

TOTAL HOURS MENTEE HAS OBSERVED A ACM:

***This observation must include 2 different ACM. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 3. After completing competencies and shadowing with a current ACM, the mentee will complete the case study module with the mentor.

Date Module completed:

- 4. The mentor will spend a minimum of 10 hours observing the mentee (NACM) in the ACM program.

NAME OF ACM	DATE	TIME SCHEDULED	HOURS WORKED

TOTAL HOURS MENTOR HAS OBSERVED A NEW ACM:

***This observation must include at least 2 different ACM. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 5. The NACM will spend a minimum of 4 hours observing practice staff.

PRACTICE STAFF	DATE	TIME SCHEDULED	HOURS WORKED

TOTAL HOURS MENTEE HAS OBSERVED IN :

***This observation must include 2 different practice staff. It may continue past the minimum requirement according to the discretion of the mentor/mentee/department manager.

- 6. All ACM notes will be carbon copied to the designated mentor for review for the first two months.

Date to begin sending the notes:

Date to end sending the notes:

***This time may be extended based on the discretion of the mentor and/or department manager.

Employee Signature

Employee Printed Name/Title

Date

Mentor Signature

Mentor Printed Name/Title

Date

Manager Signature

Manager Printed Name/Title

Date