

Mentorship Programme Guidelines and Requirements

Aim of the Programme:

The ESA Research Committee decided to develop 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.

ESA Research Mentorship Programme aims are:

- To preserve and transfer accumulated professional knowledge within the anaesthesia community.
- To support individual academic anaesthetists in achieving their potential as researchers.
- To contribute to the ESA mission to connect anaesthesiologists 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 affiliate, active or retired ESA member.
- Mentees must be current trainee/medical students or active members of the ESA 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 the two mentees within this programme.
- Duration of mentorship is two years
- Signing of the Mentorship Agreement (EDU_09_F5 Mentorship Agreement) after the first meeting.
- As many universities/healthcare systems will have already a mentorship programmes in place: it is important to ensure that two programmes do not “conflict”. One example would be if an ESA member is acting as mentor on the ESA programme but has declined to participate in his employer’s or national programme. The Mentorship Programme Leader will be in charge of avoiding this kind of problems.
- Available to attend the Mentorship Programme Kick Off meeting at ESA Euroanaesthesia

Application:

Applications for Mentors and Mentees will be opened on the ESA 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 ESA Research Department (mentorship@esahq.org)

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 passport picture. In the application form they are asked to agree to the ESA's privacy policy and terms and conditions, their data being shared with the Mentorship Programme Leader and review panel and the Mentor/Mentee they are matched with being sent their CV.

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.

Incentives:

For the Mentor:

- Mentor will get a Certificate at the end of the Mentorship Programme during the ESA Congress Awards Ceremony
- Mentor will get ESA Congress fee waiver for the Year 1 kick-off Meeting.
- Mentor will get a lump sum for the Y1 kick-off Meeting (to cover expenses related to one night hotel and travel to/from Euroanaesthesia Congress).

For the Mentee:

- Mentee will get knowledge and advice from an experienced Anaesthesiologist in the field of research
- Mentee will get a Certificate at the end of the Mentorship Programme during the ESA Congress Awards Ceremony
- Mentee will get a lump sum for the Year 1 kick-off Meeting (to cover expenses related to one night hotel and travel to/from Euroanaesthesia Congress) and Reduced Congress Fee for the Y1 kick off Meeting.

Responsibilities of the Mentor:

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

Responsibilities of the Mentee:

1. Be receptive to learning and being guided by the Mentor.
2. Willing to develop Research Project(s) in relationship with the Mentor
3. Willing to discuss career plan and develop their career through a process of planned experiences and assignments.

4. 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 – Skype, 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's 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:
 - How (email, Skype, in person etc.)
 - Frequency
 - 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:

ESA 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 ESA 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, ESA will send an end of Programme report to all Mentors and Mentees (RC_02_F9 Mentor End of Mentorship Report and RC_02_F10Mentee End of Mentorship Report) to complete and return it by the deadline given.

If at any time the Mentor or Mentee has any concerns or questions about the Programme, they should contact the ESA (mentorship@esahq.org)