



Mentor Program

Program Requirements and Mentor/Mentee Role Descriptions

There are many benefits to being a mentor or mentee. Our hope is that, by following the below guidelines and expectations, you will be able to get the most benefit out of your mentor/mentee relationship.

Mentor Requirements:

To serve as a mentor, you must:

- Have been in your position for at least 2 years.
- Commit to a mentee for 12 months, upon being paired.
- Dedicate up to 7 hours over the course of 12 months.
- Demonstrate enthusiasm for graduate medical education.
- Be knowledgeable and skilled at utilizing resources.
- Demonstrate consistent ability to meet GME & ACGME deadlines (if in administrator position).
- Be actively engaged in scholarship related to anesthesiology training (if in an educator position).

Expectations:	Time investment/timeline:
Complete program intake form: <ul style="list-style-type: none"> Initial meeting topic list 	30 minutes <i>Upon signing up to participate as a mentor</i>
Schedule an initial meeting with your mentee. <ul style="list-style-type: none"> Have your & your mentee's program intake forms and the initial meeting topic list available as resources. 	30-60 minutes <i>Within 1 month of being paired with a mentee</i>
Reach out to your mentee monthly (a quick phone call or email will suffice). Make yourself available to answer questions and give advice on an as-needed basis.	5-20 minutes per month <i>Monthly</i>
Schedule quarterly mentor/mentee check-ins to go over concerns/questions/follow-up	45 minutes per meeting <i>Quarterly</i>
Written report to Council on progress at end of mentoring period	30 minutes
Total	4-7 hours (over 12 months)

Role of the Mentor:

Provide Guidance for Professional Development –

Together, the mentor and mentee will discuss short- and long-term career goals for the mentee and will develop an action plan to meet identified goals. This discussion will form the basis of future meetings and will be revisited at each meeting.

Provide Guidance for Educational/Research -

If applicable, the mentor and mentee will talk about opportunities for scholarship (research presentations, curriculum development etc.). Mentor may suggest areas for research, connect mentee to other education scholars and help to develop/review a projects.

Provide Career Support –

The mentor will share his/her knowledge and experience with mentee in order to help the mentee navigate his/her career in academic medicine.

Be Respectful –

Mentee and mentor will respectful of each other's time and efforts. Both should be organized and timely with meetings and follow-through of discussed action items.

Role of the Mentee:

Develop a Plan –

Mentee will formulate goals before meeting with mentor. Goals should be specific, attainable, and relevant and have a time frame. Mentee should have an action plan about how to achieve the goals.

Be Proactive –

Mentee will be self-motivated and proactive and request feedback/guidance, if not provided. Mentee accepts the responsibility to acquire the necessary professional knowledge and skills needed to complete his/her job. Mentee will work with mentor to identify resources, people and information that might be helpful in achieving goals or performing job duties.

Be Respectful –

Mentee and mentor will respectful of each other's time and efforts. Both should be organized and timely with meetings and follow-through of discussed action items.

Be a Continuous Learner –

Mentee will consider all feedback as a means for continuous professional improvement and will actively seek complementary resources to inform practice.

Work Toward Independence –

Mentee should become more independent as mentorship progresses. Mentor and Mentee should able to look back on the relationship as a positive experience.