EAACI JMA Mentorship Programme

“MENTORING IS A BRAIN TO PICK, AN EAR TO LISTEN AND A PUSH IN THE RIGHT DIRECTION”

John C Crosby

THE AIM/VISION OF THE EAACI JMA MENTORSHIP PROGRAMME (MP)

EAACI Junior Members and Affiliates Mentorship Programme (MP) aims to promote ongoing educational and professional opportunities for young scientists and enhancing the JMAs capacity as a professional. The MP is expected to improve the knowledge transfer from experienced professionals to juniors, as well as increasing the JMAs’ appreciation of, and orientation within, the field.

GOALS

- Improve professional skills and career development through the networking of EAACI Junior Members and Affiliates (JMAs) with experienced professionals within the EAACI community.
- Create a platform for JMAs to communicate with EAACI experienced professionals, receive answers/feedback to their questions or comments, obtain assistance in achieving their goals and initiate possible scientific collaborations.

SHORT DESCRIPTION OF THE EAACI JMA MENTORSHIP PROGRAMME

- Unlike other mentoring programs (within an institute), the EAACI JMA Mentoring Programme is international and primarily conducted online for 1 or 2 years.
- Mentoring is a partnership between a Mentor (experienced EACCI professional) and a Mentee (EAACI JMA), working in similar fields.
- Mentoring is the questioning, challenging, guidance and encouragement to help a Mentee manage his/her own learning in order to develop skills and become the person he/she wants to be. It provides the opportunity for a Mentee to become more self-aware and to take control of his/her own development and life direction.

STEPS IN THE MENTOR/MENTEE RELATIONSHIP

1. Initiating a mentoring relationship

Updated 7th January 2014. MP Team. 1
• Official EAACI JMA Mentorship Programme procedures/application call.
  
  o Call for Mentors: Announcement of the MP via the approved EAACI mass email to all EAACI members over 35 years of age with the invitation to participate as a Mentor, with the description of the programme, clarification of general goals, benefits and duties.
  
  o Creation of a list of potential Mentors, with the description of their area of expertise.
  
  o Call for Mentees: Announcement of the MP via the approved EAACI mass email to all JMAs with the invitation to participate as a Mentee (SOPs for the selection of Mentee candidate are described below), with the description of the programme, clarification of general goals, benefits and duties.

• After being officially accepted to the Programme, a Mentee approaches the Mentor with their plans for a Mentoring relationship

2. Establishing the expectations

• MP does not have specific expectations. These should be established by Mentor/Mentee pair at the beginning of the Programme.
  
  o Establishing a plan of collaboration.
  
  o Establishing a timeline, if joint projects will be undertaken.
  
  ▪ The JMA MP has a 1 or 2 year timeline, depending on the needs of the Mentee and the availability of the Mentor.
  
  o Establishing the frequency of contact between a Mentee and a Mentor.

3. Sustaining the relationship

• Communication is the key. Respecting the expectations communicated in the initial step. Circumstances change for both parties and as a result, the agreed communication schedule may change. Communicate these changes to prevent frustration from both parties.

• Creating the opportunities for an in-person meeting between a Mentee and a Mentor, in addition to online contact (attending the same meetings; applying for any possible financial educational opportunities with EAACI: e.g. MP internal funding, EAACI Clinical/Research Fellowships, etc.)
EAACI JMA MENTORSHIP PROGRAMME STANDARD OPERATING PROCEDURES FOR MENTEE SELECTION OF EACH CALL

Each applicant should send the following documents:

- CV (up to 2 pages)
- Letter of motivation (up to one page)
- Names of three preferred Mentors from the list of willing Mentors.
  (it is a applicants task to evaluate all potential Mentors and select those by whom they would like to be Mentored WITHOUT contacting them prior the beginning of the programme)

Step 1

- Evaluation and scoring of the candidates by EAACI ExCom and JMA MP team.
  - CV
  - Letter of motivation
- Matching the successful Mentees with Mentors.
- In the event that multiple applicants request one Mentor, applicants will be offered the opportunity to select alternate Mentors.

Step 2

- Mentor and Mentee are notified of their new partnership and invited to a face to face meeting in the context of the EAACI Annual Congress.

Side note: Being selected to participate as a Mentee in the Mentorship Programme does not automatically provide funding for travel grants or Mentor visits. Each EAACI MP financial opportunity will be announced and evaluated separately.

Please feel free to contact us with further enquiries at: mp.jma.eaaci@gmail.com