

## Mentorship Programme Guidelines and Requirements

### Aim of the Programme:

The ESAIC Research Committee developed a mentorship programme to promote professional development of young researcher and established investigators. The one-to-one mentoring model enables the development of a personal relationship and provides individual support for the mentee.

The ESAIC Research Mentorship Programme aims are:

- To preserve and transfer accumulated professional knowledge within the anaesthesia and intensive care community.
- To support individual academic anaesthetists and intensivists in achieving their potential as researchers.
- To contribute to the ESAIC mission to connect anaesthesiologists and intensivists in the field of research in Anaesthesia, Perioperative Medicine, Intensive Care, Emergency Medicine and Pain with senior experts (Mentors) as a platform for professional exchange and mutual learning.

### Eligibility Requirements:

The following requirements apply for both Mentors and Mentees. The Mentorship Programme Leader has the final decision regarding eligibility:

- Mentors must be working in a European Institution at the moment of application.
- Mentees must be current trainee or active members of the ESAIC and working in a European Institution at the moment of application.
- Country of Institution should be a European country as defined by the World Health Organisation.
- Mentees only take part in one mentorship programme at a time.
- Mentors may be allowed to mentor a maximum of two mentees within the programme.
- Duration of mentorship is two years, unless extended by the Mentorship Programme Leader
- Signing of the Mentorship Agreement (EDU\_09\_F5 Mentorship Agreement) after the first meeting.
- If possible, available to attend the Mentorship Programme Kick Off meeting at ESAIC Euroanaesthesia

### Application:

A call for applications for Mentors and Mentees will be opened on the ESAIC website, usually in November each year.

Potential Mentors and Mentees can apply via the respective online application form. A link to the form may be requested by emailing the ESAIC Research Department ([mentorship@esaic.org](mailto:mentorship@esaic.org)) or it will be available on the ESAIC website.

Potential Mentees and Mentors will also be asked to send their CVs including education, current institution, publication list, grant records, lectures and posters presentations as well as a photo. In the application form they are asked to agree to:

- the ESAIC's privacy policy and terms and conditions
- their data being shared with the Mentorship Programme Leader and review panel
- their CV being sent to the person they are matched with.

The Mentee must also provide a letter from their Head of Department to declare if he/she has the support from his/her "home department" to take part in the Programme.

### **Responsibilities of the Mentor:**

- Commit to teaching, guiding, and training the Mentee
- Providing advice to the mentee and share experience on specific Research activities and Project(s) based on his/her expertise
- Willing to coach the mentee in the development of their career through a process of planned experiences and assignments.
- Where possible, act as a supervisor when research is presented at annual meetings.

### **Responsibilities of the Mentee:**

- Be receptive to learning and being guided by the Mentor.
- Willing to develop Research Project(s) in relationship with the Mentor
- Willing to discuss career plan and develop their career through a process of planned experiences and assignments.
- Being open to new suggestions and challenges suggested by the Mentor

### **Guidelines for completing the Mentorship Agreement:**

During the Mentorship Kick Off meeting, the Mentorship Programme will be explained by the Mentorship Programme Leader (the Kick Off Meeting usually takes place during Euroanaesthesia). There will then be an opportunity for the Mentor and Mentee to discuss the Mentee's objectives, how the Mentor will help them achieve the objectives and how frequently they will meet (and how they will meet and communicate – video call, email etc).

The Mentor and Mentee will then complete and sign the Mentorship agreement (RC\_02\_F5 Mentorship Agreement) and Mentee personal plan of success (RC\_02\_F4 Mentee Personal Plan for success).

It is extremely important for the Mentor and Mentee to take the time to discuss these items in detail so it is clear what they expect from each other.

While each Mentor-Mentee relationship will develop their own unique style of working, below are some ideas to guide the conversation. It is recommended to take notes during meetings.

1. Discuss their background, fields of interest and experience
2. Talk about what Mentorship is and isn't
3. What is confidential and what is not
4. Mentor talks about why they decided to be a Mentor
5. Review responsibilities of mentor and mentee from this guidance
6. Mentor asks questions about what mentee needs from the mentor
7. Mentor shares with mentee what they need from them as the mentee, what is important to them in the relationship as a mentor, and how they like to work as a mentor
8. Mentor and mentee decide on the logistics and structures that they want to use to support their relationship
9. Mentor and mentee make some agreements based on above conversations about how they want work to best support mentee in achieving their agenda and goals
10. Discuss how they want to meet and communicate (by what means: video call, email etc; frequency and who initiates the meeting)
11. Close with what the next steps are and agreeing on next meeting (may want to ask them to review the competencies and skills for their job and identify some areas that they would like support in).

### **Regular Feedback:**

ESAIC will send Mentors and Mentees a feedback form (F6 RC\_02\_F6 Short feedback Form) a minimum of twice per year. This is to review how the Programme is going and if there are any problems. Mentors and Mentees should complete the form and return it to ESAIC by the deadline given.

After 6 months it is recommended to have a 'check-up' to review the agreement and the plan and the Mentee's Plan for Success. Discuss what is and isn't working in the relationship and if things could be improved.

At the end of the Programme, ESAIC will send an end of Programme report to all Mentors and Mentees (RC\_02\_F8 Mentor End of Mentorship Report and RC\_02\_F9 Mentee End of Mentorship Report) to complete and return it by the deadline given. Mentor and Mentee must complete this form in order to complete the programme and receive the certificate.

If at any time the Mentor or Mentee has any concerns or questions about the Programme, they should contact the ESAIC ([mentorship@esaic.org](mailto:mentorship@esaic.org))