

Mentorship – Organisational Readiness Checklist

The checklist provides a summary of some of the key actions to consider when assessing the level of readiness for implementing a mentorship programme

Planning	Yes	No	Actions
A clear need for mentoring established			
Hospital Management or CHO Manager accepts ownership for the programme			
Management have clear objectives for the programme			
Management have identified staff to lead the programme			
Senior managers/leaders have agreed to support the programme			
Mentorship Implementation Group established			
Funding is secured			
Administrative support is available			
Signed: _____ Title : _____ Date: _____			
Implementation Readiness			
Implementation Plan developed			
Mentorship Database established			
Mentors/mentee Preparation Programme			
Target population for mentoring identified			
Target population and recruitment strategy for Mentor/mentee preparation programme			
Guidelines and tools for Mentors/Mentees available			
Communication strategy in place			
Signed: _____ Title _____ Date _____			
Evaluation			
Education programme evaluation			
Evaluation process to monitor effectiveness of Implementation Plan			
Evaluation process to capture mentee/mentor experiences			
Evaluation process to determine individual impact and outcomes			
Evaluation process to determine service impact			
Evaluation process to determine effectiveness of communication strategy			
Signed: _____ Title _____ Date _____			