

Med-Peds Coordinator/Administrator Mentoring Program Description

Background/Purpose of Program

- AMPPA is an organization dedicated to learning and sharing members' unique knowledge base with one another and with the greater med-peds community for the purpose of supporting the education of med-peds physicians.
- The mentoring program pairs new med-peds coordinators (started in med-peds in the past 2 years) with veteran coordinators who are committed to passing on valuable skills, knowledge and insights to their mentee to help him/her develop their career.
- The various purposes of mentoring include providing a role model to new coordinators, providing a sounding board, someone with whom the mentee can discuss ideas, problems, and concerns within a safe environment, and enabling personal development, providing someone who can help the mentee to become more adept at his/her job.
- Mentoring is about transferring information, competence, and experience to mentees so that they can make good use of this and build their confidence and skill set accordingly.

Qualifications of a Mentor

- Ability to communicate openly and without judgment
- Ability to establish a relationship based on shared goals and respect even though meetings cannot be in person – communicate well via phone and over email
- Interest in needs and concerns of new Med-Peds Program Coordinators
- Ability to be encouraging and supportive and be an active listener
- Ability to practice problem-solving skills and suggest options and alternatives
- Motivation to continue developing and growing – to help others develop, you must value your own growth in the profession

Mentor Role

- Take the lead in supporting one Med-Peds Program Coordinator for at least one academic year (July-June).
- Serve as a positive role model and friend – lead by example
- Exchange views and give the mentee guidance – don't just give the mentee immediate answers to a problem. A simple answer to a problem is rarely as valuable as understanding how to approach such problems in the future.
- Assist in establishing on-the-job goals for mentee on a personal basis based on the mentee's level of skills and desire to advance and grow
- The mentor role is not to replace the Program Director or fellow coordinators at the mentee's institution, but to provide an additional resource for Med-Peds Coordinator-specific needs.

Time Commitment

- Mentors are asked to commit to one full academic year of mentoring
- Set regular phone meetings once per month to discuss specific topics relevant to the mentee's job responsibilities – set an agenda and discuss mentee goals and objectives regularly
- Answer emails in a timely manner
- Both the mentor and the mentee are encouraged to attend the AMPPA annual meeting to have a face-to-face meeting/dinner

Benefits of Mentoring

- Satisfaction in helping someone progress and achieve goals
- Increased confidence and self-esteem
- Improved ability to reflect, analyze and find solutions to problems
- Reduced isolation and opportunity to connect with a fellow med-peds coordinator
- Opportunity to make use of your hard-earned knowledge and experience

Resources:

- National Mentoring Partnership: http://www.mentoring.org/program_resources/elements_and_toolkits/tool_kit/design/
- Mind Tools: http://www.mindtools.com/pages/article/newCDV_24.htm
- Human Resources Association of New York: http://www.hrny.org/Mentor_Program.asp#AAR
(Articles and Resources at the bottom of the page)
- National Federation of Independent Business: <http://www.nfib.com/business-resources/business-resources-item?cmsid=55198>