

Urban Locum Program

Mentorship Guidelines: Locums

Mentorship activities

There are two types of mentorship activities: one-on-one communications and group learnings.

ONE-ON-ONE COMMUNICATIONS

One-on-one mentorship will be scheduled directly between locums/mentors and can be facilitated in person, via phone or email, or anything else that works. For example, you may decide to meet at a clinic, a coffee shop, or arrange a call with your mentor. To claim mentorship time, the primary focus of discussions must be related to your medical career and decisions.

Please note that, although we understand some clinical questions may arise during your locum shifts, the **mentors do not provide urgent, or emergency clinical support.**

Locums can **track up to two hours** of one-on-one mentorship time **per month**. If extra time is needed, please contact blitt@victoriadivision.ca to make a request for more time.

GROUP LEARNINGS

Group learnings are a space to highlight and further explore topics that are of collective interest or value to the locums. Our group learning sessions will be in two different formats: casual mentor-led, in-person gatherings in a social atmosphere or more formalized one hour zoom sessions that may include activities such as presentations, case study examples, Q&As, or a panel of mentors. If there are topics that you think would be relevant to other family practice locums in Greater Victoria, or you'd like to dig a little deeper on, please let us know!

Getting to know the Mentors

The ULP has five fantastic community physician mentors, each with a diverse mix of clinical and non-clinical expertise. We value their expertise and hope that you will too. The mentor bios and their pictures can be found [here](#).

- Dr. Sarah Chritchley
- Dr. Kathy Dabrus
- Dr. Michele Fretz
- Dr. Tara McCallan
- Dr. Silvia Schriever

More information:

Please see our [mentorship webpage](#) with further information, including [Mentor Expertise Matrix](#).

Contacting mentors

Mentors are set up in the Connecteam application directory where contact information is available. The chat feature can be used for ease of communication. After connecting, you and the mentor can decide how you wish you continue contact.

When contacting a mentor for the first time, think about including:

- A bit about yourself
- Why you chose to contact the mentor and what you're hoping to receive support/guidance on
- What type of mentorship support you are looking for
- Where/how long you'd like to meet
- Any other information you think the mentor should know ahead of time

If the mentor you contact doesn't have expertise in the area of your question, they can easily refer you to someone who does. When getting to know the mentors, please approach connections with an open mind.

If you're unable to find a mentor for your needs, contact Becky Litt, Program Lead, at blitt@victoriadivision.ca.

WHEN TO EXPECT A REPLY

The ULP mentors work in the community during the week and are likely juggling other priorities; they will do their best to respond to your request in a timely manner, but this may take a few days.

Mentorship tips:

- Ask questions about your mentors' medical career paths, the challenges they faced and the lessons they learned.
- Be open to exploring mentors that could offer unique and differing perspectives.
- Maintain connections with mentors throughout the course of your contract.

Tracking time

We ask that you track and submit your mentor time using the Connecteam timesheet. All time is compensated at the current sessional rates.

How to complete a Connecteam timesheet in the mobile app:

1. Click on TIMESHEET icon
2. Click on TIMESHEET (bottom right)
3. Click on day of mentorship activity
4. Click on ADD A NEW REQUEST
5. Click on ADD A SHIFT REQUEST
6. Click on JOB and select MENTORSHIP
7. Click on SUB JOB (to the right of JOB) and select option (group meeting, mentor one-on-one)
8. Add a note to provide details re. who/what

At the end of the month, we will send out a quick task in Connecteam to remind people to review and submit their timesheets. If you already submit other meeting time on a monthly sessional form with the Victoria Division, you can simply track these activities along with your others.

If you have any questions, please feel free to email urbanlocumprogram@victoriadivision.ca or call 1-778-265-0473.