

# JBC Mentorship 2017

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## Introduction

The JBI believes that group mentorship can produce a wide array of positive outcomes for both mentors and mentees and contribute to group cohesion and a sense of belonging to a strong organisational identity. The JBI acknowledges that mentorship is often an organic process and is challenging to formalise. It also recognises that mentorship occurs across the JBC in a variety of ways and across a diverse range of activities. Given that this is a new program for the JBC, it is anticipated that the initial implementation will be utilised to guide its further development.

## Eligibility

1. Mentorship within the JBC may be between:

- a) Centres of Excellence
- b) Centres of Excellence and Affiliated Groups
- c) Centres of Excellence and proposed Affiliated Groups where the mentee group are preparing to join the JBC as an Affiliated Group.

2. Mentors:

Core Staff members of a Centre of Excellence who have undertaken CSRTP or EBCFP training with JBI, and have completed at least one full project (published) in their capacity as a Core Staff member will be eligible to participate as mentors.

## Registration

The mentoring Centre must complete the attached registration form (Appendix 1), sign and send a copy to the mentee/organisation, who reviews, confirms and co-signs.

The registration form must then be returned to the Collaboration Support Unit via email [jbc@adelaide.edu.au](mailto:jbc@adelaide.edu.au).

**NOTE:** a copy of the paperwork must be submitted to the CSU via email before **28 February 2017** for the year 2017.

**NOTE:** from 2018 onwards, mentorship registration will be required prior to the end of December the previous year.

## Mentorship Plan

Each Mentorship Partnership is required to develop and Mentorship Plan when they register with the Institute. This plan should outline the objectives that the Mentee group would like to achieve as well as capturing the goals they would like to reach through the partnership with the Mentor group (i.e. type of support required and the mentorship fields in which they believe they will require assistance). It should also include a communication plan (i.e. frequency of meetings) and the anticipated outcomes for each 12 month period (i.e. establish an Affiliated Group/ orientation to JBC/presentations/ completion of a JBI protocol/ review/ implementation report).

## Mentorship Fields

- Establishment (group formation, application, engagement with parent organisations, infrastructure development etc.)
- Orientation to JBC (administration/ policy/procedure)
- Synthesis support (software/ methodological/ publication)
- Transfer support (education – CSRTP/CFP)
- Implementation support (software/ methodological/ publication)
- Other (please describe in detail)

## Evaluation

Each year a 360 degree evaluation will be conducted where both the Mentor and Mentee groups provide confidential feedback to JBI regarding the quality/effectiveness of the partnership in the form of a brief questionnaire (Appendix 2). This will be completed online via Survey Monkey by 31 January the following year.

The Mentor group will also work with the Mentee group to complete an 'Annual Review of Progress' (Appendix 3) to be submitted with their JBC Entity Annual Report, in order to be eligible to receive points for Mentorship as a JBC Matrix activity.

# Appendix 1

## Registration Form: JBI Mentorship Program 2017

### Eligibility

1. Mentorship within the JBC may be between:
  - Centres of Excellence
  - Centres of Excellence and Affiliated Groups
  - Centres of Excellence and proposed Affiliated Groups where the mentee group are preparing to join the JBC as an Affiliated Group.
2. Mentors must be Core Staff members of a Centre of Excellence who have undertaken CSRTP or EBCFP training with JBI, and have completed at least one full project (published) in their capacity as a Core Staff member will be eligible to participate as mentors.
3. Before completing this form, both the mentor and the mentee should have discussed and agreed:
  - The overall aims of mentorship
  - Specific persons involved
  - A work plan and set milestones or goals for the next 12 months
  - A communication plan including minimum frequency and method of communication agreed by the parties involved
  - A description of the resources/support and/or facilities offered
  - Clarified expectations in relation to how the mentorship partnership will progress
  - Deliverables, outcomes or expected progress for the next 12 months
4. Mentorship Fields:
  - Establishment (group formation, application, engagement with parent organisations, infrastructure development etc.)
  - Orientation to JBC (administration/ policy/procedure)
  - Synthesis support (software/ methodological/ publication)
  - Transfer support (education – CSRTP/CFP)
  - Implementation support (software/ methodological/ publication)
  - Other (please describe in detail)

*NOTE: do not use 'hard breaks' on this form when completing the boxes, always use 'shift/enter' to start a new paragraph within a text box.*

1. Name of Mentor Group (Centre of Excellence):  
Lead Mentor:  
Additional Mentors:

2. Name of Mentee Group:  
Lead Mentee:  
Additional Mentees:

3. Time frame: (minimum of one year and a maximum of 3 years)

4. Aim:

5. Describe the expectations of the mentorship partnership:

6. List the Mentorship Fields that will be the focus of the partnership and detail or attach a 12 month work plan for each of those fields:

7. List the anticipated deliverables/outcomes for each Mentorship Field for the next 12 months:

8. Describe the communication plan, including frequency and method of communication:

9. List or describe the resources/support/facilities offered by the Mentoring Centre of Excellence to the Mentee (address each point separately):

Resources:  
<type here>

Support:  
<type here>

Facilities:  
<type here>

10. Confirm that all parties have reviewed the registration form: (delete Y/N as necessary) Y/N

## Mentorship Agreement

This form should be fully completed and signed by all parties **before** being returned to the Collaboration Support Unit.

Details (insert additional rows as necessary):

<b>JBI Contact</b>	Ms Bianca Pilla: Joanna Briggs Institute, Level 3, 55 King William Road, +6183133637 bianca.pilla@adelaide.edu.au
<b>Mentor Contact</b>	Name: Address: Telephone: Email:
<b>Mentee Contact</b>	Name: Address: Telephone: Email:

Executed as an Agreement:

X

Signed for and on behalf of **<insert name of Centre of Excellence>**

Name:

Title:

Date:

X

Signed for and on behalf of **<insert name of Mentee Centre/Group>**

Name:

Title:

Date:

### Office Use Only

Registration number:

## Appendix 2:

# Joint JBI Mentorship Evaluation Form

[Reference only- to be completed via Survey Monkey in January 2017]

Mentor Centre Name:

Mentee Centre/Group Name:

Evaluation period: YYYY

Frequency of meetings: Weekly | Fortnightly | Monthly

Mentorship fields:

Establishment | Orientation | Synthesis | Transfer | Implementation | Other

### **PART 1 - Mentor Centre:**

To be completed by the Centre providing mentorship:

- Was your Mentee clear about their goals and objectives and what they would like assistance with?
- Were group members receptive/responsive to advice/ guidance provided by you?
- Were you able to answer questions effectively? If no, what were the areas that proved challenging?
- [For existing Affiliated Groups only] Did you feel that this group was ready to become a JBI Affiliated Group?
- [For Affiliated Groups only] Do you think that this group has potential to become a JBI Centre of Excellence? If yes, in what timeframe? If not, why not?
- Are there any ways that the relationship could have been more effective?
- General comments/feedback:

### **PART 2 - Mentee Centre/Group:**

To be completed by the Centre/Group receiving mentorship:

- Was your Mentor accessible?
- Was your Mentor able to answer your questions effectively?
- Did they provide guidance/feedback/assistance in a timely fashion?
- What knowledge/skills you have learned as part of this partnership?
- Have your JBI outputs increased as a result of this partnership?

- Has your understanding of JBI methodology improved as a result of this partnership?
- To what extent did this partnership enable you to achieve your JBI related targets?
- Are there any ways that the relationship could have been more effective?
- General comments/feedback:



## Appendix 3:

# Annual Review of Progress

The Mentor Centre is responsible for working with the Mentee Centre/Group to complete the following Annual Review of progress, to be submitted to the CSU via email with their JBC Entity Annual Report, in order to be eligible to receive points for Mentorship as a JBC Matrix activity.

1. Please describe the extent of work completed over the last 12 months of mentorship partnership (including support offered, milestones achieved, proposed deliverables and outcomes).
2. Have you met/corresponded on the work plan at the frequency established at the start of the year?
3. Have the aims been met (in which case is the program still required)?
4. If not, have the aims been progressed?
5. Have the persons involved changed during the year, or has the involvement expanded to include additional persons in either group?
6. Have the agreed resources support and/or facilities been provided? If not what was not provided, why did it not occur and what is the impact on progress of the Mentee group's progress?
7. What challenges/problems have occurred (if any) that might negatively impact the success of mentorship?
8. What are the strengths that have best contributed to the program?
9. Are there problems/barriers that present a risk to the mentorship relationship or the intended outcomes?
10. Do the parties agree to continue the program, or has it achieved its aims?