

# Clinical Research Foundations

## Mentoring Program:

### Code of Mentorship

The Mentoring Program at UT Southwestern Medical Center (UTSW) improves Clinical Research activities by providing mentorship resources and information to new or newly transferred staff to a clinical research role. At UTSW, we have designed a clinical research mentorship program consisting of an experienced clinical researcher (i.e., the mentor) paired with a junior member of the team (i.e., mentee). Within this dyad, the mentor will advise and guide the mentee through a carefully designed and structured program that introduces critical facets of clinical research management via numerous interactive activities, role play, review of real-world materials, so forth.



This Code of Mentorship agreement helps the mentee and mentor decide on guidelines that will be the foundation of their relationship and codify ways of increasing the likelihood of success. The two parties can use this document as a starting point for conversations and a more formal agreement. If there are any sections that don't apply to your situation, cross them out or amend them. You can also use the blank lines in each section to list any additional agreements or details.

With the implementation of this Code of Mentorship, the expectation is that it will promote a successful Mentor-Mentee relationship that fosters:

- Shared passion, personal compatibility, and shared goals
- Open communication, clearly understood expectations, dedication, and commitment on both sides
- Mutual respect and commitment to practicing good clinical research

### A. Mentor Expectations

- Guide and serve as a role model for upholding the highest ethical standards
- Inspire, guide, direct, and clarify the mentee's progress in achieving their professional goals
- Model creative scientific thought for the mentee when they are faced with novel challenges on the job
- Encourage an open exchange of ideas
  - Critique written work, if any are produced during the mentorship, and provide constructive feedback
  - Recognize when there are reasonable alternatives to achieving the same goals
- Reward excellence by recognizing it
- Facilitate interaction with other researchers whenever the opportunity arises
- \_\_\_\_\_
- \_\_\_\_\_

## B. Mentee Expectations

- Acknowledge that you have primary responsibility for the successful completion of the Clinical Research Foundations Mentoring Program
- Set a SMART goal and establish a timeline for achieving your SMART goal or work with the Office of Clinical Research to discuss alternatives if the timeline exceeds the mentorship program guidelines
- Take initiative in communicating your expectations to your mentor
- Understand the expectations of your mentor
- Be open and willing to accept feedback
- Express ideas and be a self-starter
- Be conscientious in being prepared prior to meeting with your mentor
- Engage in candid self-assessment of your abilities and reach out whenever assistance is needed
- Accept feedback as given
- \_\_\_\_\_
- \_\_\_\_\_

## Signatures

|                                     |                           |                            |
|-------------------------------------|---------------------------|----------------------------|
| _____<br>Mentor First and Last Name | _____<br>Mentor Signature | _____<br>Date (MM/DD/YYYY) |
| _____<br>Mentee First and Last Name | _____<br>Mentee Signature | _____<br>Date (MM/DD/YYYY) |

## Instructions:

Once all parties have signed this document, please scan, and send to [OCR@utsouthwestern.edu](mailto:OCR@utsouthwestern.edu). For any other questions, please visit the [Clinical Research Training website](#), the [Clinical Research Foundations Mentoring website](#) or contact the Office of Clinical Research via email at: [OCR@utsouthwestern.edu](mailto:OCR@utsouthwestern.edu).

## References

- [Achieving success in clinically based research: the importance of mentoring - PMC \(nih.gov\)](#)
- [Developing a mentorship program for clinical researchers](#)
- [Mentoring clinical researchers | Archives of Disease in Childhood \(bmj.com\)](#)