



## Mentor Training Checklist

Name: \_\_\_\_\_

**Listed below is information to familiarize yourself with as you prepare to be an effective mentor. Please date and initial each item as you complete it.**

\_\_\_\_\_ Become familiar with client materials, cabinets, files, keys, logs.

\_\_\_\_\_ Read through the Employee Handbook.

\_\_\_\_\_ Know where handout literature is kept.

\_\_\_\_\_ Familiarize yourself with the copier and office supplies.

\_\_\_\_\_ Familiarize yourself with the TCPRC form filing system.

Locate, review, and be able to complete these forms:

- \_\_\_\_\_ Case Intake Forms
- \_\_\_\_\_ Request for Services
- \_\_\_\_\_ Client Health History
- \_\_\_\_\_ Help Us Learn About You Form
- \_\_\_\_\_ Appointment Cards
- \_\_\_\_\_ Community Resource and Referral Guide
- \_\_\_\_\_ Client Notes
- \_\_\_\_\_ Points Tally
- \_\_\_\_\_ Client Follow Up Form
- \_\_\_\_\_ Closing Information
- \_\_\_\_\_ Coupon Tally
- \_\_\_\_\_ Authorization to Release
- \_\_\_\_\_ Notice of Privacy Practices

\_\_\_\_\_ Review DVD location, use, and storage

\_\_\_\_\_ Review pregnancy test procedure

\_\_\_\_\_ Review resources on abortion and adoption



**Observe eight client sessions; a minimum of two by each mentor.**

Date:	Initials:	Mentor's name: