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ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL

Mentoring Roadmap

As a champion of our mentoring program, this roadmap will help you to design your program and to identify resources that you will need to be successful.

Part I – Setting up the mentor/mentee relationships

1. Decide how you will identify mentors. You may choose one or more of the following methods:
 - a. You will solicit interest from faculty members, including mid-career and senior faculty.
 - b. You will require participation from faculty members, including mid-career and senior faculty.
2. Decide how your mentees will choose mentors. You may choose one or more of the following methods:
 - a. Mentees will be assigned mentors.
 - b. Mentees will choose their own mentors from a list provided to them.
 - i. If you have selected this choice, make sure to use the mentor profile sheet to provide mentees with information about the available mentors.

Part II –Set goals and initial meetings

1. Schedule a kick-off meeting for mentors.
2. Define goals of the program.¹
3. Review the roles of mentors and mentees.
4. Instruct mentors and mentees to set up their first meeting.
 - a. Have mentors and mentees use the survey (Appendix A) to walk them through this meeting.
5. Suggest group meetings for mentors and potential topics for group sessions.

Part III – Assessment and evaluation

1. Determine the frequency of assessment.
 - a. I will assess the progress of the mentee/mentor relationships:
 - i. Monthly
 - ii. Quarterly
 - iii. Annually

¹ Lakhani M. When I say ... mentoring. Med Educ [Internet]. 2015 Aug [cited 2017 Aug 31];49(8):757-8.

Available from:

https://my.hofstra.edu/hofapps/applications/ezproxy/indexMed.jsp?db_proxy=m&&db_url=search.ebscohost.com/login.aspx?direct=true%26db=ccm%26AN=109816531%26site=ehost-live

2. Determine the frequency of evaluation.
 - a. I will assess the utility of the program:
 - i. Monthly
 - ii. Quarterly
 - iii. Annually
3. Consider how you will define success.² Things to think about:
 - a. Number of meetings had by participants.
 - b. Promotion/Advancement of a mentee in their professional roles.
 - c. Evaluation of the mentor and mentee relationship (to be defined).
 - d. List goals and follow up with mentor/chair.

Part IV – Operations

1. We advise you to have administrative support for this program.
 - a. Role of the administrator:
 - i. Send out reminders to mentors and mentees to schedule meetings on a regular schedule (e.g. quarterly).
 - ii. When a meeting is scheduled, have the administrator send a link to a survey (Appendix A), which documents the meeting content and next steps, which the mentor/mentee pair is required to fill out.

Part V – Resources

1. Specify how support and development will be offered to mentors.^{3,4}

² Mylona E, Brubaker L, Williams VN, Novielli KD, Lyness JM, Pollart SM, Dandar V, Bunton SA. Does formal mentoring for faculty members matter? A survey of clinical faculty members. *Med Educ* [Internet]. 2016 Jun [cited 2017 Aug 13];50(6):670-81. Available from: https://my.hofstra.edu/hofapps/applications/ezproxy/indexMed.jsp?db_proxy=m&&db_url=search.ebscohost.com/login.aspx?direct=true%26db=ccm%26AN=115268662%26site=ehost-live

³ Bickel J, Rosenthal SL. Difficult issues in mentoring: recommendations on making the "undiscussable" discussable. *Acad Med* [Internet]. 2011 Oct [cited 2017 Aug 31];86(10):1229-34. Available from: https://my.hofstra.edu/hofapps/applications/ezproxy/indexMed.jsp?db_proxy=m&&db_url=ovidsp.ovid.com/ovidweb.cgi?T=JS%26CSC=Y%26NEWS=N%26PAGE=fulltext%26D=ovft%26AN=00001888-201110000-00019%26PDF=y

⁴ Ramani S, Gruppen L, Kachur EK. Twelve tips for developing effective mentors. *Med Teach*. 2006 Aug;28(5):404-8. Available from: https://my.hofstra.edu/hofapps/applications/ezproxy/indexMed.jsp?db_proxy=m&&db_url=www.tandfonline.com/doi/pdf/10.1080/01421590600825326?needAccess=true

Appendix A

Example Survey

https://www.surveymonkey.com/r/?sm=q5c_2B4qd4vRbnJxbYfQns4k9TDMSIGhK9Ofkfpzar2Ls_3D

Session Prompt:

Positive introduction and the best reflected self

When were you at your best?

Imagine it's the end of the academic year and everything went perfectly

What did that look like?

What goals did you achieve?

1. Mentor Name
2. Mentee Name
3. Date of Meeting
4. Mentoring Goal – Select from the following: Clinical, Research, Teaching, Networking, Service, Self-development, Other (please specify)
5. Goal Progress – Select from the following: Goal Met, Making Progress, No Progress, N/A (setting a goal today)
6. Accomplishments
7. Obstacles
8. New/revised goal or strategy to overcome obstacles (if needed):