

University of Michigan
PEDIATRIC EMERGENCY MEDICINE FELLOWSHIP

Scholarly Oversight Committee Expectations & Evaluations of fellows, scholarly activity, mentor and the mentoring process	Page 1 of 2
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Expectations for Scholarly Work:

All fellows will be expected to engage in projects in which they develop hypotheses or in projects of substantive scholarly exploration and analysis that require critical thinking. Areas in which scholarly activity may be pursued include, but are not limited to: basic, clinical, or translational biomedicine; health services; quality improvement; bioethics; education; and public policy. Fellows must gather and analyze data, derive and defend conclusions, place conclusions in the context of what is known or not known about a specific area of inquiry, and present their work in oral and written form to their Scholarly Activity Oversight Committee (see below) and elsewhere.

The Scholarly Activity Oversight Committee in conjunction with the trainee, the mentor, and the Program Director will determine whether a specific activity is appropriate to meet guidelines for scholarly activities. In addition to biomedical research, examples of acceptable activities might include a critical meta-analysis of the literature, a systematic review of clinical practice with the scope and rigor of a Cochrane review, a critical analysis of public policy relevant to the subspecialty, or a curriculum development project with an assessment component. These activities require active participation by the fellow and must be mentored. The mentor(s) will be responsible for providing the ongoing feedback essential to the trainee's development.

Specific Responsibilities for Fellows and Mentors:

- The fellow will meet regularly with mentors. Fellows should meet at least twice/month for the first 4-6 months either in person or by phone.
- The fellow will develop a monthly timeline for his/her research work which will be agreed upon by both the fellow and the mentor within the first month of the relationship. Scholarly activity goals and actual work should be included in this timeline (examples: prepare IRB submission, prepare curriculum, manuscript submission, meet with study coordinator/statistics coordinator etc). This outline should be kept on file by the mentor, updated as necessary and used for communication/submission to Program Director and Scholarly Activity Oversight Committee for review.
- Both the fellow and the mentor will submit quarterly reports/evaluations of the progress of their scholarly activity (including an updated copy of their timeline) and evaluations of the scholarly activity process 2 weeks before the quarterly Scholarly Activity Oversight Committee meetings. These documents should be signed by both mentor and fellow and submitted to the Program Coordinator.

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- A copy of all final IRB applications involving fellows should be submitted to the Program Coordinator.
- The fellows will get a copy of the quarterly mentor evaluation and the recommendations of the Scholarly Activity Oversight Committee (for their scholarly activity) within 2 weeks of the committee meeting.
- The mentor will get a copy of the quarterly fellow evaluation (of the mentor and mentoring process) and the recommendations of the Scholarly Activity Oversight Committee, within 2 weeks of the committee meeting.
- Mentors are welcome to be present (or their presence may be requested) during the portion of the Scholarly Activity Oversight Committee meeting when their mentee's progress is being discussed.

Reviewed							
Revised	06/2007						
Initials	MN/CMR						