



CANADIAN VETERINARY  
MEDICAL ASSOCIATION

L'ASSOCIATION CANADIENNE  
DES MÉDECINS VÉTÉRINAIRES

# Mentoring Program

## Frequently Asked Questions



The CVMA Mentoring Program aims to facilitate connections among members that will provide support to recent graduates as they transition to professional life, and to early-career veterinarians who may be looking to make a major career change within veterinary medicine.

### **Do I have to be a CVMA member to participate in this program?**

Yes, the program is open to all CVMA members. Students of the CVMA in their last year of study are also eligible to enroll as mentees. Veterinarians interested in enrolling as a mentee must hold a general practice license in Canada, or be eligible to obtain a license from a Canadian provincial veterinary licensing body, and complete a mentee profile form. The mentee profile form is for CVMA record purposes only and will not be visible to others.

### **What are the criteria for applying as a mentor?**

Members interested in becoming a mentor and who meet one of the following criteria can submit a mentor profile form. Once accepted, the mentor profile will be posted in the online roster:

1. The Member is registered with a provincial veterinary regulatory body and holds an active practice license, or
2. The Member does not hold an active practice license for reasons other than disciplinary sanctions imposed by a provincial veterinary regulatory body against him/her, or
3. The Member is retired from active employment in veterinary medicine.

A Member whose practice licence has been refused, suspended or revoked for disciplinary reasons is not eligible to register as a CVMA mentor until such time as their licensure status has been reinstated by the provincial veterinary regulatory body.

### **Where do I find information about the CVMA Mentoring Program?**

Members can log into the CVMA website at [www.canadianveterinarians.net](http://www.canadianveterinarians.net) and download the CVMA Mentoring Program Guide, mentor/mentee profile forms and other related documents in the Practice & Economics section of the website.

### **How do I find a mentor?**

Once a mentor fills out and submits the appropriate mentor profile form, the CVMA office will post the profile information online. Mentor profiles will remain active unless CVMA is advised otherwise by the member. Mentees may browse mentor profiles to find the one that may best meet their needs.

### **Is there a matching process to match a mentor with a mentee?**

No, there is no matching process; a mentee is expected to self-search potential mentors based his/her goals and needs. Matches are initiated by the mentee and accepted by the mentor, after which it is the responsibility of both parties to continue communication.

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## How does a mentee ask someone to be a mentor?

You may initiate contact by sending a letter of introduction or e-mail to the prospective mentor. You should wait one or two weeks to follow up if you have not received a response to your request. Once the mentee and mentor have connected, you should schedule an initial meeting (virtual or in-person) for both parties to outline expectations for their relationship.

## Can a mentee have more than one mentor or a mentor have more than one mentee?

The number of mentoring relationships you establish is a personal decision. Please keep in mind that mentors have limited time to offer and mentees should only select mentors that are the most likely to meet their needs. Mentors should be judicious in accepting mentees who are most likely to benefit from their expertise and experience. The program's supply-and-demand is determined by the number of registered mentors available and the number of relationship requests by mentees.

## What is the time commitment?

There is no set requirement; however CVMA recommends a 12 month commitment between mentors and mentees. Mentors often express concern with time constraints when considering a mentoring relationship. However, the time commitment is dependent on the type of mentoring relationship, the set objectives and the availability of the participants. An effective mentoring relationship may not require excessive time commitment especially if the meeting or check-in schedule (communication method, frequency, duration) is established as part of the mentoring agreement and respected throughout the relationship period.

## Will the personal and professional information shared in the mentoring relationship be kept confidential?

Yes. A confidentiality statement is built into the mentor and mentee profile forms which all program participants are required to acknowledge and accept as part of the application process.

## How do I end a mentorship?

The mentoring relationship may end for a number of reasons. If your goals have been met, this success should be communicated to the mentor and thank them for their time and commitment. The parties may choose to continue their relationship beyond their mentoring time frame. When the relationship is not working, both mentor and mentee should be honest and open. The parties may agree to end the mentoring relationship while the professional and personal relationship is maintained.

## Is there some sort of mechanism for mentors and for mentees to provide feedback on their overall experience?

The CVMA will measure the participation level and gauge how well the mentoring program is working through a brief online survey to participants. The annual survey will help CVMA to assess the value of the program and obtain qualitative feedback from participating mentors and mentees.

## Help! I forgot my CVMA log-in credentials

To access the Mentoring Program section of the CVMA website, you need to open a session. If you forget your password, you can request it from the automated system (under Login). You will be prompted for your registered e-mail address and your log-in credentials will be e-mailed to you. You can also contact the CVMA office during business hours at 1-800-567-2862.

## What if I still have questions about the Program?

Feel free to contact CVMA: [communications@cvma-acmv.org](mailto:communications@cvma-acmv.org)



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