



Indiana University Health

Nurse Mentor Documentation Form

Purpose: Assist new graduates and experienced nurses in adjusting to their role at IU Health. The focus is on topics that impact role changes, engagement, and retention.

Goal: Improve retention of new nurses by identifying issues early that can cause clinical nurses to leave and by helping new nurses adjust to their department and IU Health.

Department: _____

Mentor: _____

Yearly goals for Mentoring on your department (this will reflect your plan for mentoring including meeting frequency):

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Mentor's plan for meeting program goals:

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Topics discussed during your 1:1 time with new nurses (vague content only to maintain confidentiality):

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Department based celebrations, activities, rewards, and recognition:

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Feedback from Mentees: (positive/constructive about what was helpful, suggestion for improvement, etc.)

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Mentor Meeting/Communication Grid

Month	Number Attended	Topic/Speaker	Communication with Nurse Manager
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			