

# COMPLETING A MENTOR REVIEW IN 3 EASY STEPS

## 1 MEET

### Mentor and student meet

The objective of a review meeting is to discuss the development of the student's five enabling competencies:

1. Professional and Ethical Behaviour
2. Problem Solving and Decision Making
3. Communication (oral and written)
4. Self-Management
5. Teamwork and Leadership

Mentors and students are required to meet twice a year via conference call or in person. Sending a text or an email does not count as a form of meeting. Next to these two annual meetings, further meetings may be required.

All mentor review meetings should be completed on or before the "next mentor review date" specified in PERT.

## 2 REVIEW

### Mentor to complete a mentor review via PERT, after meeting with the student

1. Login into *PERT mentor portal*
2. Click on the name of the student who has requested the mentor review meeting
3. Click on the employer name for the most current report
4. Check technical competencies tab
5. Review enabling competencies tab

It is the responsibility of the student to send a mentor review request from PERT which will generate an email to the mentor. Please refer to the students user guide on "how to request a mentor review" for steps.

## 3 COMPLETE

### Student need to submit the "Mentor Review meeting request" via PERT before mentor can document the meeting

1. In the "Mentor Review" tab, click on the date for the requested review in the status date field
2. Click on "edit"
3. Change the "requested" status to "completed"
4. In the "comments" section, mentor will need to provide feedback on:
  - meeting outcomes
  - future goals
  - progress
  - follow ups
  - any concerns about the student's technical and enabling competencies
5. Book the next mentor review meeting  
We encourage the mentor to have more than two meetings with the student per year, but this is not mandatory. Mentors are required to document all meeting outcomes.
6. Click "save"

Mentors are not expected to attest to the factual accuracy or the proficiency level of the student's technical competency development. Mentors are required to review the student's assessment for reasonableness and to provide guidance and advice through discussion with the student with regards to their competency development.

You must have no less than two documented meetings per year. If more than two meetings are held per year due to concerns, additional meetings are encouraged, but not mandatory, however mentors are required to document meeting outcomes for all meetings.