**CDE School Nurse Mentors – Step by Step Guide**

**School Year 2018-2019**

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| ❒ | Review the Mentor documents in Syncplicity  |
| ❒ | If you know of new school nurses, reach out to those who qualify for school nurse mentoring through CDE* Available to school nurses who are the only school nurse for the district
* Exception: All school nurses in the district are brand new to school nursing
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| ❒ | Remind the new school nurse to complete the Mentor Request Form and send it to School Nurse Consultant. Your official Protégé assignment will assigned after this form is submitted. |
| ❒ | Once you receive your protégé assignment, send them the Mentor Service Agreement and obtain the appropriate signatures. Send the completed copy to Pam Hitt (hitt\_p@cde.state.co.us ). |
| ❒ | Use the Mentor Checklist form to guide the mentoring process |
| ❒ | Consider scheduling a mutually agreed-upon time to check in with your protégé. This helps with efficiency. Unless the protégé has an emergency, they can keep a log of questions and use the scheduled time to review them. If you are mentoring multiple people, having a conference check-in time with several new nurses may also work well. This helps streamline your time, and supports building a sense of community.  |
| ❒ | Remember to maintain a Contact-Visit Log for each protégé. This helps identify trends, and demonstrates the value of your role.  |



September 2019