

# **Industrial Hygiene Mentoring Program**

**Academy of Industrial Hygiene**

# The Academy

## Advancing Industrial Hygiene by Providing Leadership

- The leadership the Academy provides help to advance the profession of industrial hygiene and to ensure healthy and safe working conditions for people in various occupations and industries.

# Strategic Goal of Academy

- One of the Academy's strategic goals is to raise the professionalism of practicing industrial hygienists.
- Pursuing certification in industrial hygiene has always been viewed as one measure of increasing professionalism in the field.
- A review of recent applicants to the comprehensive certification exam, reveals many applicants have only the bare minimum of work experience and technical course work necessary to take the exam. Many have limited, if any, access to senior hygienists that could provide the guidance critical to building the skill set necessary to pass the exam.

In an attempt to assist with the preparation of the CIH Exam the Academy of Industrial Hygiene developed a

## MENTORING PROGRAM

to provide guidance, assistance and encouragement to industrial hygienists interested in enhancing their skills and advancing their careers.

- This presentation is also available on the Academy's website at:  
<http://www.aiha.org/Content/Academy/aihhome.htm>

# Mentoring Program Structure and Requirements

- An application process for both participants
- Stated learning goals within a recognized IH rubric
- A minimum six month commitment to the partnership
- A minimum of 6 contact hours within a calendar year
- Maintenance of meeting logs from each contact hour
- Summary of other contacts during partnership (phone calls, emails, sharing resources)

# Structure and Requirements

## (continued)

- Post-partnership evaluations by both members of the pair.
- Each pair will be responsible for deciding frequency, location and content of meetings within the program requirements.
- The mentor coordinator will maintain contact with each pair to monitor progress, provide any needed support or resolve any difficulties.

# Selection and Matching

- Both mentors and learning partners will be asked to review the program scope and objectives and complete a brief application in which they will list specific goals for their participation in the program.
- Learning partners will be asked to establish their baseline competencies and knowledge in those areas they specifically want to enhance.
- Learning partners will be matched with mentors who are available and can assist in meeting their goals. Once evaluated, a learning partner will be assigned to a mentor.

# Length of Partnerships and Level of Commitment

- Pairs will be asked to sign a “contract” that specifies the length of the partnership and a minimum number and types of contacts that will be made.
- Mentor/learning partner pairs will be initially assigned to a six-month partnership.

# Length of Partnerships and Level of Commitment (continued)

- Regular face-to-face meetings are necessary for success. If well planned, a half hour meeting every two weeks can be effective, or longer meetings on a monthly basis. These meetings should be supplemented by phone, electronic, or other appropriate contacts throughout the six-month partnership. More frequent meetings may be necessary to meet certain learning goals.
- Contact hours can include joint mentor/learning partner participation in IH fieldwork.

# Preparations of Pairs

- The program coordinator will communicate with each mentor and learning partner to review the scope of the program and identify realistic expectations.
- All participants will be provided with appropriate self-study tools to aid in meeting the program goals, such as mentoring tips, meeting guidelines and suggested mentoring activities.
- Participants should have an informal agenda for each meeting established prior to each meeting.

# Continuing Maintenance Points

- Mentors will receive 1 CM point for successfully completing a mentoring partnership and .5 points for each 3 hours of fieldwork involving a learning partner, when applicable.
- There is a cap of 5 CM points possible for mentoring in any one re-certification cycle.
- Mentoring CM points should be recorded in the “Other” category of the ABIH re-certification worksheet.

# Program Evaluation

- At the conclusion of the partnership both the mentor and the learning partner will complete an evaluation form and submit it to the program coordinator.
- The evaluation process will measure changes in basic competencies or knowledge, if possible, as well as attendance, level of participation, success in meeting stated goals, and general impressions of the process.
- Based on the feedback from each partnership, adjustments will be made to the program going forward.

- At this time the Academy of Industrial Hygiene is supporting the continuance of the Mentoring Program, but ask that Local Sections entertain the idea to provide oversight to this program.
- The Academy will remain available as a resource and can provide presentation materials, such as guidelines on the development and implementation of a mentoring program, along with forms for tracking the progress of your participants.