



Medic Mentor

Motivating Medical Minds

Awards Supervisor Person Specification

This application information pack is for doctors, dentists and vets applying to be mentors for the Medic Mentor awards programme only.

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Introduction to Medic Mentor?

Medic Mentor is the UK's Mentoring Organisation for Doctors, Dentists and Vets. Medic Mentor is governed by a national committee of Doctors, Dentists and Vets called the Education Directorate (ED). The President and Vice Presidents who make up the Education Directorate are responsible for the teaching, training, scholarship and awards programmes that are available through Medic Mentor.

Medic Mentor provide mentoring support all the way through your career, from application to medical/dental/veterinary school, throughout university and even beyond graduation. We provide aspiring doctors, dentists and vets with the insight, guidance, application knowledge, opportunities, mentors, networks and essential skills development required to master the medical/dental/vet school application and make the most of their time at medical/dental/vet school.

As a social enterprise we reinvest the majority of our proceeds back into Scholarship Programmes, free mentoring initiatives and our Student Diversity Fund (SDF). The SDF provides free places to students and their parents from low-income backgrounds to attend Medic Mentor events. This ensures that students from all backgrounds can have access to the same high quality information and mentoring. Medic Mentor provide the largest scholarship programme for medical, dental and veterinary students in the UK, from which students can receive up to £12,000 of scholarship funding over their time at university in return for educational projects with Medic Mentor.

Introduction to the Medic Mentor Awards Programme

The Medical Awards Programme is an opportunity for young people aspiring to pursue a career in medicine, dentistry or veterinary medicine. This exciting programme has been designed to challenge, acknowledge and support young people in their pursuits towards these competitive career pathways, whilst standardising careers guidance nationally for applying to medical school.

The awards programme facilitates young people, aged 14 to 18 years, to undertake all of the activities and develop all of the skills and competencies required in order to successfully complete their application to medical, dental or vet school and attain interviews and university offers! Students progress through the bronze, silver and gold levels of award and can attain a pass, merit or distinction at each level according to their breadth and diversity of experiences and achievements. Students must first complete the bronze award, then silver award, then gold award because the awards are cumulative and require further application of the skills gained before. However, students can achieve awards based on retrospective experiences and achievements.

As part of the awards programme, students can choose to participate in 'Approved Activities' or utilise experiences of their own, including work experience and extracurricular activities. The overall aims of the awards programme are to develop young peoples' insight into medical, dental and/or veterinary medicine careers, help them make an informed career choice, acquire the application knowledge needed to succeed, provide an environment for developing personally and professionally, and ultimately to attain at least one offer from medical/dental/veterinary school.

Awards Supervisor:

Every student enrolled onto the awards programme will also be assigned an Awards Supervisor, who will review their evidence and provide feedback. The role requires enthusiastic doctors, dentists and vets, who are willing to support young people in their pursuits for success.

Role

In your role as Awards Supervisor, you will objectively sign off your students for each level of award (bronze, silver, and gold). This gives you the opportunity to develop your mentoring skills, in addition to your examiner skills, both of which require you to give feedback constructively and encourage your students to remain motivated and continue to achieve to the best of their abilities.

Summary of responsibilities:

1. Review evidence in the form of certificates, references and reflections submitted by CVs.
2. Provide detailed feedback using structured marking criteria.

Timeline for the Awards programme mentors

Evidence from students will be anonymised and sent to you via email for review and marking. This is to enhance the objective marking approach and minimise bias. You must provide detailed feedback within 2 weeks of submission of evidence. You will not be given more than 3 pieces of evidence to review at any given time.

Time commitment:

We envisage that the time commitment for this role will be 1-2 hours per week on average but this can be worked flexibly according to your work schedule and commitments. For example, you can do a few hours each week or can do all of your hours in one go. However, this role, as a mentor lends itself to giving as much or as little time as you want. If you accept the role we would ask a minimum 4 month commitment and you can stay in post for as long as you wish.

Working with Medic Mentor

Although you are acting as a mentor for us, we also want to provide mentoring support for you, as you will be joining our network of 4000 doctors, dentists and vets. We want to help you develop

personally and professionally and introduce you to an array of opportunities you can get involved in if you want to take on new roles or responsibilities with Medic Mentor. Just let the President know!

Becoming an Awards Supervisor is a voluntary role for Medic Mentor. However, there are opportunities to be promoted to the Education Directorate (central committee) as a Vice President, for those who are highly engaged and wish to take on an impactful leadership position.

Once you are appointed, we will have an appraisal with you 2-3 months after starting for your own progress review and provide the opportunity to ask your own questions, gain some feedback and learn more about Medic Mentor.

Awards Supervisor Person Specification:

Essential Criteria:

- ✓ Qualified doctor, dentist or vet
- ✓ Previous teaching and/or mentoring experience
- ✓ Good interpersonal and listening skills
- ✓ Able to give feedback constructively and positively
- ✓ Organised and good time-manager
- ✓ Able to give at least 6 hours per month

Desirable criteria:

- ✓ Teaching qualifications
- ✓ Prizes
- ✓ Previous experience of being an examiner or assessor
- ✓ Previous leadership and management experience
- ✓ Research and/or audit experience

How will Medic Mentor support you in your role?

Medic Mentor are here to support you in your role as Awards Supervisor every step of the way. We can help advise you on any questions you or your student has on the awards programme. If you have any problems or concerns about your student, we can also provide support with this matter. Equally, if you have an incredibly high achieving student, we also want to know about them. If you are working with a student who has exceptional teaching, presentation or leadership skills, we want to know about these students so that we can invite them to our events to help develop these early aptitudes.

Benefits of becoming an Awards Supervisor:

- ✓ Opportunity to make a difference to the lives of aspirational young people
- ✓ Taking on a nationally recognised formal mentoring role
- ✓ Developing your skills in giving feedback, mentoring and assessing
- ✓ Receiving feedback, for example on how to become a more effective mentor
- ✓ Access to the UK's largest network of doctors, dentists and vets
- ✓ Opportunities to get more involved with teaching, leadership responsibilities and/or educational projects

So you want to become a Awards Supervisor?

Next steps:

- ✓ Complete the application form

- ✓ We will then undertake an interview via skype of the most promising mentors based on their application.

What makes a good mentor?

The CEDARE criteria outline the essential criteria and desirable criteria for effective mentors:

<http://www.cedare-reports.co.uk/>

This list of qualities, attributes and experience are really the minimum essential mentor requirements

- ✓ A desire to be a mentor
- ✓ Hold a recognised qualification in their field, eg, qualified teacher in education
- ✓ Up-to-date subject knowledge
- ✓ A good knowledge of the organisation's systems and procedures
- ✓ Recognised by colleagues as a good practitioner
- ✓ Good interpersonal skills
- ✓ Good listening skills
- ✓ Committed to on-going professional development
- ✓ A good record of working with your colleagues as a team member and team leader
- ✓ A familiarity with available resources
- ✓ A network of colleagues both within and outside the organisation

Effective mentors should:

- ✓ set high standards for themselves
- ✓ show enthusiasm for their job and the organisation
- ✓ enjoy working with others and sharing and developing ideas
- ✓ be critical thinkers
- ✓ be reflective and self-critical
- ✓ be able to listen and communicate effectively with others
- ✓ have a variety of teaching techniques
- ✓ be sensitive to the needs of others
- ✓ understand the requirements of Ofsted/ALI/FeNTO
- ✓ be willing to support their colleagues
- ✓ continually strive to improve their performance.

Mentors need to:

- ✓ establish the learner's needs
- ✓ take account of preferred learning style
- ✓ ensure that learning is engaging for the learner
- ✓ assist in the removal of barriers to learning
- ✓ help maintain learner motivation
- ✓ monitor and evaluate performance against the personal development plan.