



**Mentorship Academy**  
Building Oncology Leadership & Development

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**AONN+ MENTORSHIP HANDBOOK**

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## MISSION:

The mission of AONN+ is to advance the role of patient navigation in cancer care across the care continuum by providing a network for collaboration, leadership, and development of best practices for the improvement of patient access to care, evidence-based cancer treatment, and quality of life.

## VISION:

The vision of the Academy of Oncology Nurse & Patient Navigators (AONN+) is to achieve, through effective navigation, patient-centered superior quality cancer care coordination from prediagnosis through survivorship/end of life.

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As the largest national specialty organization for oncology nurse and patient navigators, AONN+ continues to pave the way for oncology navigators and leaders across the country by encouraging personal and professional growth through the launch of the AONN+ BOLD: Mentorship Academy.

The mission of the mentorship program is to elevate the profession of navigation by supporting and fostering a reciprocal and collaborative mentoring relationship between 2 individuals who share mutual goals and shared accountability for the outcomes and success of the relationship.

Mentoring is a way to encourage personal and professional growth. The mentor and mentee(s) work together to discover and develop the mentee's latent abilities and encourage the mentee to acquire knowledge and skills as opportunities arise. The mentor serves as a tutor, counselor, and friend, enabling the mentee to sharpen skills and increase knowledge.

The AONN+ team will match interested mentors and mentees based on shared interest in goal setting, strengths and expertise, and what each member hopes to gain from the mentoring relationship to cultivate reciprocity of value. The initial pilot phase will consist of a mentor matched with a mentee for a total of 3 months with an agreed upon communication strategy and time commitment.

Mentorship and goal setting tips are included in the handbook to encourage an optimal experience by both the mentor and mentee. A post-evaluation survey will be distributed at the end of the pilot phase to determine effectiveness and value of the program, lessons learned, as well as metrics outcomes.

AONN+ would like to thank and recognize the valued insight and expertise from several of our committees including our Professional Development, Metrics, and Innovation & Technology Committees. We appreciate your dedication to personal and professional growth and hope you find value in this program.

Sincerely,

AONN+ Internal Leadership

# BENEFITS OF MENTORSHIP

Benefits of Mentoring Relationships and Goal Ideas:	Assist with Career Goals	Broaden a Perspective	Expand a Network	Improve Job Performance & Satisfaction	Self-Development/ Personal Growth
Learn from another person's vision, experience, and knowledge	X	X			X
Obtain career advice and planning assistance	X	X			X
Get more involved in things outside an organization		X	X		
Learn more about self and develop skills					X
Gain assistance solving problems and changing a perspective		X		X	
Remain valuable to an organization				X	
Explore new ways to contribute to an organization		X		X	X
Develop a new adult-to-adult partnership			X		X
Build self-confidence					X
Have a "safe" person to bounce ideas off of		X		X	
Increase energy and interest in work				X	X

Adapted from University of Washington (n.d., p. 4). *Mentoring toolkit for staff, faculty, and leaders interested in Being mentored.* <https://hr.uw.edu/pod/organizational-excellence-and-development/individuals/mentoring-tools/>.

## MENTORSHIP REQUIREMENTS

**AONN+ Member**  
**Recommendation Letter**  
**Current Resume/CV**  
**Mentor Years of Experience (>2 years)**  
**Time Commitment (3 months)**  
**Goal Setting**  
**Post-Mentorship Survey**

We ask that all mentorship program participants provide a recommendation letter signed by their current employer (direct manager/director) stating the participant (potential mentor/mentee) is currently employed, verifying experience and skillset needed for mentor or benefit to the mentee if completion of the program.

TASK	DUE
Complete Pre-Mentorship Survey	6.15.22
Identify SMART Goals (Handbook)	6.15.22
Establish Communication Guidelines	6.15.22
Review Handbook	6.15.22
Start of Mentorship Pilot Program	6.15.22
Schedule Initial Call with Mentor/Mentee	6.17.22
Send E-mail Confirmation of Scheduled Initial Call to AONN+ Leadership Emily.Gentry@amplity.com Jordan.Henderson@amplity.com	6.17.22
Mid-Point Check-In w/AONN+ Leadership (AONN+ to schedule)	8.5.22
End Mentorship Pilot Program	9.15.22
Final Check-In w/All Pilot Participants (AONN+ to schedule)	9.23.22
Complete Post Mentorship Survey	10.1.22

## MATCHING PROCESS

1. Participant completes application online
2. Internal leadership will pair mentors/mentees on several categories including strengths/expertise, learning needs and interests, professional roles, and work settings, etc.
3. Mentor and mentee will receive e-mail introduction with pre-work and handbook along with next steps

## PRE- AND POST-MENTORSHIP EVALUATION

As the Academy of Oncology Nurse & Patient Navigators (AONN+) continues to serve as a valued and trusted resource for our navigation community, the mentor and mentee will be required to take a pre-survey prior to the pilot program and once completing the program.

The intent of the survey is to gain feedback and insight so our internal leadership team can continue to improve and deliver a beneficial program for our AONN+ Members. The participants will receive the survey included in an introductory e-mail prior to the pilot start date and following the completion of the mentorship program along with next steps.

# TIPS FOR MENTORING SUCCESS

## **Inspiring one another**

By setting an example, one may be motivated toward future paths. Challenge the mentee to find importance in what they aspire to do. Help to create a future vision.

## **Active listening**

A sign of good listening is that the person feels they have been clearly heard and understood. To demonstrate active listening, show interest in things mentioned in the past.

## **Sharing similar experiences**

Help the mentee feel empowered to embrace challenges by sharing your experiences.

## **Providing corrective feedback in an encouraging manner**

It is not easy to take feedback well. However, hearing it in a motivating and encouraging tone can help a person accept and apply feedback readily.

## **Maintaining trust**

The mentor and mentee need to trust that discussions are confidential, and that the mentoring relationship is mutually supportive.

## **Being present**

Demonstrate interest, helpful intent, and involvement. Clear your mind of unnecessary thoughts so that you can offer undivided attention.

## **Establishing rapport**

by learning or remembering personal information about each other.

## **Focusing on strengths and potentials**

rather than limitations.

## **Following up frequently**

to maintain accountability and progression toward goals. Even a short e-mail or phone call can make a big difference.

## **Being available**

and keeping appointments.

## **Consistently evaluate the effectiveness of the mentoring**

and make adjustments as needed.

Communication is a 2-way process. In-person or on the phone, voice tone, facial expressions, and hand gestures convey meaning. Because those cues are absent in writing, written communication is a skill and art.

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When communicating through writing, the following tips will help prevent miscommunication:

- **Meaningful subject line**—A clearly written subject line ensures the recipient recognizes the importance and topic of the message and doesn't delete it accidentally.
- **Clear and concise messages**—Take the time to write clear, concise messages.
- **Investigating assumptions**—To prevent misinterpretations, state your understanding of the message or ask for clarification.
- **Discuss communication methods, schedules, frequency of connections, and availability in advance** to prevent communication breakdown and frustration.

## NETWORKING TIPS

People network simply by meeting, connecting, and keeping in touch with others. Quality relationships can enrich life and empower people for goal achievement. It is important to develop and maintain a strong network.

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Suggestions on how to help:

- Discuss how networking has helped advance a career, such as landing a job or promotion, or new skill attainment.
- Share ideas about how to better communicate, including smiling, eye contact, active listening, body language, complimenting, and finding common interests over which to connect.
- Share conversation starters, such as an opening line when meeting people or a list of get-to-know-you questions.
- Share thoughts on unethical networking practices, such as avoiding the contact of long-forgotten connections when needing something like a job referral.
- Share a few contacts that may help with goal achievement.

# GOAL-SETTING GUIDE

<b>S</b>	Specific	<ul style="list-style-type: none"> <li>• Who is involved?</li> <li>• What do I want to achieve?</li> <li>• When do I need to achieve this?</li> <li>• Why is the goal important?</li> </ul>	
<b>M</b>	Measurable	<ul style="list-style-type: none"> <li>• How will I measure my progress?</li> <li>• How will I know if my goal is achieved?</li> </ul>	
<b>A</b>	Achievable	<ul style="list-style-type: none"> <li>• Will it be clear when the goal is complete?</li> <li>• Is it reasonable to complete the goal in the time allotted?</li> </ul>	
<b>R</b>	Relevant	<ul style="list-style-type: none"> <li>• Is this goal related to my overall success (or success of my business/organization)?</li> </ul>	
<b>T</b>	Time-Based	<ul style="list-style-type: none"> <li>• How long should it take to accomplish this goal?</li> <li>• When will I check in on whether the goal has been completed?</li> <li>• Am I ready to start work on the goal?</li> </ul>	
<a href="https://www.scu.edu/media/offices/human-resources/documents/workday/SMART-Goal-Template.pdf">https://www.scu.edu/media/offices/human-resources/documents/workday/SMART-Goal-Template.pdf</a>			

## RESOURCES

aonnonline.org  
 conquer-magazine.com/pssguide2022

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Thank you for your interest and participation in the AONN+ Bold: Mentorship Academy. For more information on the Mentorship Program and professional development resources please visit our website at <https://aonnonline.org/community/bold>.

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