TERMS OF REFERENCE FOR THE COORDINATOR OF MENTORING PROGRAM

Introduction

Mentoring is a proven approach to drive rich learning and development for both mentees and mentors. Mentoring Program are built through thoughtful planning and sustained commitment to guiding mentees through the mentoring process while continually improving the program.

https://chronus.com. Retrieved 5 April 2018

Under the provisions of an activity preparation, a coordinator/liaison officer needs to be appointed in each State Health Department and hospitals by their nursing unit to coordinate the implementation of this activity.

Objectives of assignment

The main objective is to ensure effective, flexible coordination and implementation of this activity by ensuring that all the mentors in the clinical areas are involved in the supervision and training of mentee with proper recording and data collection of the performances of the mentee.

Duties and Responsibilities

The Coordinator /Liaison Officer would:

1. Ensure the effective and flexible coordination and implementation of the Mentoring Program.

2. Ensure that the mentors are well informed, trained and actively involved in the Mentoring Program.

3. Incorporation with the Nursing Division KKM to ensure effective administration and smooth running of training for the mentees in the clinical areas to ensure success of each mentee at the end of the Mentoring Program.

4. Ensure optimal cooperation of the nursing personnel from the clinical areas with regards to implementation of the Mentoring Program.

5. Ensure the appointment of mentor for each ward/ Clinic is in placed.

6. Conduct updates courses from time to time and attend meetings in relation with Mentoring Program at State Health Department Level or at Ministry of Health Malaysia Nursing Division Level.

Required Output

Prepare and submit 3 monthly activity progress reports, based on the ward reports to the State Nursing Unit and the Nursing Division, Ministry of Health Malaysia.

Indicators for Monitoring of Performance

The success of the Coordinator/ Liaison Officer for the Mentoring Program will be judged by the correct delivery of the Required Outputs abiding by the agreed planned timetable to the Nursing Division, Ministry of Health Malaysia every 3 monthly & 6 monthly (KPI DG).

Qualifications

The Coordinator and mentor for the Mentoring Program must have at least 5 -10 years' relevant experience and have detailed working knowledge in one or more of the wards or health clinics in the clinical fields.