Epic Physicians Advisory Council Mentorship Program
2019-2020

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INTRODUCTION
- *Are you an early-to-mid-career physician who wonders how to integrate your work-in-Epic with the rest of your career plans, and want to talk with someone more experienced?*
- *Are you a mid-to-late-career physician with experience weaving a clinical career with Epic-based informatics, and willing to share your wisdom with a junior colleague?*

GOALS
The Epic PAC Mentorship Program is a cross-institution, cross-generational opportunity that will pair physician informaticists in early-to-mid-career with a colleague in mid-to-late-career to share wisdom, expand horizons, develop ideas, nurture talent, renew enthusiasm, coach for career advancement, and grow the next generation of Epic PAC physician leaders and mentors.

ORIGIN
The program was sparked during a peer-to-peer session given at XGM 2019:
> Mentoring For Career & Promotion: Leveraging Your Work In Epic

SCOPE
Our goal for the first year is to create at least 25 mentorship pairings.

DETAILS
We plan to launch around UGM 2019 as a one-year pilot. Prospective participants will choose their role, complete a short questionnaire, and then be matched to an appropriate colleague. Mentorship pairs will commit to:
- Meeting (phone/video) approximately every-other-month for an hour
  - If convenient, some meetings could be in person at Epic or other conferences
- Helping to develop the program by giving feedback via short e-mail questionnaires.

NEXT STEPS
If you are interested in participating, please fill out the on-line application:

     https://redcap.case.edu/surveys/?s=HPA7Y7XHTP

If you have questions about the program, please contact one of the members of the organizing committee:

David Bar-Shain, MD (Chair)	CT Lin, MD (Vice Chair)
Matthew Breeden, MD	Dara Mize, MD (Head of the Mentee Sub-Committee)
David Butler, MD	Milisa Rizer, MD (Head of the Mentor Sub-Committee)
Francis Chan, MD (Secretary)	Matt Tien, MD (Head of the Evaluation Sub-Committee)

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SUGGESTED TOPICS FOR DISCUSSION

- **Career:**
  - How did you get to where you are?
  - What do you like about what you do?
  - Where do you want to go from here?
  - What do you need to get there?
- **Strategy:**
  - What skills do you need to develop?
  - How can you get more resources?
  - How can you demonstrate impact?
  - How can you publish your work?
- **Epic-based activities:**
  - Training
  - Getting involved in the UserWeb and Epic Earth
  - Peer-to-Peer sessions
  - Epic Specialty Steering Boards
- **Leadership:**
  - What makes a good leader?
  - Times you've experienced a success/failure in leadership
  - Problem-solve leadership challenges
- **Book Club:**
  - Read and discuss a book on leadership, technology, medicine, or life
- **Presentations:**
  - Hints about how to give a good presentation
  - Develop a presentation proposal for PAC, UGM, or XGM
  - Give/get feedback on slides you've developed
- **Research:**
  - Develop a research proposal
  - Trouble shoot a research project
- **Failure analysis:**
  - Examine a failure (technical or non-technical) to extract meaningful lessons
- **Promotion:**
  - Form a partnership of accountability
  - Feedback about
    - CV
    - personal statement
    - professional portfolio
  - Develop a list of potential external referees

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RULES OF THE ROAD

- **Privacy:**
    - What you discuss with your mentor/mentee should be held in confidence.
- **Arranging Meetings:**
    - Mentee should contact mentor to set-up the first meeting and take responsibility for scheduling the subsequent meetings.
- **Agenda & Reminder:**
    - Mentee should send mentor an e-mail reminder with an agenda at least 1-week in advance of each meeting.
- **Feedback:**
    - Respond to requests for short feedback from the organizing committee
    - Separate mid-year huddles for mentees and mentors

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FREQUENTLY ASKED QUESTIONS

1. **Why are we creating a mentorship program in the Physicians Advisory Council (PAC)?**
   a. Medical informatics is a relatively new field with multiple career paths. We hope that by fostering the sharing of wisdom across generations and institutions, mentees will gain insights, mentors will have an opportunity to give back, and the community of physicians who make up the Physicians Advisory Council will be strengthened.
2. **What is the relationship of the Epic Systems Corporation to the Epic PAC Mentorship Program?**
   a. The program is being initiated, designed and run by physician users (customers). Epic is supportive of the mentorship program and is giving some logistical support.
3. **Who can participate in the Epic PAC Mentorship Program?**
   a. Any physician who is an employee or affiliate of an Epic customer is eligible to apply.
4. **Can nurses or nurse practitioners apply?**
   a. As a physician-to-physician mentoring program hosted within the PAC, nurses and nurse practitioners are not eligible to apply at this point.
5. **Who are the mentors?**
   a. Mentors are physicians who are involved in Epic-based medical informatics and are in the middle to later parts of their career. They are content experts and have a desire to share their wisdom. Typically, they have been working in the field for at least 5-10 years and amassed some of the following: leadership experiences, academic experiences, life experiences, and/or regional/national experiences. They may have been through one or more rounds of promotion at their organizations.
6. **Who are the mentees?**
   a. Mentees are physicians who are involved in Epic-based medical informatics at some level and are in early-to-mid-career with a desire to learn from a more senior colleague. Typically, mentees have been working in the field for less than 10 years. They may be looking to amass experiences which will lead to future leadership positions or promotion.
7. **Can I apply to be both a mentor and a mentee?**
   a. Yes, although most people will choose one or the other role.
8. **What if I want to continue with my mentor/mentee beyond the first year?**
   a. The pilot program will run for one year. We ask that you commit to the mentoring relationship for at least that long. Some mentor-mentee pairings may choose to continue for longer but that it is not expected.
9. **How will the matching be done?**
   a. We will do our best to match people who we think share common interests, trajectories and experiences.
10. **Can I request a specific mentor?**
    a. We cannot make guarantees but will do our best to accommodate all reasonable requests. We ask you to be flexible and accept the match we give you.
11. **Will my mentor be someone in my clinical specialty?**
    a. Not necessarily. If that is something that is of interest to you, please indicate it on your application.

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12. **What if there aren't enough mentors to go around?**
    a. We will do our best to accommodate everyone who wants a mentor. But we may need to give a rain-check if the numbers are mis-matched.
13. **Does it cost anything?**
    a. Participation is free. No compensation is offered or expected.
14. **What will I gain by participating?**
    a. You will meet someone with different life experiences and have opportunities to reflect on career, life, challenges and successes. You may benefit from each other's wisdom. You may feel a part of something bigger. You will expand your professional network. You may appreciate the opportunity to give back.
15. **Are there any downsides to participating?**
    a. Typically, candidates for academic promotion submit a list of external referees with their packet. External referees review a candidate's packet and communicate in writing with the Dean. Institutions differ regarding who can serve as an external referee. At some organizations, someone who has served as a candidate's mentor cannot subsequently serve as an external referee for that candidate.
16. **Who determines whether a mentoring relationship is successful?**
    a. Primarily the mentees.
17. **How can mentees ensure that they have a successful experience?**
    a. Learn to manage up and come to meetings prepared with discussion topics and goals. Be respectful of, and grateful for, the time your mentor is donating. Realize that this is an opportunity for you to develop professionally.
18. **How can I help organize or give general feedback about the program?**
    a. Please contact David Bar-Shain, MD at dbarshain@metrohealth.org
19. **What will you do with my information?**
    a. We will share the mentee's application with the mentor.
    b. We will share the mentor's demographic responses with the mentee (but not the rest of the mentor's responses).
    c. We will use REDCap at Case Western Reserve University (Cleveland, OH) to store the applications and feedback surveys.
    d. We will give the members of the steering committee access to those data.
    e. We will use data from the feedback surveys and calls to improve the program.
    f. We will NOT share specific application or feedback data with your employer or Epic.

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MENTEE APPLICATION QUESTIONS

NOTE: we will share your responses with your mentor.

1. Tell us about yourself:
    a. *Name
    b. *Organization
    c. *Contact information
        i. *Email
        ii. *Phone(s)
    d. *Informatics role(s)
    e. *Clinical specialty
    f. Academic rank (if applicable)
    g. Epic experiences
2. *What are some characteristics of your ideal mentor?
    a. e.g. educator, academic, researcher, policy maker, leader, technical expert
3. *What things would you like to work on with your mentor?
    a. e.g. career advice, promotion, leadership, training, resources, increasing impact
4. *What criteria will you use to judge your success as a mentee?
    a. e.g. expanded network, submitted presentation or publication, edited CV or personal statement, increased knowledge about career options
5. Anything else?

MENTOR APPLICATION QUESTIONS

NOTE: we will share your "Tell us about yourself" responses with your mentee but keep your other responses confidential. Questions 2 through 6 are for the steering committee to help with matching.

1. Tell us about yourself:
    a. *Name
    b. *Organization
    c. *Contact information
        i. *Email
        ii. *Phone(s)
    d. *Informatics role(s)
    e. *Clinical specialties
    f. Academic rank (if applicable)
    g. Epic experiences
2. *What are some characteristics of your ideal mentee?
    a. e.g. educator, academic, researcher, policy oriented, leadership oriented, technical expert
3. *What things would you enjoy working on with your mentee?
    a. e.g. career advice, promotion, leadership, training, resources, increasing impact
4. *What criteria will you use to judge your success as a mentor?
    a. e.g. expanded network, submitted presentation or publication, edited CV or personal statement, increased knowledge about career options
5. * If we have an excess of mentee applicants, how many people you would be willing to mentor? [1, 2, 3 or 4]
6. Anything else?