 <p>SOMAIYA AYURVIHAR K J Somaiya School / College of Nursing</p>	K.J.SOMAIYA SCHOOL AND COLLEGE OF NURSING	
	STANDARD OPERATING PROCEDURE	Ref. No.: KJSCON/SOP/6
	Step Towards Educational Progress (STEP) and Mentor Mentee Program	Version:1.2
Prepared By: Ms. Rashmi Chavan	Approved By: Dr. Avani Oke, Curriculum Committee, IQAC	Date of Issue: 1 st August, 2018 Date of amendment: 1st August 2021

Purpose

- To assess the knowledge and grasping ability of the mentee
- To identify the gaps, strengths, weakness in academics of the mentee.
- To counsel the mentee
- To mentor and facilitate steps for improving academic performance.
- To enable the mentee to progress in their academic performance.
- To foster a sense of self responsibility among mentee towards their academics.

Aim: To ensure that there is upward growth in academics of every mentee.

Here mentor refers to the teacher who would be having primary responsibility and will guide and supervise the student mentor.


Scope: Applicable to all the faculty and students.

Responsibility: Principal, Mentor and the Mentee.

Procedure:

- **Categorize the students:**
 - a) The students are divided into Fast and Slow learners based on their academic performance in the previous Board/ University examination.



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- **Assigning the mentee:**
- Each fast learner will be assigned a slow learner based on the academic performance.

Teacher mentor



10 students each

(Mix of fast and slow learners)


Student mentor



1 mentee each

(Fast learner student is assigned to slow learner)




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Strategies and Opportunities for Learners:


Area	Slow Learners	Fast Learners
Theory	<ul style="list-style-type: none"> ● Clarify doubts ● Set short and attainable goals to learn ● Rewrite model answers ● Solving question papers, revision ● Open book test. Keep tests short and ● Use oral tests when possible ● Have test errors redone correctly, ● Mnemonics ● Use of computers assisted instruction teaching, flash cards, games to learn new concepts ● Make them seated in the front row in class. ● Be consistent in classroom management (in praising and giving correction) and expectation from them. ● Get feedback from parents to check for assignment completion done at home. ● Identify the type of learners(visual, auditory kinaesthetic)and help accordingly. ● Help the student become proficient with note taking. 	<ul style="list-style-type: none"> ● Develop higher levels of thinking (finding research article on the topic taught in class) ● Give independent project that is related to your topic taken in class ● Give opportunities to share ideas verbally and in depth in class or group discussions. ● Let them think out-of-the-box. ● Ask them stimulating questions. ● Give the additional, more level-appropriate activities ● Problem based learning ● Preparing concept map ● Attempt online quiz ● Encouraged to use the Library for more reading of journals and recent trends and updates.



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Area	Slow Learners	Fast Learners
Clinical	<ul style="list-style-type: none"> ● Clinical rounds ● Return demonstration with the student mentor ● Use of simulation in learning ● Pair with brighter student (buddy) to mentor in clinical group ● Effective feedback at the end of each posting. ● Encourage students to actively contribute to the session ● Involve all students actively in the session, for example, take turns in taking a history, assessment techniques and trends or share parts of the task. ● Direct observation of patient and procedural skills (DOP'S) ● Promote the learners clinical procedural reasoning (cognitive process) ● Formative (practise) assessment Objective Structured Clinical Examination (OSCE) 	<ul style="list-style-type: none"> ● Direct observation of procedural skills (DOPS) ● Formative (practice) Objective Structured Clinical Examination (OSCE) ● Encourages a structured and brief presentation by the student (bedside clinics) ● Use of high fidelity simulation. ● Engages the learner to explore, and express their own knowledge gaps ● Encouragement to teach others in the group. ● Encourage to find new research, assessment techniques and trends on the topic discussed. ● Promote the learners clinical reasoning (cognitive process) underlying diagnosis and management of patients problems. The process involves collection of data, Diagnostic reasoning, Therapeutic reasoning, Planning intervention and recommendations.




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Points for effective feedback to learners

- Communicate the process to all the stakeholder
- Inform the mentor and mentee regarding the assignments a and their individual responsibilities
- The process will be mandatory to all the students and faculty,
- Take a written learning contract from each student which indicates that they would be responsible for their studies
- Make a direct observation
- First ask the learner for a 'self-assessment'
- Be constructive
- Provide specific detail on what went well, and what needs improvement
- Limit the feedback to two or three specific areas for improvement
- Provide a detailed strategy on how to achieve improvement
- Check the learner clearly understands what needs improvement, and how to work towards improvement
- Plan another observation and feedback session
- Document the session



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A) Responsibility of (Teacher) mentor

- To understand the problems and difficulties faced
- To facilitate the student mentor in guiding the student mentee.
- Inform the student mentor regarding the problems and strategies identified by the mentee for academic improvement.
- Follow up every week, implement the strategies and document the progress and feedback
- To identify and refer students who require additional psychological counseling to the counseling cell of the institute.(UMEED).

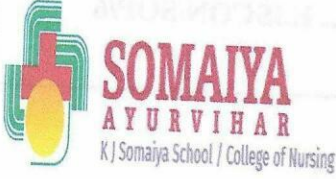
B) Responsibilities of (student) mentor :

- To have weekly meetings with the mentee
- To counsel the students as and when required.
- Implement the strategies identified and discussed with the Teacher Mentor.
- To ensure guidance and support to the mentee is provided.

C) Responsibility of (student) Mentee:

- Each mentee will be responsible to ensure that they take academics sincerely.
- Students will be responsible for their learning.
- To ensure that they fulfill the set goals.



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D) Timing:

- Half an hour every week
- Theory(Friday:) 12 - 12:30pm
- Clinical (Friday) : 1-1:30 pm
- A day can be flexible as per class schedule
- Minimum 30 Weeks of personal interaction is required


E) Documentation:

- Obtain STEP contract (Consent)
- Maintain an attendance sheet.
- Document the activity or details regarding each session in STEP form
- Each session will be authorized by signature from the mentor and mentee.


F) Evaluation:

- Maintain a record of academic performance.
- Evaluate the academic growth: static/ improve/ deteriorate
- Summarize the progress annually and reform the strategies continuously for improvement.



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STEP Contract:


SOMAIYA AYURVIHAR
 K J Somaiya College of Nursing
K.J.SOMAIYA SCHOOL/COLLEGE OF NURSING
 AYURVIHAR EASTERN EXPRESS HIGHWAY,SION(E)MUMBAI,400022

Date:-


STEP
SUCCESSION TOWARDS EDUCATION PROGRESS


CONSENT FORM

We the students of _____(year) would like to enroll for the tutorial "Success Towards Education Progress". We assure that we will cooperate and put maximum effort to pass in the examination and take responsibilities for our studies. We are aware that if we do not perform accordingly ,we will be withdrawn from this program.

Sr. No.	Name of the student	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Mentor Name: _____ Signature:-



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STEP form:

NAME OF THE FACULTY-		K.J.SOMAIYA SCHOOL /COLLEGE OF NURSING							
SR. NO.	NAME OF THE STUDENT	DETAILS OF SESSION /ACTIVITY		DETAILS OF SESSION /ACTIVITY		DETAILS OF SESSION /ACTIVITY		DETAILS OF SESSION /ACTIVITY	
		DATE	SIGN	DATE	SIGN	DATE	SIGN	DATE	SIGN
		TIME		TIME		TIME		TIME	
1									
2									
3									
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6									
7									
8									
9									
10									
REMARKS									
SIGN OF FACULTY									

Dr. Avani Oke
Dr. Avani Oke
Principal

K.J. Somaiya College of Nursing
Ayurvihar, Sion (E), Mumbai - 22

