

## **Mentorship Video Guidelines**

Here is a list of steps to help guide you in the documentation of your mentorship. This is a very critical component of the mentorship process. Read through this list before you begin recording your tasks. If you have any questions at any time during your mentorship, contact Pam Phegley.

### **1. Read through the task in its entirety as it is spelled out in your mentorship logbook**

Even if you are doing, for example, “restrain dog in lateral recumbency” and that is a task you have done over and over again, you need to see how the task is spelled out in the notebook. We give specific guidelines as to what we want to see on the video and what our criteria are for successful completion of the task.

### **2. Begin the tape by announcing what you are about to do.**

It may seem clear to you, and some tasks are more obvious than others, but we ask that for each task, you announce what you are about to do. It may seem silly for some tasks, but this will avoid confusion when the tape is evaluated at a later time.

### **3. Recording procedures may vary.**

As we all know, veterinary practices get very busy. There isn't always a spare pair of hands around just waiting to help you. Some tasks can be recorded using a tripod or by putting the camera on a counter top. Some tasks will require “zooming in” and those will need to be recorded by a person assisting you. If it is a restraining task, you could probably utilize a tripod. On the other hand, if you are drawing blood, you will need someone to zoom in so we can see the blood in the syringe and watch your technique more closely. When in doubt, it would be better to have someone holding the camera. Also, have your logbook handy, as this will give you a description of what we will be looking for on the video.

### **4. Provide a narrative while performing the task.**

This will help avoid confusion when the video is being evaluated at a later date. This will also give the mentorship instructor an idea of your knowledge of the task. This is required of our on campus students in their clinical rotations. For example, if you are doing “cephalic venipuncture” you might say: “I am now introducing the needle into the skin and toward the vein. I am now applying negative pressure to the syringe and am getting blood into my syringe...”. This will help us assess your thought process during the task.

### **5. Use your logbook and evaluate the video.**

Before you send the video, sit down and watch it with your notebook. Read the task as it is described in the book and watch yourself performing the task. This will give you the benefit of watching yourself perform the task and making sure you have met the criteria for successful completion of the task. Pretend you are the evaluator.

Hopefully, this list will assist you in your mentorship process. These videos are a very important component of our program meeting AVMA accreditation. You are a part of that exciting and important process. Remember that we are always here to help you in your mentorship process. Please do not hesitate to contact us if you have any questions regarding your mentorship.

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