

Mentorship Programme

Guidelines and Requirements for the 2027 to 2029 Programme.

Aim of the Programme:

The ESAIC Research Committee developed 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.

The ESAIC Research Mentorship Programme aims are:

- To preserve and transfer accumulated professional knowledge within the anaesthesia and intensive care community.
- To support individual academic anaesthetists and intensivists in achieving their potential as researchers.
- To contribute to the ESAIC mission to connect anaesthesiologists and intensivists 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 and Mentees must be working in a European Institution at the time of application. The country of the institution should be a European country as defined by the World Health Organisation.
- Mentees must be current trainee or active members of the ESAIC.
- Mentees only take part in one mentorship programme at a time.
- Mentors may be allowed to mentor a maximum of two mentees within the programme at any time.
- The duration of mentorship is two years, unless extended by the Mentorship Programme Leader.
- Attendance at the Mentorship Programme Kick Off meeting at ESAIC Euroanaesthesia is expected.
- The Mentee must provide a letter from their Head of Department to declare if they have the support from their “home department” to take part in the Programme.

Application:

A call for applications for Mentors and Mentees will be opened on the ESAIC 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 ESAIC Research Department (mentorship@esaic.org) or it will be available on the ESAIC website.

Potential Mentees and Mentors will also be asked to send their CVs including information about education, current institution, publication list, grant records, lectures and poster presentations. In the application form they are asked to agree to:

- the ESAIC's privacy policy and terms and conditions
- their data being shared with the Mentorship Programme Leader and review panel
- their CV being sent to person they are matched with.

The Mentee must provide a letter from their Head of Department to declare if they have the support from their "home department" to take part in the Programme.

Responsibilities of the Mentor:

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

Responsibilities of the Mentee:

- Be receptive to learning and being guided by the Mentor.
- Willing to develop Research project(s) in relationship with the Mentor
- Willing to discuss career plan and develop their career through a process of planned experiences and assignments.
- Being open to new suggestions and challenges suggested by the Mentor

Guidelines for completing the Mentorship Plan and 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 communicate – video call, email etc).

The Mentor and Mentee will then complete and sign the Mentorship Plan and Agreement. It is very 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. Their backgrounds, fields of interest and experience
2. What Mentorship is and what they want to gain from the Programme
3. What information is confidential

4. Review responsibilities of mentor and mentee from this guidance
5. What they expect from the Programme and from each other and how they prefer to work
6. The logistics and structures that they want to use to support their relationship
7. How they want to meet and communicate (by what means: video call, email etc; frequency and who initiates the meeting)
8. The next steps are and agree the next meeting

Regular Feedback:

ESAIC will send Mentors and Mentees a 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 ESAIC by the deadline given.

At the end of the Programme, ESAIC will send an end of Programme report to all Mentors and Mentees (RC_02_F8 Mentor End of Mentorship Report and RC_02_F9 Mentee End of Mentorship Report) to complete and return it by the deadline given. Mentor and Mentee must complete this form in order to complete the Programme and receive the certificate.

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