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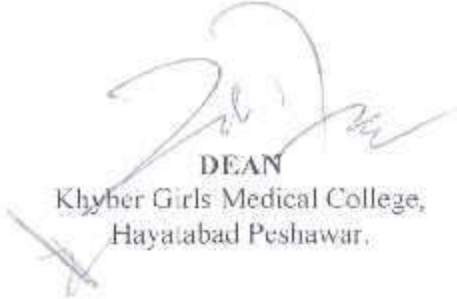
To

All the Chairpersons of Basic and Clinical Science Departments,
MTI HMC/ KGMC, Peshawar.

Subject: TERMS OF REFERENCES FOR MEDICAL MENTORSHIP PROGRAM

Respected Sir/ Madam,


Enclosed herewith please find the updated Terms of Reference (TORs) for the
Medical Mentorship Program of Khyber Girls Medical College Peshawar.


DEAN
Khyber Girls Medical College,
Hayatabad Peshawar.

No. ✓ /Estt./KGMC

Copy of the above is forwarded to:

1. The Vice Dean, KGMC, Peshawar.
2. The Chairperson Department of Medical Education, KGMC, Peshawar.
3. The Manager-HR, KGMC, Peshawar.


DEAN
Khyber Girls Medical College,
Hayatabad Peshawar.

Policies for Medical Mentoring Program (MMP) at Khyber Girls Medical College

Mentoring is an important career advancement tool for medical students. Mentoring is usually described as "an insightful process in which the mentor's wisdom is acquired and modified as needed, as well as a process that is supportive and often protective. The successful mentor-mentee relationship, therefore, requires the active participation of both parties. In medical education, a mentor may have many roles, for example, supervisor, teacher, or coach. However, unlike teaching, mentoring involves developing a relationship that focuses on achieving specific goals. A mentor is employed to counsel and teach a less experienced student or colleague, for example, in near-peer mentoring.

The aim is to guide students to achieve a wide array of objectives, such as the attainment of practical skills, personal and professional development, research opportunity, and academic development. Mentors also provide emotional support and counseling, as well as professional help.

A prominent review described five key elements of mentoring:

- i. Should help the mentee to achieve short- and long-term goals.
- ii. Should include role modeling and help with career development.
- iii. Both mentee and mentor should benefit from the relationship.
- iv. Relationships should involve direct interaction between mentor and mentee.
- v. Mentees should get benefits from the experience of mentors.

Design and delivery of Medical Mentoring Programs (MMP) at Khyber Girls Medical College

- a. Medical mentoring programs at Khyber Girls Medical College involve all years to provide professional and pastoral support to students as they progress through medical school. Mentoring and advising will be provided to the students in three spirals.
- b. There will be a Director and Assistant Director of the mentoring program who will supervise the program and will be responsible for the distribution of students to each designated mentor from the enlisted departments for each year with the help of the Student Affair Section (SAS).

- c. Mentor characteristics: faculty with the designation Professors, Associate Professors, and Assistant Professors in all basic and clinical science departments and senior lecturers with more than three years of teaching experience will be involved as a mentor in the medical mentoring program.
- d. Students will be randomly and equally divided among the faculty of designated departments in each spiral.
- e. Regular feedback from mentors and mentees will be taken by Quality Enhancement Cell (QEC) on an annual basis.
- f. Any documented negative feedback of any mentor by QEC will be forwarded to Dean KGMC by the Incharge MMP.
- g. If mentees want to change their mentor, they need to submit a written application with valid reasons or justification to Incharge MMP who will forward the application to Dean KGMC for further action.
- h. There will be a formal meeting session of mentees (will be depicted in the timetable) with their assigned mentor once a month in group form, in which proper attendance will be marked and minute meetings will be documented. Mentors and mentees will have the autonomy to conduct individual meetings according to their convenience in addition to their formal meeting sessions.
- i. There are three spirals of curriculum,
 - Spiral 1 is 1st and 2nd year,
 - Spiral 2 is 3rd and 4th year and
 - Spiral 3 is the Final year.

The mentees will be supervised by the allocated mentor during that specific spiral only and will be allotted a new mentor in the next spiral.

- j. The mentor in spirals 2 and 3 will also supervise a research project of their mentees which will be published in the student's journal of college or any other journal. For spiral 1, the publication will be optional.
- k. The list of workshops for mentors to facilitate or conduct the workshops for their assigned mentees is as follows.
 - Basic Life support
 - How to make a PowerPoint presentation
 - Quantitative Study Designs
 - Qualitative Study Designs

- Reference Manager
- Literature Review
- Academic Writing

- l. Mentors should conduct at least one workshop per year for their allotted mentees.
- m. Mentors will correspond with the journals for publications.
- n. The publications, minute meetings, attendance, and evidence of workshops will be considered as evidence for the promotion policies of faculty.
- o. A minimum one-year period of mentorship will be required to claim for promotion by the faculty.

Departments involved in spiral 1:

1st and 2nd MBBS students will have mentors from the following departments.

- Anatomy
- Physiology
- Biochemistry
- Medical Education

Departments involved in spiral 2:

3rd and 4th MBBS students will have mentors from the following departments.

- Pathology
- Pharmacology
- Forensic medicine
- Community medicine
- Eye
- ENT

Departments involved in spiral 3:

Final year MBBS students will have mentors from the following departments.

- Medicine and Allied.
- Surgery and Allied.
- Gynae and Obstetrics
- Pediatric