Mentorship Program
19 November 2018
Mentorship Program Participation Criteria

**Mentee**

**Mentor**
Incorporating Pre-Existing Mentorship

- Research Mentorship Program
- Pre-existing informal mentorship groupings
Mentorship Organizational Structure

- Department Chair
- Division Heads
- Vice Chair of Research
- Vice Chair of Physician Health and Wellness
- Vice Chair of Clinical Services and Quality
- Vice Chair of Education
- Deputy Chair and Vice Chair of Finance

Mentorship Dyad:
- Mentorship Administrator
- Mentorship Groupings

Mentorship Triad:
- Mentee
- Mentor
- Mentor

- Deputy Chair and Vice Chair of Finance
Groupings Process - (1 of 3)

Mentors
- Mentor training (MOC credits provided)
- 3 question mentor profile survey

Mentees
- Request to join program
- 5 question mentee profile survey

Mentorship Director
Groupings Process - (1 of 3)

**Mentors**
- Mentor training
  2. Professional areas interests...
  3. Would also like to mentor on...

**Mentees**
- Request to join
  1. Current career path/focus
  2. Areas of mentorship/specific needs
  3. Do you have a mentor in mind?
  4. Who; have they agreed?
  5. Dyad or triad

**Mentorship Director**
Groupings Process - (2 of 3)

Mentorship Director

- Review profile surveys
- Consults senior leadership regarding potential groupings
- Propose group to mentor(s) and mentee (Profile surveys shared)
- Agreement
Groupings Process - (3 of 3)

Mentors

- Setup first meeting

Mentees

- Initial meeting preparation tasks (CV, Discussion Topics, Academic Plan)
- Mentorship Agreement Signed at first meeting
- Found in Appendix A of the Mentorship Program Guide
- Submit copy of agreement to Mentorship Office

Found in Appendix A of the Mentorship Program Guide
Mentoring Agreement

See Appendix A: Form MA1 - Mentorship Agreement Form in Mentorship Program Guide.

- Agree to length of session
- Number and purpose of sessions
- Environment
- Contact between sessions and review
- Level of support
- Confidentiality
- Advice or not
Grouping Annulments

If it is obvious that the grouping cannot function well, the mentee or mentor may request that the grouping annulled and a different one created without any repercussions.
Meeting Requirements
Research Meeting Flow
(Twice yearly formal meetings)

Formal Mentorship Meeting

Form RR1 - Research Mentorship Meeting Confirmation Record and Research Summary Report (to be review by the RAC)

Mentee Submits form RR1 to mentorship office within 2 weeks of meeting

Create notes on topics and issues. (Can use form GS1 - Mentorship Meeting Summary Report)

Keep for next meeting

Found in Appendix D of the Mentorship Program Guide
General Meeting Flow
(Twice yearly formal meetings)

Formal Mentorship Meeting

Complete form GR1 - Mentorship Meeting Confirmation Record

Mentee Submits form GR1 to mentorship office within 2 weeks of meeting

Create notes on topics and issues. (Can use form GS1 - Mentorship Meeting Summary Report)

Keep for next meeting

Form RR1 - Research Mentorship Meeting Confirmation Record and Research Summary Report (to be review by the RAC)
General Meeting Flow
(Twice yearly formal meetings)

Formal Mentorship Meeting → Complete form GR1 - Mentorship Meeting Confirmation Record → Mentee Submits form GR1 to mentorship office within 2 weeks of meeting → Keep for next meeting

- Create notes on topics and issues.
- Form RR1 - Research Mentorship Meeting Confirmation Record and Research Summary Report (to be review by the RAC)

Found in Appendix B of the Mentorship Program Guide

Found in Appendix C of the Mentorship Program Guide
Program Evaluation

- Operations - Quality Assurance
- Scholarship - Effectiveness
Recognition

► Annual Mentorship Recognition Awards
► Medals