



## **Mentorship Activity Guidance**

### **Description of Activity**

In the Mentorship Activity, Participant(s) will create a mentorship plan which outlines a strategy for assisting a mentee as he or she works towards a specific goal. The Participant(s) will provide an outline for activities, sessions and/ or collaboration, as well as specific resources that might be used. An example would be interview preparation: an outline of the conversation, practice questions, mock scenarios, questions the mentee might want to ask, things to do in preparation, etc. Another example would be designing a system for periodic debriefs during the transition to a new role.

While the focus of this activity is on creating the plan itself and there is no mechanism to withhold credit until completion of plan, all plans that have been awarded hours will be made public on the Rykerr Medical website (with a predetermined delay after hours are awarded) with the option to subsequently add follow up and/ or feedback. This is in an effort to encourage Participant(s) to actually carry out the plan and provide a mechanism by which others can continue to learn from the experience.

### **Goals**

- Provide goal-oriented professional guidance to clinicians in the field
- Develop a plan to facilitate and direct professional development

### **Objectives/ Expected Learning Outcomes**

Through participation in the Mentorship Activity, Participant(s) will:

- Produce a mentorship plan to be shared with professional peers
- Utilize personal experience to share knowledge and expertise with others in the EMS community
- Organize thoughts in a coherent manner that allows for ease of use

### **Pre-requisites**

This Activity is available to all EMS providers with at least two years of experience in the field, no further prerequisites are required.

## Criteria for Selecting Faculty

As with all Rykerr Medical CE Activities, the Mentorship Activity is categorized as an F4 activity per CAPCE S&R in which the Participant(s) take(s) the initiative to direct learning in a way best suited to their needs and the general expectations outlined here. That said, the Program Committee is available to both offer feedback and evaluate performance. In addition, Content Reviewers outside of the Program Committee can assist in this capacity. In the event that a member of the Working Group (composed of the Program Committee and Content Reviewers) is a subject matter expert or has a specific interest in the topic of the Activity, the Program Committee will directly seek his or her input when evaluating the Activity.

## Rubric for Evaluation

In order for credit to be awarded, the submitted Podcast Activity must achieve “Meets Minimum Requirements” in all fields and as determined by the Program Committee.

	<b>Does Not Meet Minimum Requirements</b>	<b>Requires Revision(s)</b>	<b>Meets Minimum Requirements</b>
<b>Alignment with Activity Application</b>	Does not align with approved Activity Application	Partially aligns with approved Activity Application	Fully aligns with approved Activity Application
<b>Actionability of Plan</b>	Plan is not actionable as outlined	Plan is mostly actionable, but further revision(s)/ clarification(s) needed	Plan is actionable as outlined
<b>Organization</b>	Plan is disorganized to the degree that the mentee is unlikely to receive the intended benefit of the activity	Plan is mostly organized to allow the mentee to receive the intended benefit of the activity, but requires revision(s) and/ or clarification(s)	Plan is organized in a way that will allow the mentee to receive the intended benefit of the activity
<b>Grammar and Spelling</b>	Many spelling and/ or grammar errors noted	Few spelling and/ or grammar errors noted	No spelling or grammar errors noted
<b>Citation of Sources (if applicable)</b>	Sources not cited, sources cited inaccurately or sources absent when needed	Errors noted in citations, but credit given with references to outside material	Appropriate citations provided for all appropriate references to outside material
<b>Accuracy of Content (if applicable)</b>	Inaccuracy (or inaccuracies) noted that is (are) inconsistent with current evidence and/ or best practice	Clarification needed to maintain consistency with current evidence and/ or best practice	Aligns with current evidence and/ or best practice

For all criteria that “Does Not Meet Minimum Requirements” or “Requires Revision(s),” specific guidance will be provided to participant(s) and suggestions may be offered by which the submission can be reworked to achieve a successful evaluation and awarding of credit.