

## AOSpine Mentorship Scheme

### Mentor—Job Description

Title	Mentor, AOSpine Mentorship Scheme
Purpose	Provide a specific mentee with a unique educational experience, focusing on the mentee's individual needs
Function	<ul style="list-style-type: none"><li>• Collaborate with the mentee to define an appropriate set of goals, objectives and activities for the individual mentee</li><li>• Provide effective feedback to the Mentee</li><li>• Evaluate the progress of the Mentee throughout the scheme</li><li>• Interface with the larger organization to improve the scheme and ensure the mentee receives the most up to date clinical information</li><li>• Supports the mentee's personal goals for the scheme</li></ul>
Scope	International
Reporting to	AOSpine Mentorship Scheme Task Force
Term	Approx 2 years
Approx start date	October 2015
Approx end date	December 2017
Responsibilities	<ul style="list-style-type: none"><li>• Be in contact with their Mentee prior to the first face to face meeting to discuss the gap scores and personal expectations of the Mentee</li><li>• Attend the first face to face meeting</li><li>• Participate in the Mentorship training provided during the face to face meeting</li><li>• Meet with their Mentee and finalize the Mentorship Agreement; specific goals to be achieved and realistic timelines</li><li>• Attend regular virtual meetings with their Mentee depending on the schedule agreed by the pair</li><li>• Attend regular virtual regional meetings with the group of Mentors and Mentees</li><li>• Run one virtual regional group meeting with their Mentee and share with the rest of the Mentor/Mentee group</li><li>• Provide feedback to the Mentee on a regular basis</li><li>• Complete the evaluations and final report required by the scheme within the requested timelines</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Mentors must be a senior AOSpine faculty member</li><li>• Mentors must have been more than 10 years in spinal surgery practice</li><li>• Mentors must have attended at least one of AOSpine's faculty training programs</li><li>• Mentors must make a commitment to two years as mentor</li><li>• The Mentor should be aware of their own limitations and consider bringing in colleagues to assist if required.</li></ul>