinking, applying knowledge to practice, APA formatting, career advice etc.
- The peer mentor/mentee relationship to a large extent will be determined by the parties involved
- The NSWOC/WOC-Institute's role will be to facilitate the introduction of the peer mentor and mentee. After the initial introduction the

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NSWOC/WOC-Institute will not monitor or communicate with the parties. The NSWOC/WOC-Institute will NOT divulge any personal or academic information with the written approval of the student.

Peer mentors are always in high demand.
To become an NSWOC Peer Mentor please email chair@wocinstitute.ca to express your interest.

Mentor / Student Mentee Relationship Building

The ideal situation is one which the mentee seeks guidance from the mentor before the problem overwhelms the personnel or system resources available. Requests should present a clear question, what does the mentee desire from the mentor?

- Open communication is a key element to productive relationships
- Mentee is responsible to ensure that they are asking the right question to the right mentor
- The mentor is responsible to ensure that they have the knowledge, skills and judgement to provide the information and that they understand the request being made

Peer Mentor – Roles and Responsibilities:

Peer mentors will have the following transferable skills:

- Leadership
- Effective Communication
- Active listening
- Cultural awareness
- Facilitating problem solving

Reviewing and providing constructive feedback on student assignments

- Aid students by reviewing and providing constructive feedback on program assignments including guidance on:
 - APA seven formatting
 - Reviewing assignment content for accuracy and depth
 - The peer mentor should review the assignment question prior to reviewing the student's assignment to ensure the question is being answered fully.
 - Providing students guidance on where to find reliable sources of information
 - Provide guidance on critical thinking and application of knowledge in clinical settings
 - It is NOT the peer mentor's responsibility to ensure that the student obtains a passing grade. The peer mentor is to provide guidance only.
 - If the peer mentor is not familiar with a topic or is unsure, it is their responsibility to inform the student and suggest the student seek additional assistance from their academic advisor.

- Inappropriate use of the Peer Mentor:
 - **Ø Directly editing on the student's paper**
 - The goal of peer mentorship is to provide guidance however not to complete the work for the student.
 - Provide all feedback either verbally or separate from the actual document submitted by the student to avoid directly editing on the paper.
 - **Ø Providing the student with the answers to the assignment**
 - The goal of peer mentorship is to guide the student to the correct sources of information and not to just provide the student the answers
 - Ideally the peer mentor would direct the student to either the appropriate best practice recommendation, journal article or textbook section.
 - **Ø** Peer mentors are instructed **not** to provide feedback if the student is not providing their assignment draft within a week of the assignment due date

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- It is the student's responsibility to research assignments and to answer questions appropriately

Providing Leadership

- Providing leadership and guidance as the student moves through the program and transitions into the role of a NSWOC upon graduation.
- Providing career advice

Student Mentee – Roles and Responsibilities:

Ensure professional and timely communication with mentor

- **Ensure your peer mentor is provided ample time to review your assignment and assignment outline.**
 - At least **1 week** in advance of the due date is required for feedback to be provided in time for the submission date
 - **Ø** Peer mentors are instructed **not** to provide feedback if the student is not providing their assignment draft within a week of the assignment due date
 - Provide your mentor with the assignment outline so they may compare your assignment answers to the questions that are being asked
 - It is the responsibility of the student to provide the assignment outline.
 - **Ø** Peer mentors are instructed **not** to provide feedback if the student has not provided the assignment outline along with their assignment.
- **Students are required to conduct themselves professionally during any communication with the peer mentor. This includes:**
 - Always communicating in a professional tone and manner.
 - Ensuring timely replies to any communication your peer mentor sends you.
 - Understanding that your peer mentor works professionally as an NSWOC and that their time must be respected.
 - When communicating through email:

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- Use your provided WOCINSTITUTE.CA email address for email communication.
- Always using professional language.
- Ensure there is an appropriate subject title, introduction and e-mail signature that includes your name.

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