

# Mentorship Checklist

In [our qualitative study](#), we found that some mentors used a checklist during an initial meeting to ensure that all important issues were addressed. We and others have discovered that a mentorship checklist is useful, both at the initial meeting and at subsequent meetings. It is particularly useful in reminding mentors to consider all aspects of their mentee's career development and work/life balance, helping mentees reflect on the equilibrium (or lack thereof!) between their work and personal life.

Overall goals are to: advise, provide resources, provide opportunities, protect

1. Assess the mentee
  1. Check in
  2. Assess for any urgent issues
2. Set an agenda
  1. Review pending items
    1. Administration
      1. Hospital
      2. University
      3. Provincial
      4. National
      5. International
    2. Clinical
      1. Inpatient
      2. Outpatient
      3. On call responsibilities
    3. Research
      1. Publications
      2. Grants
      3. Presentations
      4. Grant review panels
    4. Teaching/training/providing mentoring
      1. Undergraduate
      2. Postgraduate
      3. Graduate
      4. Continuing education
    5. Creative professional activity
      1. Specify i.e. tool development for patients, clinicians
    6. Work/life balance
    7. Career guidance
      1. Review individual development plan and CV
  2. Assess time available
  3. Prioritise

3. Assist/advise
  1. Ask clarifying questions
  2. Set clear and measurable goals
  3. Give advice and suggest resources
  4. Agree on timeline for deliverables
4. Provide opportunities
  1. Consider potential collaborations/projects
5. Advocate/protect
  1. Outline what actions are needed
6. Wrap up
  1. Clarify expectations of mentor and mentee
  2. Schedule future meeting