**Mentor-Mentee Guideline Document**

**Welcome to the SWRO Mentorship Program!**

This document serves as a guideline and checklist for structuring meetings for the mentor and mentee.

Prior to the initial meeting

Mentee

* Send your CV and any other relevant information/documents to your mentor
* Identify 1-5 areas of interest, listed in order of priority, that you hope to have addressed with your mentor over the course of the year.
* Potential discussion points include the following:
  + Career planning: academic vs. community
  + Research skills/projects
  + Leadership
  + Teaching
  + Professionalism
  + Communication
  + Networking
  + Financial
  + Work-life integration
* We strongly encourage that you review the following resources on mentoring:
  + A proposed model for an optimal mentoring environment for medical residents: a literature review <https://pubmed.ncbi.nlm.nih.gov/20505410/>
  + Characteristics of successful and failed mentoring relationships: a qualitative study across two academic health centers <https://pubmed.ncbi.nlm.nih.gov/23165266/>
  + Making the Most of Mentors: A Guide for Mentees <https://pubmed.ncbi.nlm.nih.gov/19116494/>
  + Remote Mentorship in Radiation Oncology: Lessons to Share <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8188242/>

Mentor

* Prior to meeting, review mentee CV/information
* We strongly encourage that you review the following resources on mentoring:
  + A proposed model for an optimal mentoring environment for medical residents: a literature review <https://pubmed.ncbi.nlm.nih.gov/20505410/>
  + Characteristics of successful and failed mentoring relationships: a qualitative study across two academic health centers <https://pubmed.ncbi.nlm.nih.gov/23165266/>
  + Making the Most of Mentors: A Guide for Mentees <https://pubmed.ncbi.nlm.nih.gov/19116494/>
  + Remote Mentorship in Radiation Oncology: Lessons to Share <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8188242/>

Initial Meeting

At this meeting, the mentor and mentee should choose a set of goals to focus on and devise a plan for meeting those goals.

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| **CAREER AND PROFESSIONAL GOALS** | |
| **Short-Term Goals (Months to 1 Year)** | **Long-Term Goals (2-5+ Years)** |
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Subsequent Meetings

We recommended at least 2 subsequent meetings per year following the initial meeting. We advise that mentees write out the objectives/goals in the action plan as below for these meetings and send the document to the mentor prior. This will serve as an agenda for the meeting.

At these meetings, short and long term goals should be revisited. Plans should be discussed as well as what progress has been made towards those plans.

Once the originally stated goals are met, the pairing can reassess for new goals and continued mentorship.

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| **ACTION PLAN** | | |
| **Meeting Date** | **Objectives/Goals** | **Strategies/Tactics** |
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*At any point during the pairing, the mentor and mentee can request to be placed in another pairing.*

*At the one year mark, the pairing can choose to continue or individuals can ask to be placed in new pairings.*

*If desired, reach out to the SWRO team to provide feedback about your mentoring experience!*

**IF YOU HAVE ANY PERSONAL/SPECIFIC ISSUES, PLEASE REACH OUT TO** [**swromentorship@gmail.com**](mailto:swromentorship@gmail.com)**.**

These guidelines were adapted from the following references:

*-ARRO EISC Mentorship Guidelines*

*-UWMC Radiation Oncology Department Mentoring Checklist/UCSF Mentor Development Program*

*-AMIGO Mentoring program: Guidelines*

*-UW Department of Pediatrics Mentoring Guide*

*-Air Force Mentoring Handbook*

*-Davis OC, Nakamura J. A proposed model for an optimal mentoring environment for medical residents: a literature review. Academic Medicine. 2010 Jun 1;85(6):1060-6.*

*-Straus SE, Johnson MO, Marquez C, Feldman MD. Characteristics of successful and failed mentoring relationships: a qualitative study across two academic health centers. Academic medicine: journal of the Association of American Medical Colleges. 2013 Jan;88(1):82.*