

Month-to-Month Overview

Month	Meetings	Online Submission
1	<ul style="list-style-type: none"> Meet Every Week with Practice Mentor 	<ul style="list-style-type: none"> Month 1 Activities Overview Month 1 Submission: Point of Care Learning Exercise
2	<ul style="list-style-type: none"> Meet Every Week with Practice Mentor 	<ul style="list-style-type: none"> Month 2 Activities Overview Month 2 Submission: P3DP Initial Submission Month 2 Submission: Mentor's Review of P3DP Initial Submission (Completed by Mentor)
3	<ul style="list-style-type: none"> Meet Every Two Weeks with Practice Mentor 	<ul style="list-style-type: none"> Month 3 Activities Overview Month 3 Submission: Mentee's Self-Appraisal and Progress Report Month 3 Submission: Evaluation of Mentor Month 3 Submission: Linking Learning to Practice
4	<ul style="list-style-type: none"> Meet Every Two Weeks with Practice Mentor 	<ul style="list-style-type: none"> Month 4 Activities Overview Month 4 Submission: Point of Care Learning Exercise
5	<ul style="list-style-type: none"> Meet Every Two Weeks with Practice Mentor Mentees should contact the CPD office to book meeting for Month 6 	<ul style="list-style-type: none"> Month 5 Activities Overview Month 5 Submission: Mentee's Self-Appraisal and Progress Report Month 5 Mentor's Review of Mentee's Self-Appraisal and Progress Report (Completed by Mentor) Month 5 Submission: Evaluation of Mentor Month 5 Submission: Mentor's Report Part A (Completed by Mentor) Month 5 Submission: Mentor's Report Part B (Completed by Mentor) Month 5 Mentee Review of Mentor's Report Part A & B
6	<ul style="list-style-type: none"> Meet Every Two Weeks with Practice Mentor Meeting with Director of IMG Mentorship & Clinical Enhancement Program 	<ul style="list-style-type: none"> Month 6 Activities Overview Month 6 Submission: P3DP Interim Exercise Month 6 Mentor's Review of P3DP Interim Exercise (Completed by Mentor)
7	<ul style="list-style-type: none"> Meet Once with Practice Mentor 	<ul style="list-style-type: none"> Month 7 Activities Overview Month 7 Submission: Linking Learning to Practice Month 7 Submission: 360 Degree Questionnaires <i>*Starting Fall 2016, this portion of the program will be coordinated by the College of Physicians and Surgeons of Manitoba.*</i>
8	<ul style="list-style-type: none"> Meet Once with Practice Mentor 	<ul style="list-style-type: none"> Month 8 Activities Overview Month 8 Submission: Point of Care Learning Exercise
9	<ul style="list-style-type: none"> Meet Once with Practice Mentor 	<ul style="list-style-type: none"> Month 9 Activities Overview Month 9 Submission: Point of Care Learning Exercise

IMG Mentorship & Clinical Enhancement Program
University of Manitoba
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Month	Meetings	Online Submission
10	<ul style="list-style-type: none"> • Meet Once with Practice Mentor 	<ul style="list-style-type: none"> • Month 10 Activities Overview • Month 10 Submission: Mentee's Self-Appraisal and Progress Report • Month 10 Mentor's Review of Mentee's Self-Appraisal and Progress Report • Month 10 Submission: Evaluation of Mentor • Month 10 Submission: Mentor's Report Part A (Completed by Mentor) • Month 10 Submission: Mentor's Report Part B (Completed by Mentor) • Month 10 Mentee's Review of Mentor's Report Part A & B • Month 10 Submission: Point of Care Learning Exercise
11	<ul style="list-style-type: none"> • Meet Once with Practice Mentor 	<ul style="list-style-type: none"> • Month 11 Activities Overview • Month 11 Submission: Point of Care Exercise
12	<ul style="list-style-type: none"> • Meet Once with Practice Mentor 	<ul style="list-style-type: none"> • Month 12 Activities Overview • Month 12 Submission: Mentee's Self-Appraisal and Progress Report • Month 12 Mentor's Review of Mentee's Self-Appraisal and Progress Report • Month 12 Submission: Evaluation of Mentor • Month 12 Submission: Mentor's Report Part A (Completed by Mentor) • Month 12 Submission: Mentor's Report Part B (Completed by Mentor) • Month 12 Mentee's Review of Mentor's Report Part A & B • Month 12 Submission: P3DP Final Review • Month 12 Mentor's Review of P3DP Final Review

IMG Mentorship & Clinical Enhancement Program

Introduction

The IMG (International Medical Graduate) Mentorship & Clinical Enhancement Program was established in 2007 to assist the integration into practice of IMG physicians having successfully completed the International Medical Graduate Assessment for Conditional Licensure (IMGACL) three month assessment process. In 2011, it was expanded to include physicians completing the Medical Licensure Program for IMGs (MLP-IMG) and the Non-Registered Specialist Assessment Program (NRSAP) one year program.

Participation in the IMG Mentorship & Clinical Enhancement Program is mandatory and part of the undertaking signed with the College of Physicians and Surgeons of Manitoba.

The IMG Mentorship & Clinical Enhancement Program objectives are to:

- provide participants the opportunity to develop a mentoring relationship that will promote successful integration into the practice environment; and
- assist participants in developing skills essential to effective lifelong learning.

The program has 2 components:

Mentorship

Participants having completed the MLP-IMG, IMGACL, or NRSAP programs will be assigned to a mentor who will provide support that will enable participants to successfully integrate into the practice environment.

Clinical Enhancement

Participants will be required to develop a personal continuing professional development (CPD) plan and complete various learning activities that will allow them to develop effective lifelong learning skills.

Contacts

Questions and communication regarding this program should be directed to:

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Mentorship

What is mentorship?

A mentorship is a supportive relationship established between individuals where knowledge, skills, and experience are shared. The mentee is someone seeking guidance in developing specific competencies, self-awareness, and skills. The mentor is a person who has expertise in the areas of need identified by the mentee and is able to share his/her wisdom in a nurturing way.

In such a relationship, the mentee has the opportunity to ask questions, share concerns, and observe the more experienced professional. Through collaboration between the mentor-mentee pair, the mentee can become more self-confident and competent in their integration and application of the knowledge and skills gained; thereby, demonstrating best practice.

The three categories of mentoring activities include:

1. **Organizational activities and functions**, through providing the mentee information on the structural set up of their institution or clinic and the roles and functions of personnel;
2. **Psychological support activities**, through being available and having regular meetings solving problems with the mentee, helping the mentee anticipate and prepare for "first experiences" as well as assisting the mentee integrate into professional practice and to community life; and
3. **Community integration activities**, both professional and social by providing contacts and resources, providing introductions, and increasing the visibility of the mentee through attendance at professional conferences.

How does it work?

The mentorship program works by matching a mentee to a prospective pool of mentors. The list of practice mentors is generated through a collaborative process between the Coordinator of the IMG Mentorship & Clinical Enhancement Program and the Chief Medical Officer of each Regional Health Authority (RHA).

Practice mentors must meet certain requirements, among which are:

- preferably have CCFP or FRCPC/FRCSC designation or at minimum the LMCC Part 2 (MCCQE2);
- have at least three years of current medical experience in Manitoba;
- be in good standing with and approved by the College of Physicians & Surgeons of Manitoba;
- be engaged in a scope of medical practice comparable to the mentee;

- be accepted in writing as a mentor by the mentee's sponsoring RHA; and
- with respect to the relationship between the practice mentor and the mentee, there must not be any conflict of interest between the practice mentor's personal interests and his duty to the mentee.

The mentor reviews the mentee's background information, and from that information assesses the mentee's strengths and weaknesses. At meetings, the mentor gathers additional information from the mentee to get a better understanding of the mentee's scope of practice, areas of special interest, and other issues relevant to the mentee's intended practice of medicine.

The information gathering gives the mentor the opportunity to determine what additional resources that he/she can access to help the mentee develop a professional development plan.

How often are the mentee and mentor in contact?

The practice mentor and the mentee are to meet on a predetermined schedule to discuss cases or issues that arise in the practice setting. Ideally, meetings are face-to-face, but they may be held by videoconference or teleconference.

The practice mentor is to be available by telephone, e-mail, and/or available to offer day-to-day non-judgmental advice on:

1. Helping the mentee navigate through Manitoba's healthcare system, and
2. Clinical case management, within the scope of the practice mentor.

What are the mentor's responsibilities?

Mentor's responsibilities include:

- helping the mentee set short-term learning objectives and long-term career goals;
- helping the mentee understand the culture of the area and recommending and/or creating learning opportunities;
- pointing out strengths and areas for development;
- answering any questions; and
- discussing the competencies of communication, collaboration and scholar.

What are the benefits of the mentor-mentee relationship?

The relationship provides the mentor the opportunity to:

- develop a relationship with the mentee;
- contribute to a mentee's professional development;
- develop leadership skills; and
- share experience and knowledge.

The mentoring provides the mentee the opportunity to:

- increase personal knowledge and organizational awareness;
- enhance understanding of one's role in the healthcare system;
- learn in an environment that supports constructive criticism;
- have access to wisdom, advice, help, and encouragement; and
- have access to networking opportunities.

How is it different than the work by the practice advisor?

The practice advisor's role is to assess the clinician's ability to provide good patient care. The practice advisor reports to the College of Physicians and Surgeons of Manitoba ensuring that the clinician meets standards of professional conduct and clinical practice.

The mentor's responsibility is principally to ensure that the mentee is successful in integrating into clinical practice. The mentor reports to the Division of Continuing Professional Development at the University of Manitoba.

How are mentorship activities tracked?

Tracking is completed through a formative evaluation and review of practice process.

Reports submitted at various intervals include:

- a Mentor's Report at Months 5, 10 and 12; and
- a Mentee Self-Appraisal and Progress Report at Months 3, 5, 10 and 12.

All reports are a standard reporting format supplemented by additional narratives where necessary.

It is mandatory to submit all required forms for successful completion of the program.

Clinical Enhancement

What is clinical enhancement?

Practicing physicians must ensure that they continuously update their knowledge and skills to ensure that they are able to provide high quality patient care. Continuing Professional Development (CPD) consists of educational activities that serve to maintain, develop, or increase the knowledge, skills, professional competence, and relationships a physician uses to provide services for patients, the public, or the profession. The content of CPD is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

What are the CPD requirements for practicing physicians?

In Canada, all provinces require CPD for medical professionals to maintain their licenses. In Manitoba, as of the fall 2010, all physicians need to complete 50 hours of CPD per year and are required to track their educational credits using the College of Family Physicians of Canada's (CFPC) Mainpro tracking system, or in the case of specialists, the Royal College of Physician and Surgeons of Canada (RCPSC) Mainport tracking system.

The members of the CFPC are required to complete 250 credit-hours over a five year cycle, half of which must be accredited CPD programming. To earn and maintain fellowship within the CFPC, an additional 25 credit hours of higher level learning (Mainpro-C) is also required over each learning cycle. The members of the RCPSC must complete 400 credits over a 5 year period with a minimum of 40 credits in any given year.

How will participation in the clinical enhancement program help me?

During the past decade, the focus on self-directed learning for CPD and lifelong learning has become increasingly important in light of the impact of changing educational, social, and political forces on medical practice. Physicians are now more than ever expected to be current on advances in biomedical knowledge and disease prevention and to incorporate evidence-based medicine into daily medical practice.

It is widely recognized that medical school can teach students a finite amount of medical knowledge, but learning how to learn to continue medical education beyond residency is a skill that is acquired through training. This program will provide some of the tools that can assist physicians to be better prepared to continue the learning of new and emerging concepts for the pursuit of CPD throughout their professional lives.

By the end of the program, participants will be able to:

1. develop and use a Personal, Professional, and Practice Development Plan (P3DP) that will guide their professional development;
2. integrate Point of Care Learning in their everyday practice;
3. evaluate medical information and select what is relevant; and
4. reflect on changes they have made to their practice as a result of what they have learned.

How is it tracked?

Participants will be required to submit the following during prescribed months:

- Point of Care Learning Exercises;
- P3PD Initial Submission;
- P3PD Interim Exercise;
- Linking Learning to Practice Exercises; and
- P3DP Final Review.

It is mandatory to submit all required forms for successful completion of the program.

Accreditation

Upon completion of the program, IMG physicians will be awarded 18 Mainpro 1 credits.

NRSAP physicians will be awarded 20 Section 2 credits.

Mentors shall be awarded 3.5 Mainpro 1 credits for participation in the program workshop.

Mentors may claim Mainpro 2 credits for participation in the program.

