

Initial Meeting to be completed prior to the end of the On-Boarding Orientation. Mentee, Mentor, QA Team member, and Mentee’s Manager are to be in attendance.

Date of Meeting: _____ QA Team Member: _____

Mentee: _____ Mentor(s): _____

Preferred Day and Time of Weekly/Bi-weekly meetings with QA Team Member: _____

QA/QC & Training Staff to confirm that CITI modules are completed: **Completed** **Not completed** *If not completed,*

Mentee is to complete the CITI modules and provide copies to the QA/QC & Training Staff prior to the Mentee beginning the mentorship

Date of CITI module completion: _____

Mentee’s Preferred Learning Style:

Mentee’s Preferred Style of Communication:

Mentee’s Expectations of the Team:	Mentor’s Expectations of the Mentee:
Mentee’s Expectations of the Mentorship:	Mentor’s Expectations of the Mentorship:

General Expectations for the Mentee:

- Take an active role in your learning!
- Discuss any experiences that are needed with your mentor
- In real time, ask questions or seek clarification as needed

General Expectations for the Mentor:

- Meet with your Mentee and identify areas to either review or to provide exposure to/experience with
- Provide start/stop time expectations for Mentee
- Provide Mentee with ‘debriefing’ opportunities at the end of each day. This will allow the Mentee a chance to ask questions or seek clarification about the day’s events.

Date reviewed: _____ Mentee initials: _____ Mentor Initials: _____ QA Staff Initials: _____

Attendance to meetings and trainings:

Mentee should attend all center/role-specific meetings, SIVs, DSMB meetings, etc.

Mentee will attend job-specific training sessions and classes, possibly including, but not limited to (QA to fill in dates of scheduled training):

- Lab Training _____
- OnCore/eREG Training _____
- Biological Substances Shipping: _____
- Foundations (series of 5 courses): _____
- EPIC Training (Magee Lab): _____

Protocols for Review

- Mentee should be provided with a prioritized list of all protocols that the mentee will train on in eREG. Mentee will review protocols during downtime, or as requested by the mentor and/or Supervisor/Program Manager.
- Mentee will email the study Regulatory Specialist and request that protocol training be assigned in eREG.
- Mentee will ensure that his or her name is listed in eREG prior to performing any study-specific procedures for a patient.
- Mentor to facilitate the mentee obtaining access to any protocol specific/required system (i.e., IVRS, IVWS)

Resources

- Mentor and manager to ensure that Mentee has access to any/all resources needed to complete tasks
- Mentee to ask Mentor, Supervisor, Program Manager, and/or QA/QC Training Coordinator if he/she is having difficulty locating a resource

Touch Base Meetings

Mentee, Mentor(s), Supervisor and/or Program Manager will meet with QA Team Member biweekly.

- Discuss any issues identified
- Discuss what was learned/reviewed from the time of the last meeting
- Review learning opportunities still needed
- Identify any resources required/requested
- Develop plan for upcoming week(s)
- Ensure that protocol training is being completed and documented appropriately

Current Workload
 Mentee to complete this prior to each touch base meeting with current responsibilities
 Responsibilities are role specific, but may include number of assigned protocols, calendar management, etc.

Week #	Responsibilities	Other Comments	Mentee Initials

Assessment of Mentee					
Mentor is to complete this prior to each touch base meeting					
<i>Circle item in each column for the week that most closely matches mentee's capability for each task</i>					
Week #	Protocol compliance	Timeliness of tasks	Attention to details	Organizational skills such as time management, prioritization of tasks, delegation, and communication skills	Comments
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	
	Observational With Supervision Semi-independent Independent N/A	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	Observational With Supervision Semi-independent Independent	

Anyone who has placed their initials on this form should provide their initials and signature below:

Initials	Signature	Initials	Signature

By signing this document, we acknowledge that the mentee has received training for the skills and processes listed within the pages of this packet and that the mentee has formally completed the mentorship.

Mentee Signature

Date

Mentor Signature

Date

Manager/Supervisor Signature

Date

QA/QC Manager Signature

Date