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Organizational Information

Name

The name of the chapter shall be the Great Lakes Chapter of the American College of Healthcare Executives (hereinafter referred to as “GLACHE”) and shall include, for purposes of uniformity, “an independent chapter of the American College of Healthcare Executives” (hereinafter referred to as “ACHE”).

CHAPTER HISTORY

The Great Lakes Chapter was historically known as the West Michigan Healthcare Executives Group (WMHEG), which was established in 1988, with approximately 50 members. In March 2004, WMHEG was revitalized as a chapter of the American College of Healthcare Executives (ACHE), based in Chicago. Also, in 2004, ACHE affiliates in the Central and Northern portions of Michigan agreed to combine efforts as The Great Lakes Chapter.

Current chapter membership includes professionals working in a variety of settings, including hospitals, health plans, medical groups, consulting firms, pharmaceutical companies, post-acute care settings, universities, and other areas of the healthcare industry.

Leadership for the organization is provided through Governing with representatives from the Western, Northern and Central regions of Michigan.

Today, GLACHE is more than 600 members strong and provides a local forum for the exchange of information and viewpoints to enhance professional development and facilitate networking opportunities. GLACHE is an authorized affiliate of the ACHE.

The ACHE national organization recognizes the importance of providing resources for the healthcare student and the early careerist. ACHE has developed a myriad of leadership development programs, self-assessment tools, resume tools, job search essentials, networking resources and mentorship programs to accommodate healthcare leaders across the entire spectrum.

GLACHE – Emerging Leaders Development Guide



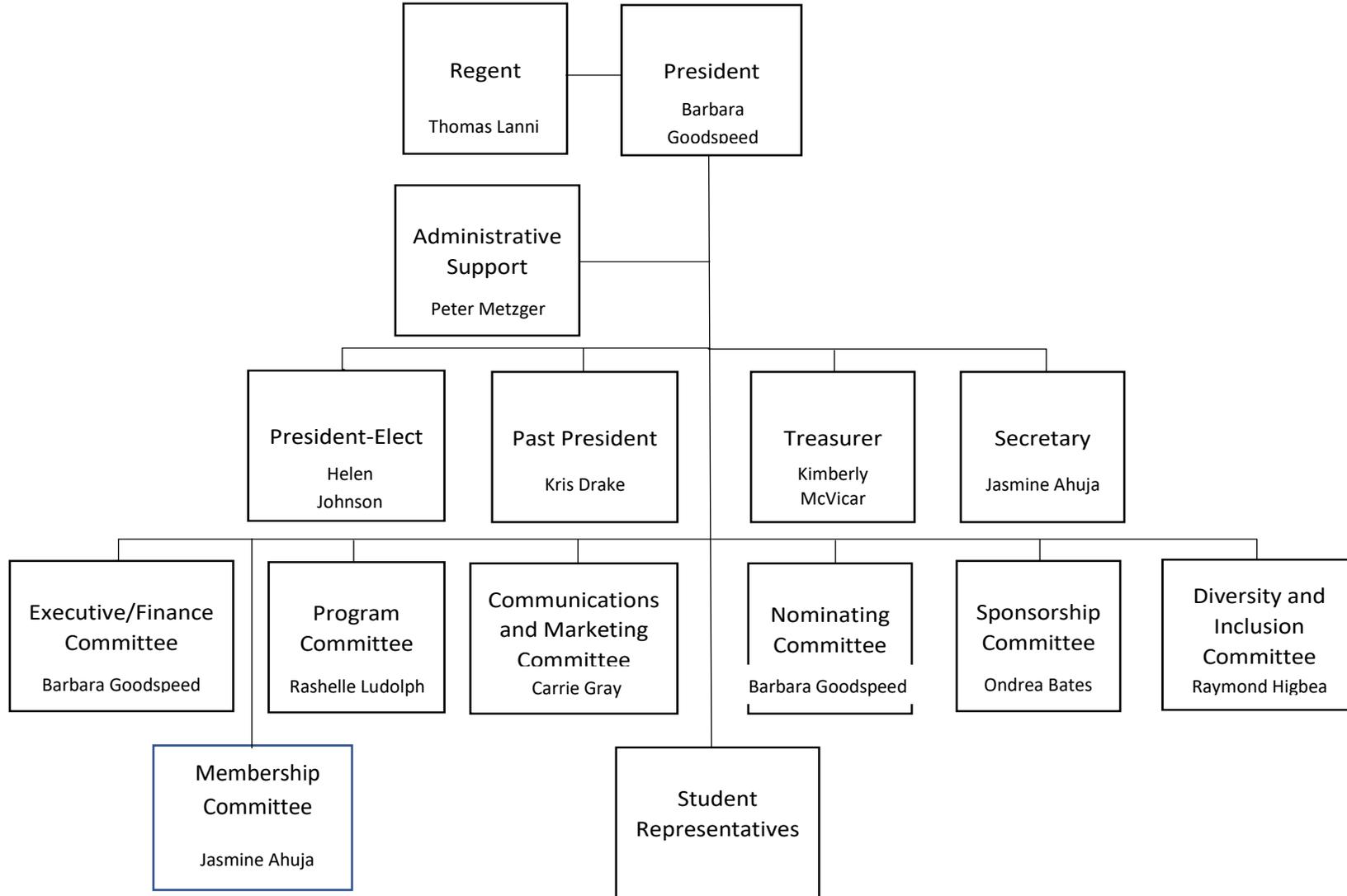
Mission GLACHE Mentoring Program

GLACHE welcomes participants in its pilot mentorship program this year. The purpose of the mentorship program is twofold: to assist early healthcare careerists in their growth and development; and to give mentors, a satisfying and enriching relationship in which to share their wisdom, insights, and experiences.

Vision GLACHE Mentoring Program

To provide support and life-long learning for multi-generation of leaders.

GLACHE LEADERSHIP STRUCTURE



List of Board Members	
Kris Drake, FACHE	Patrick Brillantes, FACHE
Barbara Goodspeed, FACHE	Kim Hyung
Helen Johnson , FACHE	Carrie Gray
Raymond Higbea, FACHE	Teresa Perry
Dale Sanders	Rashelle Ludolph
Jasmine Ahuja	Kimberly McVicar

Program Policies

I. **Eligibility Policy**

It is the policy of the GLACHE Mentoring Program that each participant must meet the defined eligibility criteria. Mentoring volunteer should be knowledgeable of and understand all eligibility criteria required for mentor and mentee participation in the program.

Extenuating circumstances may be reviewed at the discretion of the program coordinator and acceptance may then be allowed with the written approval of the executive director and representative of the board of directors when all eligibility requirements are not clearly met. These instances are expected to be rare.

Mentor Eligibility Requirements:

- Current member of ACHE (FACHE status preferred) and a current member of GLACHE chapter with
- Current member of GLACHE (preferred not necessary)
- Senior level or higher leadership position (SVP, EVP, CXO, Director) in organization
- 8 years of Healthcare leadership experience
- Willingness to help develop students or early healthcare careerists.
- Willing to commit to one-year commitment to the program
 - Commit to spending a minimum of 1 to 2 hours a month with the mentee
 - Regular communication with the mentorship program coordinator
 - Be willing to communicate with the mentee bi-weekly (or desired communication arrangement)

Mentee Eligibility Requirements:

- Current member of ACHE
- Current member of GLACHE
- Less than 3 years of healthcare experience
- Willing to commit to one-year of mentorship, which includes:
 - Commit to spending a minimum of 1 to 2 hours a month with the mentor
 - Regular communication with the mentorship program coordinator
 - Be willing to communicate with the mentor bi-weekly (or desired communication arrangement)
- Emerging healthcare leaders enrolled in an MHA program at a GLACHE affiliated Higher Education Network (HEN) school are encouraged to participate

II. Screening Policy

It is the policy of the GLACHE Mentoring Program that each mentor and mentee applicant completes a screening procedure. All volunteers must be trained and required to carefully follow the screening procedures.

At minimum, the following screening procedures are required for mentor and mentee applicants. Program volunteer must ensure that each applicant completes these established minimum screening procedures:

Mentor Screening Procedures

- Complete written application online
- Complete interview

Mentee Screening Procedures

- Complete written application online
- Letter of interest
- Complete interview

The decision to accept an applicant into the program will be based upon a final assessment done by the Membership Committee at the completion of the mentor or mentee screening procedure. The program coordinator has final approval for an applicant's acceptance into the program.

All mentors are expected to meet the eligibility criteria. However, application will be reviewed by the Board of Directors and Membership Committee. These instances are expected to be rare.

Documentation of the screening process must be maintained for each applicant and placed in confidential files.

III. Orientation Guide

See additional attachment

IV. Unacceptable Behavior Policy

It is the policy of the GLACHE Mentoring Program will be held to a high standard and behavior that is inconsistent with ACHE mission, vision, values, and codes of ethics is subject to suspension from the mentoring program

V. Confidentiality Policy

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or GLACHE business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Please keep in mind that there may be additional confidentiality forms that are required by the organization of the leader that you are paired with.

VI. Closure Policy

It is the policy of the GLACHE Mentoring Program that all mentors and mentees must participate in closure procedures when their match ends. Closure is defined as the ending of a formal match relationship regardless of the circumstances of the match ending or whether they intend to have future contact informally beyond the match duration. While no party is expected to continue the relationship beyond the formal end of a match, matches may continue in the program beyond the contract period (one year for GLACHE matches) and receive ongoing support and supervision.

Closure can occur for any number of reasons including: the contracted match duration has ended, one or both participants do not want to continue the match, there are changes in life circumstances of either the mentor or mentee, or an individual no longer meets the requirements for program participation. Hence, the match may end at the discretion of the mentor, mentee, and/or program coordinator. It is left to the discretion of the program coordinator whether an individual will be reassigned to another match in the future based upon past participation performance and current goals and needs of the program.

Future contact will be at the mutual and informal agreement of the mentor and the mentee. If future contact is agreed upon, the GLACHE Mentoring Program will not be responsible for monitoring and supporting the match after the match has ended. The coordinator will verbally and in writing inform all parties—the mentor and mentee—that the formal match has ended and GLACHE will not be liable for any incidents that occur after the match has closed.

There will be a mandatory survey required at the end of the year, along with any additional feedback is welcomed.

VII. Evaluation Policy

It is the policy of the GLACHE Mentoring Program that evaluation will be a key component in measuring the success of its mentoring program and for making continuous improvements in the effectiveness and delivery of mentoring services. Evaluation data will be collected two times throughout the year to allow for continuous improvement. Membership Committee program volunteers will be responsible for evaluation efforts and will oversee the contract with the organization(s) to implement actual evaluation activities.

VIII. Expectations/Guidelines

For additional Guidance on conversations and goal setting please resort to the attachments provided by ACHE, on ache.org or attached to your acceptance email.

Statement of Understanding and Agreement

I am aware that, during the course of my service, confidential information will be made available to me. I understand that this information is proprietary and critical of GLACHE along with partnering organization(s) and may not be distributed or used outside of GLACHE premises or with non-GLACHE individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set.

Signature

Position

Print Name

Date