

# Checklist Intraclinical Mentoring Programmes

Götz K, Deichsel A, Schulz A, Herbolzheimer M



## Formation of the mentor-mentee team

- Team selection: Team and times
  - 1 mentor + approx. 3 mentees (max. 5)
  - Mentees of different educational levels
  - Involvement of mentee from the beginning of the clinical career
  - Selection of mentor from "other" work team, if possible
  - Consent of the mentees in the selection of mentors
- For subspecialisation mentoring:
  - Dependent on personal area of interest
  - Professional promotion in subspecialisation

## Meetings & Content

- At least 1x/quarter.
- Ideally not during daily routine of the clinic, e.g., eating.
- If required, meetings during daily routine.
- Topics:
  - Individual situation of the clinic (pro/contra)
  - Discussion topics: Clinic, surgery, research, personal
  - Addressing of problems/ challenges
  - Individual feedback from mentor to individual mentees
  - Tips for career stages (pitfalls, further training, etc.)
- For subspecialisation mentoring:
  - Preparation of scientific presentations
  - Learning surgical skills
  - Collective attendance of congresses and meetings

## Goals

- Varies depending on level of training/ education.
- Management of daily clinical practices and routines.
- Career promotion.
- Teambuilding.
- Professional promotion.
- Motivation of commitment (clinic, research, professional policy).
- Achievement individual goals (e.g. family).
- For subspecialisation mentoring:
  - Focus on professional knowledge/skill acquisition
  - networking possibilities in the specific field

## Tasks mentor

- Sharing clinical experiences, tips, and tricks.
- Supporting the individual goals of the mentee.
- Feedback (professional and interpersonal).

## Tasks mentee

- Preparation of mentor-mentee conversations (goals/questions)
- Respect feedback

## General

- Documentation of performed meetings.
- No detailed documentation of the contents of the meetings - basis of trust, problems should be discussable.
- Free shaping of the mentor-mentee relationship.
- Mentoring should be terminable at any time by either party.