THE AAPM MENTORSHIP PROGRAM

AN INITIATIVE DEVELOPED BY THE
PROFESSIONAL MENTORSHIP WORKING GROUP
NEW PROFESSIONALS SUB-COMMITTEE
PROFESSIONAL SERVICES COMMITTEE &
PROFESSIONAL COUNCIL

Presented by: Jeremy Hoisak, PhD, DABR
UC San Diego
Member, Professional Mentorship WG

Joint Council Symposium
2022 AAPM Annual Meeting, Washington, D.C.
Facilitate connections between AAPM members seeking mentorship (“the mentee”) and members willing to serve as mentors.

Help members succeed in achieving their individual career development goals, improve engagement and satisfaction with their institution, clinic or company, and the AAPM.

Develop mentorship competencies within the AAPM membership, cultivate an environment where mentoring excellence is valued, and celebrate mentoring successes.
2012
Initial proposal for a “New Professionals Mentorship Program”

2013-2018
Program development including structure, policies, documents, legal, etc.

2019
PC approves key documents for “Professional Mentorship Program”

2020
Development of website Mentorship toolkit

2021
Renamed “AAPM Mentorship Program”
Website testing

2022
Program Soft-Lauch
Social media campaign
Mentor Recruitment
WHO IS THIS PROGRAM DESIGNED FOR?

- Open to ALL members of the AAPM, mentees can be any member seeking mentorship, regardless of career stage.
- Any qualified member can serve as a Mentor
  - Qualified: appropriate qualifications / abilities / experience
  - Administrators will review mentor applications to ensure profiles are accurate.
- This is NOT a clinical training program!
HOW DOES IT WORK? THE MENTORSHIP PORTAL

Participants login to portal as mentee or mentor (can be both)

- Login is tied to AAPM membership
- Access profile
- View match list
- Training materials and other resources
- Program and participant evaluations
- Dedicated Admin login for program administrators

https://www.aapm.org/memb/mentorship

Mentorship is integral to a successful career in medical physics. The goal of the AAPM Professional Mentorship Program (PMP) program is to support mentorship relationships between members of the AAPM, designed to support the success of physicist members of the AAPM, while also improving their sense of satisfaction and engagement with their own institution, clinic, or company and within the AAPM. The PMP will also enhance physicist training in providing effective mentoring, facilitate the adoption of a formalized mentor training program within the PMP and cultivate an environment where mentoring excellence is valued.

All AAPM members are welcome to participate in the Professional Mentorship Program. While it is expected that many participants seeking mentorship will be early-career physicists, the program is not limited to new professionals, and welcomes students, trainees, mid and late career participants. Mentorship is a life-long endeavor and individuals can both provide and receive mentorship at all phases of their career. For example, mid-career physicists may find value in the program for developing a plan for promotion or increased managerial roles, while more senior members may seek mentorship in leadership skills or transitioning to retirement. The AAPM Professional Mentorship Program aims to serve the unique goals of its participants and facilitate a match between the needs of the mentee and the skills and knowledge offered by potential mentors.

PMP is a new program developed by the AAPM Professional Mentorship Working Group (PMWG). This program will evolve as we learn and identify best practices for professional mentorship in medical physics and the AAPM. The program is supported by the AAPM Professional Council and the New Professionals Sub-Committee (NPSC).

Recommended Reading for Completion of Application:
- Partnership Agreement
- AAPM Mentorship Toolkit

https://www.aapm.org/memb/mentorship

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<table>
<thead>
<tr>
<th>Steps to be Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor Competency Initial Assessment Survey</td>
<td>Initial Survey Completed</td>
</tr>
<tr>
<td>Create and Publish Mentor Application</td>
<td>Manage Mentor Application</td>
</tr>
<tr>
<td>Matching</td>
<td>Matching</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>Program Evaluation</td>
</tr>
</tbody>
</table>
PARTICIPANT PROFILE

The profile largely auto-populates from the AAPM directory.

Members can provide a statement of interest outlining specific skills, interests, and objectives

Also supports upload of supporting documents (i.e. a CV)
## AAPM Mentorship Program - Mentee Center

### Mentee Center → My Applications

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Start Date</th>
<th>Match Status</th>
<th>View My Application Details</th>
<th>Mentor Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application #1</td>
<td>1/07/2020</td>
<td>Pending</td>
<td>View My Application Details</td>
<td></td>
</tr>
</tbody>
</table>

### AAPM Mentorship Program - Mentor Center

#### Mentor Center → My Applications

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Application Date</th>
<th>Application Status</th>
<th>My Application</th>
<th>Match List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application #1</td>
<td>1/07/2020</td>
<td>Active</td>
<td>View Details</td>
<td>View My Match List</td>
</tr>
</tbody>
</table>

#### AAPM Mentorship Program - Mentee List

<table>
<thead>
<tr>
<th>Mentee Name</th>
<th>Email</th>
<th>Status</th>
<th>Mentee</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norman Lee Brown</td>
<td><a href="mailto:nbrownjr@hotmail.com">nbrownjr@hotmail.com</a></td>
<td>Pending</td>
<td>View Mentee Details</td>
<td>Evaluation Report</td>
</tr>
<tr>
<td>Jeremy Hoisak</td>
<td><a href="mailto:jhoisak@ucsd.edu">jhoisak@ucsd.edu</a></td>
<td>Matched</td>
<td>View Mentee Details</td>
<td>Evaluation Report</td>
</tr>
<tr>
<td>Full Test</td>
<td><a href="mailto:zellu@yahoo.com">zellu@yahoo.com</a></td>
<td>Decline</td>
<td>View Mentee Details</td>
<td>Evaluation Report</td>
</tr>
</tbody>
</table>

Back to My Application List
ADMIN DASHBOARD

AMERICAN ASSOCIATION of PHYSICISTS IN MEDICINE

Improving Health Through Medical Physics

AAPM Mentorship Program- Admin Center

Dashboard  Mentor List  Mentee List  Questions/Feedback

- Mentor List
- Mentor Survey Report
- Mentor Mass Email
PROGRAM EVALUATION AND SELF-ASSESSMENTS

AAPM Mentorship Program - Mentee Center

My Tasks

- Mentee Competency Initial Assessment Survey >>
- Program Overall Evaluation >>

Application | Application Date | Evaluate the mentor
---|---|---
Application #1 | 10/07/2020 | |

5. Thinking to any prior experience you may have had with mentorship, as either a mentor or mentee, please indicate your familiarity with: (select all that apply)
- Informal mentorship - as a mentor
- Informal mentorship - as a mentee
- Formal/structured mentorship program - as a mentor
- Formal/structured mentorship program - as a mentee
- Peer mentorship (mentoring between individuals at the same career stage)
- Training-oriented mentorship (e.g., serving as a mentor to residents or new hires)
- Short term supervisory mentorship (e.g., high school or summer student)
- Long term supervisory mentorship (e.g., thesis advisor)

6. Please rate your level of formal skills development in being a mentor:

7. Please rate your overall ability to serve as a mentor in the following areas:

<table>
<thead>
<tr>
<th>Competence</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>NA</th>
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<tbody>
<tr>
<td>Clinical Competence</td>
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<td>Academic/Teaching Performance</td>
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<td>Research Productivity</td>
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<tr>
<td>Professional Performance</td>
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8. Please identify any potential barriers you perceive to serving as a mentor in the AAPM Mentorship Program:

- Lack of time / competing priorities
- Lack of administrative support / resources
- Lack of managerial support / institutional barriers
- Conflicts of interest / privacy concerns
- Workplace culture / environment
- Difficulty in navigating the AAPM Mentorship program / website / materials
- Insufficient education / certification / lack of specific skills
- Lack of consensus or professional guidelines
- Language or cultural barriers
- Other communication barriers: too much / too little communication
- Difficulty in scheduling meetings with mentee
- Difficulty in motivating mentor / enthusing mentor
- Difficulty in finding the right mentor
- Difficulty in identifying what I have to offer a mentee
First Mentorship Meeting: A Checklist
A critical component of a successful mentoring relationship is clarity of commitment and alignment of expectations. The following is a checklist to help the mentor and mentee get the most out of their first meeting. This is a recommendation only; participants in the AAPM Mentorship Program are not required to use the checklist.

Mentors and mentees should aim to discuss and agree on:

Complete the AAPM Mentorship Program Documentation
- Complete program participation agreement (available on AAPM Mentorship portal)
- Complete Initial Mentoring Competency Assessment (available on AAPM Mentorship portal)

Get to Know Each Other
- Share information about your professional and personal life
- Learn something new about your mentor/mentee

Establish Expectations
- When and where will we meet?
- How will we schedule meetings?
- How will we communicate between meetings?
- Will there be any fixed agenda items to be discussed at every meeting?
- How will we provide feedback?
- How will we measure successes?
- How will we close the mentoring relationship?
- Draft a mentoring partnership agreement covering the above expectations (a template is available in the toolkit)

Develop a Personal Development Plan
- Review goals for the mentoring relationship
- Outline a personal development plan, to be finalized by next meeting (a template is available in the toolkit)

Confirm Next Steps
- Schedule date, time and place of future meetings and any action items.

Sample Personal Development Plan

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Plan</th>
<th>Resources Needed</th>
<th>Potential Barriers</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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Notes:

We have met and discussed this Personal Development Plan.
Mentor: Date: 
Mentee: Date: 

Call for Mentors to participate in the launch of the AAPM Mentorship Program! The AAPM Mentorship Program is actively recruiting volunteers from all disciplines, work environments and education levels to serve as mentors to other AAPM members.

aapm.me/37Ta8an

9:06 AM · Mar 27, 2022 · dlvr.it

Dr. Angélica Pérez-Andújar @APA_medphys · Mar 23

Great opportunity! Mentorship is a life changing experience for the mentor and the mentee.

AAPM HQ @aapmHQ · Mar 22

The AAPM Mentorship Program is currently recruiting volunteers from all disciplines, work environments, and educational levels to serve as mentors to other members in all areas of medphys practice. Details and sign up here: aapm.org/memb/mentorship

Ashley Cetnar @lsocetnar · Mar 22

Are you a medical physicist? Consider being a mentor for someone else in the field. No matter what your path, you have something valuable to share.

AAPM HQ @aapmHQ · Mar 22

The AAPM Mentorship Program is currently recruiting volunteers from all disciplines, work environments, and educational levels to serve as mentors to other members in all areas of medphys practice. Details and sign up here: aapm.org/memb/mentorship

Cassandra Stambaugh @MedphysCK · Mar 23

Great opportunity to be a mentor! Sign up to share your experience with others.

AAPM HQ @aapmHQ · Mar 22

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Dr. Rebecca M. Howell, PhD @DrRebeccaHowell · Mar 23

This is such a great #medphys opportunity.

AAPM HQ @aapmHQ · Mar 22

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MENTOR RECRUITMENT TO DATE

- **Mentor Gender**: Male 46.5%, Female 53.5%
- **Mentor Specialization**: Diagnostic 9.3%, Therapy 90.5%
- **Mentor Highest Degree**: Student 1.4%, MS 26.4%, PhD 70.8%
- **Mentor Nationality**: Australia 2.8%, Canada 5.6%
- **Primary Work Setting**: Industry 3.3%, Private 15.4%, Government 1.9%, USA 87.5%, Academic 7.8%
• Professional Mentorship Working Group
• Robin Miller (Professional Services Chair), Brent Parker (PC Chair) and all members of the PROFS who did extensive website testing
• AAPM Staff
  • HQ Liaison: Nicholai Wingreen
  • Web developer: Zailu Gao
Tuesday, July 12, from 7:30am to 9:30am “Mentorship: Elevating Clinical and Research Careers”

To sign-up, visit the AAPM Mentorship Program portal at:

https://www.aapm.org/memb/mentorship