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# SEARCH

Student Energy in Action for Regina Community Health

## Mentor Contract

I \_\_\_\_\_, make the following statements:  
(PrintName)

I will take part in an orientation session prior to volunteering with SEARCH. I will adhere to all policies implemented by SEARCH as outlined in the Mentor Manual.

I will provide confirmation that I hold liability insurance in my professional field, either as part of my license or as having been purchased by myself. In the event I do not hold liability insurance, I will consult with the SEARCH Coordinator about possible options. I will provide either a copy of my SIN card; a T-4 or past tax return with financial information blacked out. I will provide a copy of a current resume as well as a Criminal Record Check.

For all clients seen by myself, I will legibly sign that chart with my name and discipline. I will also ensure that any student(s) with whom I have seen said client sign the chart with their name and discipline. There are no exceptions to this charting protocol.

I will sign a confidentiality agreement stating that I will maintain strict confidentiality surrounding all clients who use SEARCH services. I will respect the relationships I form with people in other disciplines and use the information and education I receive at SEARCH to the advantage of my clients in my practice. I will advocate where and whenever possible on behalf of SEARCH and without breaking confidentiality, the issues our clients face. I will adhere to the SEARCH code of ethics as outlined in the SEARCH Procedure Manual.

I will arrive and leave my scheduled shift on time and will review the names and appropriate scopes of practice for those students scheduled on my shift to ensure that no student exceeds their respective recommended level and scope of practice. I will expect to guide and teach all students. I will consult with the staff physician when prescribing treatment of any nature.

I will not prescribe any new psychiatric drugs. I will not prescribe narcotics, benzodiazepines/ tranquilizers unless they are restricted to:

1. short term use for acute illness or acute pain management, and;
2. long term use such as Palliative Care.

*As there are a number of places in the vicinity where illegal drugs are sold; for safety reasons, no narcotics are kept on the premises, nor will they be allowed in the Clinic.*

I will be remunerated \$100.00 per 4 hour shift worked. Shift hours are 12-4PM on Saturdays, and 5-9PM on Mondays. When I have signed-up and committed to a shift, I am expected to stay for the entire 4 hour shift taking part in both the pre-brief and de-brief sessions. I understand that while I work for SEARCH, I will be considered an independent contractor and SEARCH will issue my check in the month following the month in which I worked.

Name & Profession: \_\_\_\_\_

Address, City, P.C.: \_\_\_\_\_

Phones & Email: \_\_\_\_\_

## Confidentiality Agreement

I \_\_\_\_\_,

(Please print name)

understand that as a mentor of SEARCH Inc., I will have access to and will have disclosed to me confidential information about patients/clients of SEARCH Inc. I understand and agree that this information is confidential and that the release of information must be done in accordance with the SEARCH Policy on Confidentiality of Client Information, which I have received, read and understand.

I agree that after my position with SEARCH Inc. terminates, I will continue to keep all patient/client information strictly confidential and I will continue to act in accordance with the SEARCH Inc. Policy on Confidentiality. I also understand that breaches of confidentiality are very serious and may be grounds for disciplinary action.

\_\_\_\_\_

Signature of Mentor

Date

We are pleased to remunerate you for your time as a SEARCH mentor. However, as SEARCH is a non-profit organization who does all of our own fundraising, we ask you to consider making a donation to SEARCH. If you choose to forego payment altogether, please check the following:

I wish to forego payment of my mentor fees so that SEARCH may use those funds elsewhere on client costs i.e. food, transportation, program supplies, etc.

I wish to accept payment but in the lesser amount of \$\_\_\_\_\_ per shift.

