

FPSC Provincial Mentorship Program

Mentee Package

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Provincial Mentorship Program – Mentee Package Summary

FPSC’s **Provincial Mentorship Program** enables new or experienced family physicians expanding their scope of practice to access peer mentorship and networking opportunities in **Long-Term Care (LTC)**, **Inpatient Care, Pregnancy and Newborn Care (PNC)**, and **Longitudinal Family Practice**. The program supports family physicians to access mentorship at individual, local and provincial levels.

	Longitudinal FPs and Locums		Long-Term Care	Inpatient Care	Pregnancy and Newborn Care	+ MC4BC Expanded clinical skills training
Individual	Longitudinal Practice: 5 hours	Longitudinal Locum: 2 hours	5 hours	5 hours	5 hours	
Local			LTC networking & HA collaboration	IPC networking & HA collaboration	PNC networking & HA collaboration	
Provincial	Longitudinal-specific virtual learning sessions		LTC-specific virtual learning sessions	IPC-specific virtual learning sessions	PNC-specific virtual learning sessions/CoP	

Compensation

The FPSC Provincial Mentorship Program provides up to **5 hours of 1:1 mentorship** for both mentee and mentor compensated at the hourly JCC sessional rate (up to 2 hours for mentees in the locum stream) for each program stream. Mentors should submit their hours at completion of supporting each mentee or on a quarterly basis (whichever comes first).

Eligibility Criteria for Mentees

- Registered and fully licensed physician with the College of Physicians and Surgeons of British Columbia in good standing
- Be a member with a Division of Family Practice
- A family physician who is new to, and working in:
 - Longitudinal family practice

- As a locum in longitudinal family practice
- Long-term care
- Inpatient care
- PNC
- Hospital privileges are required if providing inpatient care in hospital (*Inpatient Care stream only*)
- May require hospital privileges if providing full maternity care in hospital (*Pregnancy & Newborn Care stream only*)

Participation in the program entails a commitment to the following:

- [Doctors of BC Member Code of Conduct](#)
- [CPSBC Conflict of Interest Practice Standard](#)
- [Equity, Diversity, and Inclusion](#)
- [Truth and Reconciliation](#)

Mentorship is not restricted to new-to-practice family physicians. It is also accessible to experienced family physicians beginning to work in a new area of practice (longitudinal, long-term care, inpatient, PNC).

Nurse Practitioners

The FPSC Provincial Mentorship Program is designed for family physicians, and nurse practitioners (NPs) are welcome to participate. Virtual learning sessions are CME accredited and accessible to family physicians and NPs. If you are an NP interested in 1-on-1 mentorship, please submit your application or contact us to learn about opportunities supported across the NNPBC Skills Lab and the FPSC Provincial Mentorship Program.

Training and Physician Resources

- Cultural Safety Resources, including listings on the [JCC Collaborate on Health in BC](#) page.
- [Physician Health Program](#)
- UBC CPD [learning activities](#)
- BC Centre for Palliative Care Extension for Community Healthcare Outcomes ([ECHO](#)) sessions

Other Mentorship and Orientation Programs

Additional mentorship opportunities are offered through FPSC, SSC, and UBC CPD. These are listed and linked below.

- [Maternity Care for BC \(MC4BC\)](#)
- [Practice Support Program \(PSP\) Peer Mentor Network](#)
- [UBC Rural CPD's Coaching and Mentoring Program \(CAMP\)](#)
- [UBC CPD's Personal Learning Plans](#)
- [Provincial Physician QI Coaching \(PQI\) Program](#)

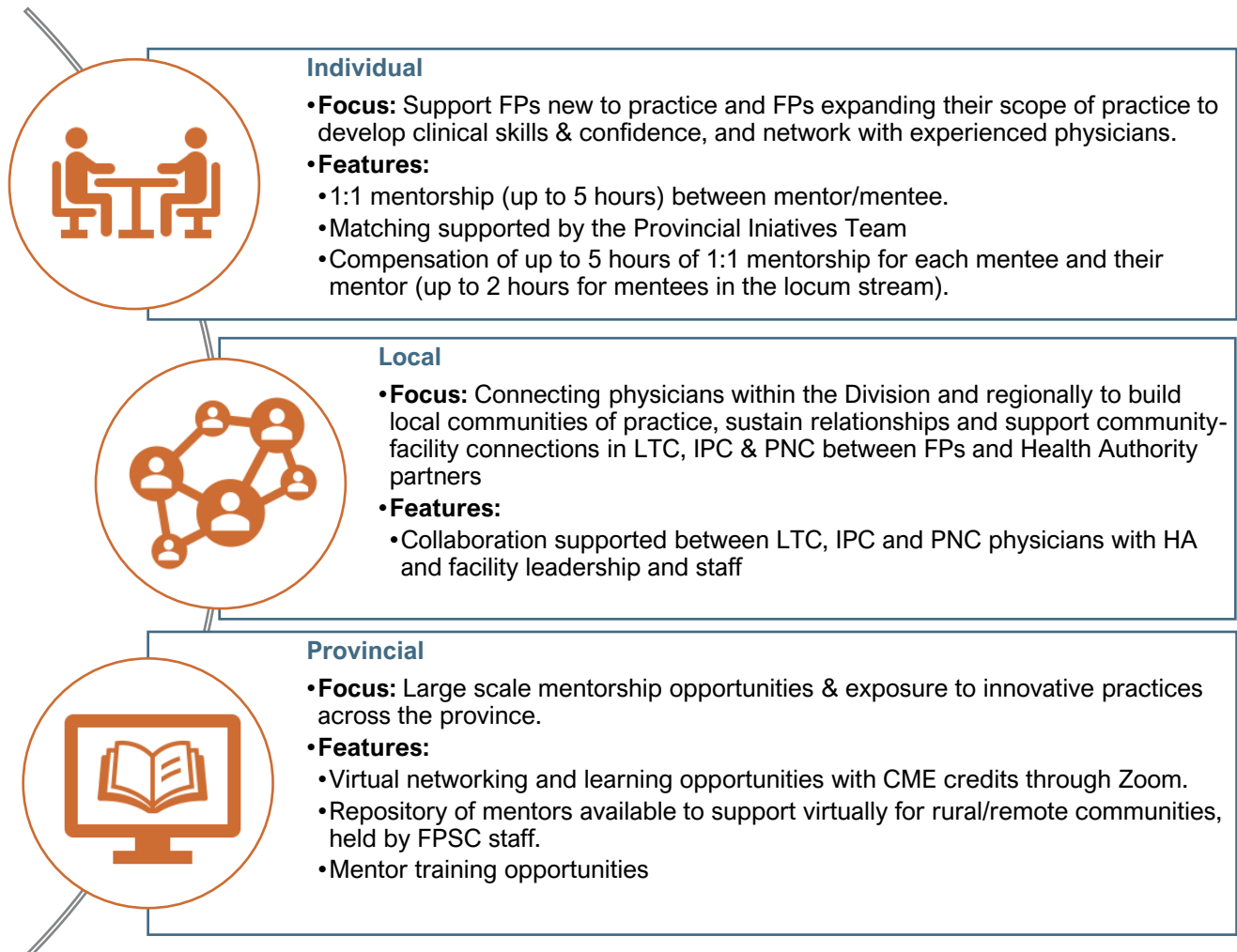
Who We Are

The Family Practice Services Committee (FPSC) works on behalf of doctors to strengthen full-service family practice and patient care in BC. It is one of four joint collaborative committees that represent a partnership of the government of BC and Doctors of BC.

FPSC Provincial Mentorship Program

FPSC's Provincial Mentorship Program is designed to provide mentorship to family physicians at the individual, local and provincial level. It builds on existing mentorship initiatives in the province and aims to expand and spread mentorship opportunities provincially.

The purpose of the program is to provide support for family physicians to access mentorship and networking opportunities in long-term care, inpatient care, pregnancy and newborn care (PNC), and longitudinal family practice. It is one strategy to support the wider goal of recruitment and retention of family physicians in longitudinal family practice and facility-based care in BC and providing support to family physicians wanting to increase their skills.



What is a Mentee and what do they do?

A mentee is an active learner, at any stage of their career, who engages in a partnership with another physician to receive guidance for clinical learning and career growth. A mentee takes ownership of their development and acts on feedback. Key responsibilities of a mentee include:

- **Active Driver:** A mentee schedules mentorship meetings and identifies personal learning topics.
- **Goal-Oriented:** Mentees identify skill gaps, set professional goals, and ask for specific feedback.
- **Open and Responsive:** They are receptive to feedback and willing to incorporate learnings in new clinical environments.
- **Network Builder:** Seek opportunities in family medicine to foster connection and build their professional network.
- **Prepared and Reflective:** Mentees prepare for learning and reflect on advice.

Who can be a mentee? Eligibility criteria

- Registered and fully licensed physician with the College of Physicians and Surgeons of British Columbia in good standing
- Be a member with a Division of Family Practice
- A family physician who is new to, and working in:
 - Longitudinal family practice
 - As a locum in longitudinal family practice
 - Long-term care
 - Inpatient care
 - Pregnancy and Newborn care
- Hospital privileges are required if providing inpatient care in hospital (*Inpatient Care stream only*)
- May require hospital privileges if providing full maternity care in hospital (*Pregnancy & Newborn Care stream only*)

Mentorship is not restricted to new-to-practice family physicians. It is also accessible to experienced family physicians beginning to work in a new area of practice (longitudinal, long-term care, inpatient, pregnancy and newborn care).

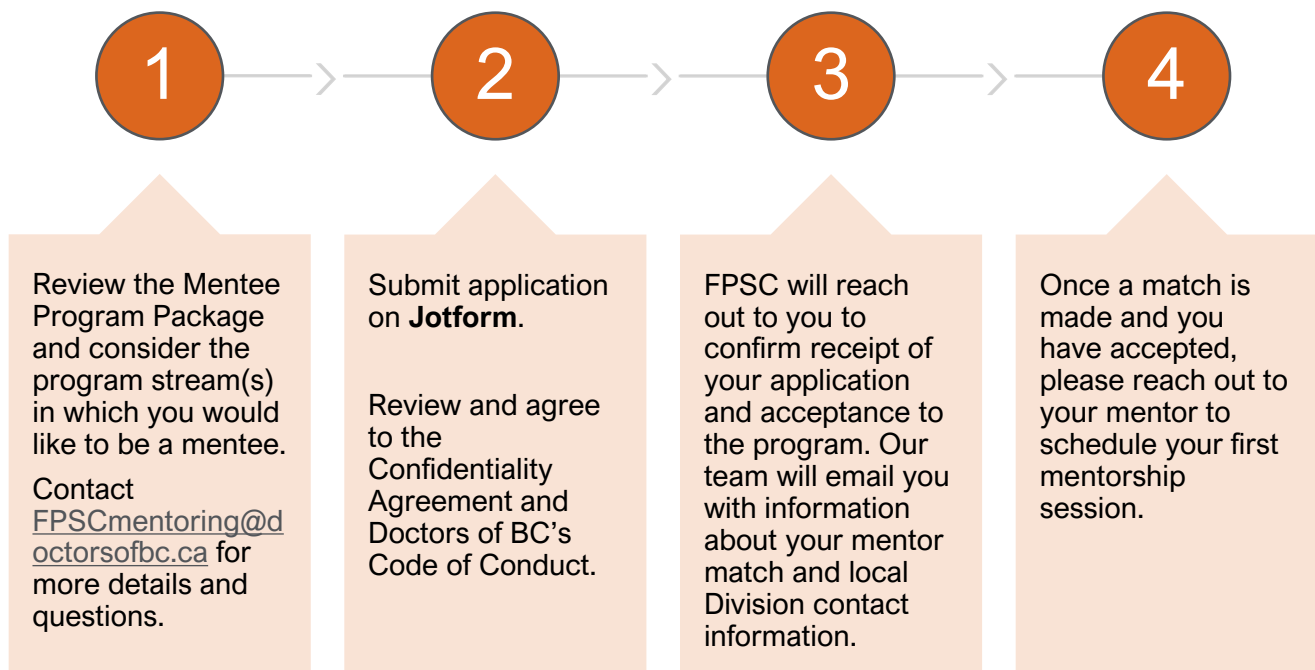
Nurse Practitioners

The FPSC Provincial Mentorship Program is designed for family physicians, and nurse practitioners (NPs) are welcome to participate. Virtual learning sessions are CME accredited and accessible to family physicians and NPs. If you are an NP interested in 1-on-1 mentorship, please submit your application or contact us to learn about opportunities supported across the NNPBC Skills Lab and the FPSC Provincial Mentorship Program.

Benefits of Being a Mentee

- Improved access to support, growth, learning, skill development, and networking opportunities.
- Increased clinical confidence, skills, and scope of practice.
- Improved networking in practice area.
- Improved job satisfaction and engagement.
- Established FP support system.
- Increased sense of purpose and direction.
- Enhanced knowledge transfer practices.
- Succession planning opportunities.

How to Apply



Program Commitments

Time Commitment



The 1:1 mentorship relationship will begin at a date mutually determined by the mentor and mentee. Mentor/mentee pairings may choose to complete their 1:1 meetings when works best for them, ideally within one-year. Mentors and mentees are encouraged to participate in virtual learning sessions and local networking and HA collaboration, including when 1:1 meetings have concluded. Mentor and mentee pairings will determine the structure, number and frequency of their own meetings.

Confidentiality



Mentors and mentees should maintain confidentiality regarding any personal or sensitive information shared during their participation in the mentorship program. By agreeing to participate in the FPSC Provincial Mentorship Program, you agree that any information shared with you while receiving support from your mentor will be kept confidential. The Confidentiality Agreement should be reviewed and signed upon submitting an application to the FPSC Provincial Mentorship Program.

If there are any concerns related to confidentiality, please bring them forward to FPSCmentoring@doctorsofbc.ca. If required, concerns related to confidentiality within mentoring relationships may be escalated to the Physician Lead of the relevant program stream.

Mentee Responsibilities



In order to enhance the benefits of your relationship with your mentor, adhering to the following responsibilities is critical.

Responsibility	Description
ISAR & EDI	Review Doctors of BC's commitments to <u>Truth and Reconciliation</u> and <u>Equity, Diversity, and Inclusion</u> . These commitments are critical to promoting equity and inclusivity in the BC health care system.
Confidentiality and Code of Conduct	Review and agree to the Confidentiality Agreement and Doctors of BC Code of Conduct. These are linked and provided at the conclusion of the application.
Beginning of the Program	

Mentee Program Package	Review this Mentee Program Package. Any questions about the package can be directed to fpscmessaging@doctorsofbc.ca .
Cultural Safety and Humility	Incorporating cultural safety and humility into mentoring relationships should be considered.
First Meeting with Your Mentee	
Rapport Building	Get to know your mentor during your first session (or few sessions). If helpful, use the Meeting Guides for discussion prompts.
Expectations	Discuss with your mentor what your mutual expectations are regarding when to meet, how often, and what your discussions should focus on.
Meetings	The structure and frequency of meetings between mentors and mentees is determined by each pairing. Mentors and mentees determine their own meeting cadence, ideally within one year. Meetings can take place in person, over the phone, or on a videoconferencing platform.
Mentee Goals	Develop 1-3 learning goals for your participation in the program. Review these goals with your mentor. Discuss how these goals support your professional and personal objectives, and how your mentor can support these.
During the Program	
Feedback	Receive feedback from your mentor and ask questions to facilitate personal and professional growth. If you are comfortable, communicate with your mentor about your experience in the program.
Networking (local)	Consider participating in networking opportunities hosted by your local Division of Family Practice or collaboration with the HA and facilities. Please contact your Division via email to inquire about these opportunities.
Virtual Session Participation (provincial)	Consider attending one of the provincial virtual sessions. Information about upcoming virtual sessions will be sent via email.
Evaluation	
Feedback Survey	Complete a survey at the conclusion of your participation in the 1:1 mentorship, and after one year in the program to help evaluate the effectiveness of the Provincial Mentorship Program, including your suggestions for improvements. De-identified, aggregate participant information may be used for program improvement purposes. To support evaluation of the program, billing data may be anonymously reviewed, to understand retention in areas of practice.

Code of Conduct



During your participation in the Provincial Mentorship Program, you are expected to adhere to the Doctors of BC Code of Conduct, which sets out the standard of conduct for all members of Doctors of BC when carrying out work on behalf of the Association. Please review this document prior to beginning the Provincial Mentorship Program.

Conflict of Interest



Mentors and mentees are expected to adhere to the College of Physicians and Surgeons of British Columbia's Conflict of Interest Practice Standard.

Compensation



The FPSC Provincial Mentorship Program provides up to 5 hours of 1:1 mentorship for both mentee and mentor compensated at the hourly JCC sessional rate (up to 2 hours for mentees in the locum stream) for each program stream. Mentors should submit their hours [here](#) at completion of supporting each mentee or on a quarterly basis, whichever comes first. If a mentee requires additional hours to support their mentorship, please contact fpscmentoring@doctorsofbc.ca.

Mentorship Resources and Templates

Checklist

#	Activity	Completed / Not Completed
1	Submit mentee application & review program package	<input type="checkbox"/>
2	Receive email confirmation that you have been matched with a mentor	<input type="checkbox"/>
3	Set up first 1:1 mentorship meeting and complete learning objectives templates (see 'goal development' below)	<input type="checkbox"/>
4	Complete mentorship sessions and submit time**	<input type="checkbox"/>
5	(Optional): Physicians in facility-based streams participate in local facility networking and collaboration opportunities	<input type="checkbox"/>

6	(Optional): Participate in virtual learning sessions. These learning sessions are also encouraged after 1:1 mentorship meetings have concluded.	<input type="checkbox"/>
7	Participate in program survey	<input type="checkbox"/>

** (Provide XXX with the time you spent in 1:1 mentorship sessions within 3 months of attending each session, to receive compensation)

Learning Goals & Action Plan

To get the most out of your mentoring relationship, discuss your learning objectives with your mentor. This will add focus to your sessions and provide you with direction for learning goals in the mentoring relationship. The table below can help you to outline your learning goals and plans for achievement.

Learning Goals

Establish between 1-3 learning objectives. Identify areas that would be relevant to you currently and beneficial to you in your long-term professional development. Use the Learning Goals Worksheet to assist with writing your goals.

Examples of learning goals:

- By [date], improve inpatient care workflow skills by discussing strategies with my mentor during at least 1 meeting.
- By [date], strengthen clinical knowledge related to caring for patients in long-term care by attending at least 1 virtual learning session.
- By [date], increase knowledge of preventive care panel management in longitudinal family practice by connecting with at least 1 FP to discuss panel management practices.
- By [date], improve workflow when managing the transition from longitudinal practice to facility-based care (PNC, IPC, LTC) by discussing workflow processes with my mentor during at least 1 meeting.

Tips for Developing Learning Goals

When developing your learning goals, consider making your goals **SMART** (specific, measurable, attainable, relevant, and time-bound).

Please refer to Doctors of BC's [SMART Goal Example](#) for further guidance.

Learning Goals Worksheet

Learning Goals What is your learning goal?	Action Plan for Success What steps will you take to achieve your goal?	Progress Timeline What is your timeline for completing this goal?	Notes

Adapted from [UBC Mentoring Learning Objectives Worksheet](#)

Meeting Guides

Below are topic suggestions that you could include during meetings with your mentor.

Check-in and Updates	<ul style="list-style-type: none"> • Get to know each other. • Brief personal/professional updates since last session. • Quick review of any action items from the previous session.
Progress Review	<ul style="list-style-type: none"> • Discuss progress on goals set in previous sessions. • Share practice or personal successes experienced since the last session. • Reflect on practice-related lessons learned or insights gained.
Challenges and Opportunities	<ul style="list-style-type: none"> • Present any new practice-related challenges or opportunities you are facing. • Brainstorm potential solutions or approaches.
Skill Development	<ul style="list-style-type: none"> • Identify a specific practice-related skill you'd like to improve. • Discuss strategies for developing this skill. • Set concrete actions for skill enhancement.
Scope of Practice	<ul style="list-style-type: none"> • Explore any new clinical aspirations or interests. • Discuss potential clinical leadership opportunities. • Seek guidance on long-term practice planning. • <i>(For Inpatient Care stream):</i> Connect for mentorship when rounding on patients for first connection.
Action Items	<ul style="list-style-type: none"> • Summarize key takeaways from the session. • Set clear, achievable goals for the next session. • Agree on any specific tasks or actions for both Mentee and Mentor.
Next Session	<ul style="list-style-type: none"> • Confirm date and time for the next session, ensuring no conflicts have arisen. • Briefly outline topics to be covered in the next session.

Below are some examples of discussion questions and suggestions for guiding meetings between mentors and mentees.

Tips:

- Providing details about your personal information is not required.
- If you feel comfortable, you may may disclose that you're dealing with personal items that are affecting your work.
- Where appropriate, mentors can provide guidance on managing work responsibilities during challenging times.

Suggested Discussion Items for the First Mentoring Meeting	
Getting to Know Each Other	<ul style="list-style-type: none"> • What motivated you to become a mentor in this practice stream? • Have you participated in a mentorship program before? <ul style="list-style-type: none"> • If so, can you share about your experience as a mentor or mentee? • Can you share a bit about your career journey as a physician and why you began working in this area of practice? • What are some of the most valuable lessons or insights you've gained in this area of practice? • What is your preferred communication style?
Mentoring Expectations	<ul style="list-style-type: none"> • What are your expectations of me as a mentee? • How can I best prepare for our sessions to make them productive?
Mentorship Goals	<ul style="list-style-type: none"> • What kind of feedback do you have for my learning goals? • The skills and areas of development I would like to develop are _____. • What skills or areas of development should I focus on at this stage in my career? • Is there anything else you'd like to know about me to help guide our mentoring sessions?

Training and Physician Resources

Cultural Safety Resources	<ul style="list-style-type: none"> • Doctors of BC's commitment to Truth & Reconciliation • Truth and Reconciliation Resources (Joint Collaborative Committees) • San'yas Indigenous-Specific Anti-Racism Training – BC Health Course
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	<ul style="list-style-type: none"> • College of Physicians and Surgeons of British Columbia—Indigenous Cultural Safety, Cultural Humility and Anti-racism learning resources • Ministry of Health—<i>In Plain Sight: Addressing Indigenous-specific Racism and Discrimination in BC Health Care</i> • Please visit your Divisions of Family Practice website for cultural safety resources (if applicable).
Physician Health Program (PHP)	<ul style="list-style-type: none"> • If you would like to access short-term counselling, system navigation, community referrals, or peer support, please reach out to the Physician Health Program at info@physicianhealth.com or 604-398-4300. • To access the 24/7 confidential helpline to access in-the-moment counselling, please call 1 800-663-6729.
UBC CPD	<ul style="list-style-type: none"> • Learning Activities (filter by topic, format, location, cost) • Online Courses
BC Centre for Palliative Care	<ul style="list-style-type: none"> • Extension for Community Healthcare Outcomes (ECHO) sessions

Other Mentorship/Orientation Programs

Additional mentorship and coaching programs are offered through FPSC, the JCCs, and UBC CPD.

Maternity Care for BC (MC4BC)	<p>Maternity Care for BC (MC4BC) offers expanded clinical skill training to help family physicians build confidence and improve their skills in providing clinic-based and facility-based pregnancy and newborn care.</p> <p>More information can be found on the MC4BC webpage.</p>
Practice Support Program (PSP) Peer Mentor Network	<p>Practice Support Program (PSP) offers services for family physicians to optimize their practice, enhance their use of health technology, reduce administrative burden, and more effectively manage their patient panel. The PSP team helps family physicians’ practice become more efficient, creating more time for proactive patient care and for adopting the patient medical home attributes. Their services are customized to meet physicians’ specific practice needs and to accommodate busy schedules. More information can be found on their website: https://fpscbc.ca/psp.</p> <p>Peer Mentors provide clinical expertise and share more efficient and practical workflows. Information regarding Practice Support Peer Mentors can be found on the handout or through contacting peermentors@doctorsofbc.ca.</p>

<p>UBC Rural CPD's Coaching and Mentoring Program (CAMP)</p>	<p>UBC Rural CPD's Coaching and Mentoring Program (CAMP) is designed to support the diverse needs of physicians, locums, and residents practicing in rural British Columbia. CAMP connects you with experienced peer coaches and mentors to strengthen your clinical and professional skills, build confidence, and foster meaningful connections within rural medical communities. CAMP offers flexible, personalized coaching and mentoring tailored to your goals and practice context. Coaches and mentors can support you virtually, in your community, or at a higher-volume centre—whatever format works best for you.</p> <p>Coachees/Mentees can access up to 35 hours of peer coaching and mentoring, earn CME credits, and work with one or multiple coaches/mentors, depending on their goals. Compensation is provided for coaching and mentoring time at the JCC sessional rate.</p> <p>CAMP is available to:</p> <ul style="list-style-type: none"> • Fully or provisionally licensed physicians practicing in a rural British Columbia (BC) community as defined by the Rural Practice Subsidiary Agreement (RSA) • Rural BC locum physician • Resident physicians, committed to rural BC practice upon completion of residency <p>For more information, contact camp.rcpd@ubc.ca or visit their webpage.</p>
<p>UBC CPD's Personal Learning Plans</p>	<p>Personal Learning Plans (PLP) is a confidential and non-reporting program where you can meet with a physician advisor and concierge who understand the realities of rural practice to triage your learning needs, co-create a tailored personalized virtual learning plan, and navigate continuing medical education opportunities in BC. No administrative requirement. To participate, physicians must be:</p> <ul style="list-style-type: none"> • Within initial five years of practice in rural community as defined by the Rural Subsidiary Agreement. • A new to practice in Canada physician practicing in a rural community as defined by the Rural Subsidiary Agreement. • A past or current BC-PIP participant in their first five years of practice in British Columbia. • A USA-trained physician in their first five years of practice in British Columbia. <p>More information can be found on the UBC CPD website, or by emailing cpd.learningplans@ubc.ca</p>
<p>PQI Coaching</p>	<p>The Provincial Physician QI Coaching Program is a peer coaching program designed to connect quality improvement coaches with physicians who are leading</p>

QI projects and/or initiatives within the Joint Clinical Committees (JCCs). Peer coaching is a form of learning and development that involves engaging in an equal and noncompetitive relationship. Coaching uses inquiry, encouragement, and accountability to increase self-awareness, motivation, and the capacity to take effective action. In the context of quality improvement (QI), peer coaching becomes a vital tool for continuous development and achieving excellence.

Coaches are PQI Level 3 (or equivalent) trained physicians who support the physician project lead (coachee) through regular check-ins and meetings. The collaboration of coaches and coachees ensures that the project is founded on Quality Improvement methodology and is grounded in the Institute for Health Care Improvement's (IHI) model for improvement and the Quintuple Aim.

More information can be found on the [PQI Coaching webpage](#).

Acknowledgements

We gratefully acknowledge that some materials included in this package were adapted for use from the Mentorship within Doctors of BC Program. These materials have been included with permission and have greatly aided in the development of this mentorship package. We extended our sincerest gratitude to the Learning & Development team at Doctors of BC for this work and for their permission to use these materials.