

**Pediatric Emergency Medicine Fellowship
Scholarly Oversight Packet**

Scholarly Oversight Committee (SOC)

Roles & Responsibilities of Fellows, Mentors and the Mentoring Process

- Fellows are to meet regularly with mentors. Fellows should meet at least twice/month for the first 4-6 months either in person or by phone. Summary notes from these meetings should be kept by fellows with an action plan of work/updates of activity; these will facilitate submission of forms for work updates to the SAOC.
- 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 Activities Oversight Committee for review (and should be submitted with updates at each SOC 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 oversight committee meetings. These documents should be signed by both mentor and fellow and submitted to the Program Coordinator. Dates for SAOC meetings will be made available and posted in shared electronic files. Likewise, electronic templates for evaluations to be completed by fellows and mentors will be located here as well.
- At least annually, fellows will be asked to attend a SAOC meeting in order to present their work to the group and receive feedback; fellows will be notified of these scheduled dates.
- A copy of all final IRB applications involving fellows should be submitted to the Program Coordinator.
- The fellows will receive a copy of the quarterly mentor evaluation and the recommendations of the scholarly oversight committee (for their scholarly activity) within 2 weeks of the committee meeting.
- The mentor will receive a copy of the quarterly fellow evaluation (of the mentor and mentoring process) and the recommendations of the scholarly 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 oversight committee meeting when their mentee's progress is being discussed.
- If a meeting between a fellow and mentor is unable to be scheduled over a one month time frame, either the fellow or mentor should contact the PC or PD immediately.
- Fellows or Mentors are welcome to contact the SAOC Chair, PD or PC with any questions or concerns about the mentoring process and operations of the SAOC.