



Academy of Equine Veterinary Nursing Technicians

Mentorship Guidelines

❖ Contact

- Mentor should check in with the mentee at least monthly (more often as mentor/mentee see fit)
 - Answer questions about the application process, due dates, expectations etc.

❖ Application Review

- Mentor may send mentee one case report and one case log as an example
 - Mentor may read over no more than 4 of the mentees case logs and no more than one detailed case report giving critiques and suggestions.
 - ◆ Those same cases may be reviewed again as needed. (It is not the responsibility of the mentor to review the entire application; the mentor is prohibited from reviewing the entire application as a whole.)
 - ◆ Do the skills listed in the case logs/reports correlate to the skills list?
 - ◆ Is it formatted correctly?
 - ◆ Content, spelling, grammar and punctuation
- Mentor can look at the CE list and skills list to ensure it is in compliance

❖ Info Mentors Can Share

- Suggested reading materials (may include books and articles that would help prepare the mentee for the EVN exam)
- Mentors may answer specific questions posed by the applicant about the *types* of information that *may* appear on the examination
- Mentors may share general test taking techniques and calming techniques

❖ Misc

- The final application is the sole responsibility of the applicant. The mentor shall be held harmless in relation to any judgment of the final application
- Every applicant is always welcome to ask questions via the Academy email at info@aevnt.org or directly to board members
- Mentorship within the workplace is discouraged