

Mentorship Agreement

I agree that for all of my residents and/or fellows, as Program Mentor, I:

- and the registering resident must complete and submit the ACVECC Resident/Fellow registration form and required registration fee to the executive secretary within 30 days of initiation of training.
- will ensure that the resident or fellow's schedule is consistent with the Residency Training Plan approved for this Residency Training Program.
- will be available to the resident or fellow on a continuing basis.
- must remain an ACVECC member in good standing for the duration of my resident or fellow's training in order to remain his/her Mentor.
- will directly oversee the approved Residency Training Plan, monitor my resident or fellow's progress, and ensure that both the Core Curriculum and Spirit (high standards) are accomplished.
- will meet with the resident or fellow at least once every 3 months to evaluate his/her progress through the Program.
- will accept ultimate responsibility for the quality and educational experiences of the residency or fellowship, including the quality of supervision by other Diplomates.
- will review and critique the resident or fellow's annual progress report, knowledge & experience requirements, skills log, and training benchmarks (as required).
- will report any major change in the Residency Training Program or Facility immediately to the Residency Training Committee.
- am responsible for informing the Credentials Committee of the resident or fellow's progress on an annual basis.
- am responsible for signing a letter at the time of credential application verifying the resident or fellow's successful completion of all aspects of the program.
- will act as (or ensure that another individual acts as) the Residency Training Facility Administrator to ensure that all administrative tasks and communication with ACVECC are completed in a correct and timely manner.
- will continue to work with the candidate until s/he is successful in passing the certifying examination and achieves Diplomate status, or for as long as is mutually agreeable.

Mentor Name: _____

Mentor Signature: _____

_____ Date

For ACVECC Use:

Received by: _____

Date: _____

Approved by: _____

Date: _____