

Welcome to the Department of Anesthesia and Perioperative Medicine at the University of Western Ontario, and serving London Health Sciences Centre, and St. Joseph’s Health Care. As a new faculty member, you have been connected with a Department mentoring team. This team is comprised of senior faculty members, who are dedicated to assisting you in navigating through the fine points of your career. From grant applications, to compiling a teaching dossier, the mentoring team has crucial experience in these areas of academia, which can prove to be an invaluable resource to your academic and clinical work.

The Mentoring Team operates within the Department’s Academic Affairs. **Your team’s priorities are first and foremost to assist you in achieving your professional and academic goals through constructive guidance.**

Mentoring Program

**Department of Anesthesia and Perioperative Medicine,**

Schulich School of Medicine and Dentistry

University of Western Ontario

**Individual Development Plan (IDP**

**WELCOME**

**Individual Development Plan**

**Academic Information**

What is your current academic focus?

Click here to enter text.

What is your current academic rank?

Click here to enter text.

Do you have any questions regarding the focus of your appointment?

Yes [ ]

Please Explain Click here to enter text.

No[ ]

**There are numerous expectations regarding advancement within your focus area, and the culmination of these expectations may at first seem daunting. However, the mentoring committee will help you to identify these expectations as manageable segments within the natural progression of your career.  Would you like to clarify and/or discuss any of these expectations?**

Yes[ ]

 Please Explain Click here to enter text.

No[ ]

**Time Allocation**

Please provide your estimation, in either days/or weeks:

* Research Click here to enter text.
* Patient Care Click here to enter text.
* Administration/ Other Services Click here to enter text.
* Teaching/Training/Providing Mentoring Click here to enter text.

**Academic Goals**

***Short-Term Goal***

Please list your professional gaols for the coming year. Be as specific as possible, and also indicate as to how you will assess if the goal is accomplished with the expected outcome.

1. Goal:

Click here to enter text.

1. Expected Outcome:

Click here to enter text.

1. How you will measure this outcome?

Click here to enter text.

1. How much time have you set-aside for this project, from beginning to end?

Click here to enter text.

#### Do you have sufficient resources to accomplish these goals?

Please explain

Click here to enter text.

***Long-Term Goal***

Please list your professional goals for the next 3-5 years. It would be helpful to be as specific as possible in regards to assessing the accomplishment of a goal, and estimated completion dates.

1. Goal:

Click here to enter text.

1. Expected Outcome:

Click here to enter text.

1. How you will measure this outcome?

Click here to enter text.

1. How much time have you set-aside for this project, from beginning to end? (End date can be an estimation)

Click here to enter text.

Do you have sufficient resources to accomplish these goals?

Please explain

Click here to enter text.

**Feedback**

Keep track of the feedback you have received.

Click here to enter text.

**Projects: Past Present & Future**

Use this form to provide a summary of your current or intended research project. Discuss your summary with your mentoring team, especially if you have identified gaps where assistance could prove useful. Remember, this is **NOT A FORMAL EVALUATION TOOL**, but rather a means to visualize the key components of your project so that they can be discussed in a constructive environment.

In addition, attach all supporting documents that will enable your mentoring team to best review your project, ie. Grant applications, abstracts, etc.

|  |  |
| --- | --- |
| Project Name:  | Click here to enter text. |
| Projects Member(s): | Click here to enter text. |
| Affiliated Institution(s): | Click here to enter text. |
| Purpose: | Click here to enter text. |
|  |  |
| Who is this directed at? | Click here to enter text. |
| Who is assisting me? | Click here to enter text. |
| What is my time frame? | Click here to enter text. |
| What documents do I have? (attached) | Click here to enter text. |

Within the Department and University there is both an opportunity, and a need for individuals to excel in education, research, administration or leadership. There are many departmental and university resources available to assist in these areas. This tool is a means to identify areas in which you would like to gain further knowledge, understanding and skill. The goal is to improve your abilities, progress and satisfaction within the Department and the University.

**This is not intended as formal evaluation tool**.

Self-Assessment Tool

Professional Needs

|  |
| --- |
| Clinical Skills*May Benefit From Assistance*  *Satisfied*  *Very Confident* |
| PreOp Evaluation | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Clinical Management | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Teaching Skills | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Problem Solving | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Teaching Skills |
| One-on-One Teaching | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Small Group Teaching | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Large Group Presentation | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Research Skills |
| Research Design | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Grant Writing Skills | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Data Analysis | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Oral Presentation | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Manuscript Writing Skills | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |

|  |
| --- |
| (continued)Leader and Management Skills |
| Leading and motivating others | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Mentoring Skills | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Being a Mentee | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Managing Time | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Organizational Skills | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Interpersonal Skills |
| Managing Conflict | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Communicating Clearly in writing | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |
| Communicating Clearly in conversation | 1[ ]  | 2[ ]  | 3[ ]  | 4[ ]  | 5[ ]  |