



**A STEP BY STEP
GUIDE TO MENTOR/MENTEE
PARTNERSHIP FOR CREDENTIALLING**

November 2016



Your trusted partner in diabetes care

Introduction

As of the 1st July all mentoring processes are undertaken online.

Detailed step by step instructions can be found at <https://www.adea.com.au/wp-content/uploads/2010/01/Mentoring-online-instruction-flow.pdf>

Step 1 - Mentors must re-register online

All mentors are required to re-register themselves online through the new online program

This can be achieved by:

- Undertaking the online mentor modules
<https://www.adea.com.au/credentialling/mentoring-program/online-mentoring-program/>
- Log into profile
- Clicking on the following link <https://www.adea.com.au/credentialling/mentoring-program/>
- Selecting the “Register as a Mentor” button
- Follow the prompts

Please note: all mentors will be asked to update and/or check their information in their respective profile before the registration process can take place.

- Once this has been completed they will need to click “Register as a Mentor” button again under the mentoring tab
- Click On “I agree with all of the above and Submit the Application” - **by clicking on this button you are confirming that you have complied with the three important points being:**
 - **Completed online mentor modules**
 - **Recredentialling is kept up to date at all times**
 - **Understand responsibilities as a mentor and abide by the Code of Conduct and other ADEA standards or Practice**

Once approved you will receive an email confirming your registration. This registration is a one off process.

Step 2 – Mentees request a partnership with mentor

All mentees are required to locate their mentor online and request a partnership through the new online program

This can be achieved by:

- Undertaking the online mentee modules
<https://www.adea.com.au/credentialling/mentoring-program/online-mentoring-program/>
- Log into profile
- Clicking on the following link <https://www.adea.com.au/credentialling/mentoring-program/>

- Selecting the “Find a Mentor” button
- Using the search engine, search for a mentor
- View details
- Select the “Apply for a Mentoring Partnership” button
- Follow the prompts

Please note: all mentees will be asked to update and/or check their information in their respective profile before the request can take place.

- Once this has been completed they will need to click “Find a Mentor” button again under the mentoring tab
- Click On “I agree with all of the above and Submit” - **by clicking on this button you are confirming that you have complied with the three important points being:**
 - **Completed online mentee modules**
 - **Understand responsibilities as a mentee**
 - **Agree to abide by the Code of Conduct and other ADEA standards or Practice**

An email request will be sent to the mentor for approval.

Step 3 – Mentors approve partnership with mentee

Once a partnership request is received the mentor needs to:

- Log into your profile
- Click on “My Mentoring” tab
- Under mentoring request tab there will be a name highlighted
- Click on the name
- Either agree to partnership by clicking on “I agree with the above and accept” (an email will be sent to the mentee asking them to upload agreement) or
- Reject partnership providing a reason (an email will be sent to mentee with reason)

Step 4 – Mentee uploads partnership agreement within 2 weeks of signing agreement

Once a confirmation email is received confirming the partnership the mentee needs to:

- Log into your profile
- Click on “My Mentoring” tab
- Under mentoring partnerships tab there will be a status highlighted with “Needs Mentoring Agreement Submitted” highlighted
- Click on the status
- Click on “Attach Document” and upload your agreement from the computer
- Once upload completed click on “Submit Mentoring Agreement form”
- On completion of agreement upload an activities log will appear where all communication with your mentor should be recorded by you for the next 6 months