MENTOR – SUCCESS PROGRAM (UNDERGRADUATE MEDICAL EDUCATION)

APPOINTED BY:
Associate Dean, Undergraduate Medical Education Program (UME)

TERM FOR:
One year, renewable. This appointment may be terminated for any reason by either party with thirty (30) days written notice.

REPORTS TO AND ACCOUNTABLE TO:
Assistant Dean, Evaluations & Research, UME with accountabilities to the Associate Dean, UME

TIME COMMITMENT:
0.04 – 0.05 FTE

SUCCESS PROGRAM DESCRIPTOR

The SUCCESS Program is a mentorship-based remediation program for students who have an unsatisfactory course result or who have a summative course mark within 1 standard error of measurement of the mean of the minimal pass level of any undergraduate medical education course. The program also provides support to students as mandated by the Student Academic Review Committee (SARC).

Mentors will be required to meet with students who are enrolled in the program and provide support and resources to help students improve their study strategies and gain skills in being a self-regulated learner.

A. RESPONSIBILITIES

1. Attends onboarding training regarding mentoring for students who are at risk academically.
2. Reviews student self-regulation and study strategies by surveying responses prior to meetings.
3. Leads meetings with individual students or groups of students who are academically at risk to facilitate reflection and identify individualized goals.
4. Documents meeting outcomes in a formal written letter. Letter is sent to the student, Assistant Dean Evaluations & Research (UME) and a copy placed on the student’s file.

5. When deemed necessary, follows up with students to arrange repeat meetings and/or check in on their progress in the curriculum.

6. Attends meetings with other mentors within the Success Program when arranged by the Assistant Dean, Evaluations & Research (UME) to reflect on progress in the program and identify new strategies for mentoring students.

7. Perform continuous quality improvement cycles to improve mentorship provided as part of the Success Program.

8. Complete research related to the academic mentoring, in an effort to improve the Success Program over time.

Approved: Associate Dean, UME
October 7, 2021