



SHM's Practice Administrator's Mentor Program FAQ

1. Who should be a mentor or a mentee?

Mentors: Seasoned hospital medicine practice administrators who are looking to invest in aspiring administrators.

Mentees: Mid- and New - practice administrators who are looking to grow professionally within the field of hospital medicine.

2. How will I be matched with my mentor?

There are two models of the program:

Model 1: Mentors/Mentees Match Up –

This model matches less experienced administrators with seasoned professionals to gain more experience and/or exposure. SHM will identify the best fit based on criteria submitted in application.

Model 2: Buddy System – Administrators at any level of expertise or experience would be paired with a peer so that they could learn from one another. SHM will identify the best fit based on criteria submitted in application.

3. What is the benefit to being a mentor?

- Professional Growth — Helps enhance your own leadership skillset
- Personal Satisfaction — provides a rewarding experience knowing your helping to develop future management talent/skills in someone else
- Develops Talent Within Your Own Organization — motivate peers to become higher performers

4. What is the benefit to being a mentee?

- Professional Growth — helps develop career advancement and clarify your career goals and actions
- Role Model — provide an objective person to discuss problems and concerns and serve as a role model
- Acceptance in Professional Community — provides networking and increasing recognition and acceptance

- in your professional community
- Increases your Motivation & Productivity — which benefits not only you but your entire organization

5. What is the time commitment for the program?

Program Steps	Time Commitment
Orientation Webinar	1 hour
Mentor/Mentee Kickoff Call	1 hour
Monthly Mentor meetings	~ 45 minutes to 1 hour
Quarterly updates	5-10 minutes
Mentee preparation for calls	15-60 minutes
Mentor preparation for calls	(as necessary)
Mentor Program Final Call	1 hour
Totals:	Mentor: ~ 16 hours/year, Mentee: ~ 26 hours/year

6. Is there any cost for the program?

This is a FREE program that SHM offers to practice administrator members. The only cost involved is the time commitment.