

Flight Tracker Consortium Meeting

February 2, 2022



Meeting Agenda



What's New?

Version 4 – Mentee-Mentor Agreements

What's Next?

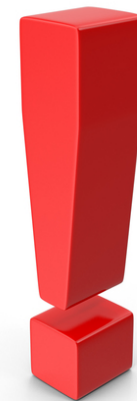
Turn On/Off Parts of Flight Tracker

Office Hours with Rebecca & Scott

VA Affiliates



- Rebecca recently discovered that the Veterans Health Administration in Tennessee was listed as the “Tennessee Valley Healthcare System” in PubMed.
- That institution has been added as an alternate institution in all Vanderbilt Flight Trackers.
- We’re honestly not sure how this would affect other VA-related healthcare organizations. There might be another entity you can add to your institution list. The “Veterans Health Administration” is already searched for by default.
- Potentially applies to scholars with dual appointments at neighboring VA who use their VA affiliation rather than the university affiliation when publishing.



Flight Tracker's Mentee-Mentor Agreements

A New Way to Approach the Practice of Mentoring



Introductions of Team



Flight Tracker
for Scholars

- **Eric Austin**, Pediatric Pulmonologist & MSCI Program Director
- **Arnita King**, Program Manager of MSCI Program & EdD Candidate in Higher Education
- **Melissa Krasnove**, Program Manager of Epidemiology Graduate Programs
- **Chad Lightner**, Content Management & UI Application Developer
- **Scott Pearson**, Flight Tracker & Data Core Application Developer (scott.j.pearson@vumc.org)

Flight Tracker & Mentoring



- Mentorship is **central** to developing scholars as attested by both published studies and anecdotal evidence
 - Mentorship, like any relationship, varies based on **personal factors**
 - Many **potential pitfalls** exist in mentoring relationships
-
- YET mentoring relationships are currently **unstructured**
 - What structure does exist is **one-sized-fits-all**
 - Thus, we seek change to make mentoring more effective



A Living Document



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for Scholars

- Flight Tracker's Mentee-Mentor Agreements present **a living document for a living relationship**
- Customized for the mentor and the mentee – filled out by both parties to **structure the relationship**
- Foresee and discuss potential pitfalls
- Revisited at regular intervals (every 6-12 months)
- **Coaches** how to be an effective mentor or mentee
- Hooked up to the rest of Flight Tracker to analyze statistically for **best practices**



Introduction



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Welcome, Scott!

Start Now

Introduction



Welcome to a new way to think about the agreement of collaboration between a Mentee (also referred to here as 'Scholar') and Mentor. Mentee-Mentor Scholar Agreements ('Mentoring Agreement') function to define a mutually agreed upon set of goals and parameters which provide a foundation for the mentoring relationship. Ideally, a formal agreement will address a broad range of domains, including the Scholar's research and education, professional development and career advancement and interactions between the scholar and mentor with respect to support, communication, personal conduct and interpersonal interactions.

While seen as a valuable mechanism to align expectations between scholars and mentors, and provide a road map for collaboration, agreements are not uniformly employed. One possible reason for the lack of universal use is the need for a more user friendly, relevant document which may serve as an active guidepost applicable to all levels of the scholar's career development. This program was created to provide an improved foundation for the development of agreement documents, and a site for their ongoing access and update.

Background

Every mentee-mentor scientific and career development relationship is different, but there are common features that characterize successful relationships.

With this Mentoring Agreement, we seek to:

1. Create the foundation for a



Teaching Modules



Characteristics of a Successful Mentor



A successful mentor is not just an advisor, but a role model, guide and colleague.

[Learn More](#)

Characteristics of a Successful Mentee



The foundation for a successful mentee rests on three "vital signs" of successful mentoring relationships: respect, responsiveness, and accountability.

[Learn More](#)

Additional Resources for a Deeper Dive



These papers in the literature provide opportunities for further exploration.

[Learn More](#)

Main Menu



- Shows **all relationships** that the scholar is involved with in that Flight Tracker project
- A scholar can be a mentor, a mentee, or both
- The **workflow** is charted out to make easy to recall



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Typical Workflow Starting Early in Relationship

- Enter Mentee Preferences
- Discussion with Mentor
- Sign Final Agreement
- Revisit Agreement

Scott, here are your mentee-mentor relationships

LATEST UPDATE	PROGRESS	STATUS	MENTEE	MENTOR(S)	PHASE	SEND NOTIFICATION
edit	100% 01-11-2022	view last agreement	Scott Pearson	Scott Pearson Add a Mentor	<input type="radio"/> 0 - 6 months <input type="radio"/> 7 - 12 months <input type="radio"/> 12+ months	send reminder for mentor(s) to complete

Phases



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- Choices:
 - 0-6 months
 - 7-12 months
 - 12+ months
- Targets specific questions for different time periods



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Survey for Mentees & Mentors



- Broken up into several **sections** – like 1:1 Meetings, Lab Meetings, Scholarly Products, Professional Development, Financial Support, and Mentor Panels
- Carefully worded, carefully chosen **questions**, for example:



While all are important, the following research skills will be an area of focus for growth of the mentee.

Who will decide order of authorship (position) for work products directly from mentee's work?

Preferred method of communication outside of direct 'in person' (or Zoom-style) meetings.

Survey for Mentees & Mentors



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for Scholars

- Each question provides a chance to provide **customized notes** along with any selected answers
- Order:
 - Mentees answer first, then mentors (preferably while with mentee)
 - Mentor answers trump mentee answers
- Results in a customized, signed agreement that can be **printed** or saved as a **PDF**

Two handwritten signatures are shown. The first signature on the left is written in blue ink and appears to be 'Jesse'. The second signature on the right is written in black ink and appears to be 'John'.

Time Required



- Filling out survey for the first time
 - Target is **30-45 minutes** unless you do a “deep dive” into material
 - Anticipate that this will expedite work down the road by making mentoring process smoother
- After first time
 - Only make modifications due to pre-filling
 - Target is **15-30 minutes** max



Survey for Mentees & Mentors



- **Automatic emails** drive communication and reminders to revisit the agreement
- Saved securely into **REDCap** for storage and downstream analysis (only mentor(s), admins, and directors can view)



Mentee Survey



Flight Tracker for Scholars

Pre-fill from Another Survey:

Open a Prior Instance:

PLEASE INDEPENDENTLY FILL OUT THE CHECKLIST BELOW. SUGGESTED TABLES ARE OPEN. CLICK ON A HEADER TO EXPAND THE TABLE. WHEN COMPLETE, CLICK ON THE BUTTON TO ALERT YOUR MENTOR.

MENTEE-MENTOR 1:1 MEETINGS

At this point in your training/career, what would benefit you, the mentee, most with regards to your 1:1 meetings?
If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Frequency	<input type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input checked="" type="radio"/> Monthly <input type="radio"/> Other	asdf (austine) 7-8-2021 11:03
Duration	<input type="radio"/> 30 minutes <input type="radio"/> 60 minutes <input checked="" type="radio"/> 90 minutes <input type="radio"/> 120 minutes <input type="radio"/> Other	add note
Scheduling responsibility	<input type="radio"/> Mentor <input checked="" type="radio"/> Mentee <input type="radio"/> Administrative team member	add note
Typical meeting location	<input type="radio"/> Mentor's office <input type="radio"/> Mentee's office <input checked="" type="radio"/> TBD for each meeting <input type="radio"/> Virtual	add note
Agenda responsibility	<input type="radio"/> Mentee <input type="radio"/> Mentor	add note

Mentee Survey



Flight Tracker for Scholars

How far in advance should agenda items be shared?	<input type="radio"/> Bring to meeting <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days <input type="radio"/> 1 week <input type="radio"/> Other	add note
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LAB MEETINGS

What do you as the mentee need from lab meetings?

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	
When are lab meetings held? Please add time and location detail in the notes.	<input checked="" type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input type="radio"/> Monthly <input type="radio"/> Other	add note
What expectations do you have for the mentee's contribution to lab meetings (e.g., full preparation for the meeting; update the group on project progress; intellectually engage with colleagues)?	<p>Example text goes here</p> <input type="text"/>	<div><p>Notes/comments:</p><input type="text"/> <input type="text"/></div>
Are there collaborator lab meetings that the mentee should attend?	<input type="radio"/> Yes; if so, when? Please list in the notes. <input type="radio"/> No	add note

COMMUNICATION

If desired, you may click on this header to toggle the section.

When Mentee Completes...



- Email automatically asks the **mentor** to arrange a meeting with the mentee to discuss the survey
- Mentor can **pre-fill** the survey with her/his personalized preferences
- **Conflicting answers** are highlighted and can be discussed
- **Custom notes** can be added for details



Mentor Survey



MEETINGS

QUESTION	MENTOR RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)	MENTEE RESPONSES
Frequency	<input type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input type="radio"/> Monthly <input type="radio"/> Other	asdf (austine) 7-8-2021 11:03	<input type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input type="radio"/> Monthly <input type="radio"/> Other
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Typical meeting location	<input type="radio"/> Mentor's office <input type="radio"/> Mentee's office <input type="radio"/> TBD for each meeting <input type="radio"/> Virtual	add note	<input type="radio"/> Mentor's office <input type="radio"/> Mentee's office <input type="radio"/> TBD for each meeting <input type="radio"/> Virtual
Agenda responsibility	<input type="radio"/> Mentee <input type="radio"/> Mentor	add note	<input type="radio"/> Mentee <input type="radio"/> Mentor
How far in advance should agenda items be shared?	<input type="radio"/> Bring to meeting <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days <input type="radio"/> 1 week <input type="radio"/> Other	add note	<input type="radio"/> Bring to meeting <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days <input type="radio"/> 1 week <input type="radio"/> Other

- Answers & notes filled in from mentee
- Conflicts are highlighted in light red
- Like mentee, mentor can pre-fill her/his answers from a prior meeting as a starting point

Completed Agreement



- Shows choices for items and notes
- Includes 2 spots for **eSignatures**
- Can be **printed** or saved to a **PDF**
- Dates automatically generated



[Front Page](#)

[Click here to print or save as PDF](#)

Mentorship Agreement
between Eric Austin and John Koethe
07-19-2021

Eric Austin (mentee) and John Koethe (mentor) do hereby enter into a formal mentoring agreement. The elements of the document below provide evidence that a formal discussion has been conducted by the Mentor and Mentee together, touching on multiple topics that relate to the foundations of a successful training relationship for both parties. Below are key elements which we discussed at the start of our Mentee-Mentor Relationship. These elements, and others, also provide opportunities for further and/or new discussions together at future time points (e.g., 6, 12, and 18 months from now, as well as on an as needed basis).

We will revisit this agreement on-or-around 1-20-2022.

[hide all chatter](#)

Mentee - Mentor 1:1 Meetings

No Information Specified.

Lab Meetings

No Information Specified.

After Document is Completed



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for Scholars

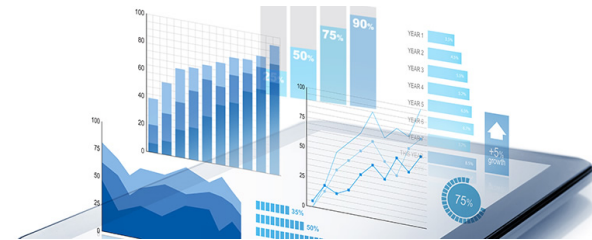
- A reminder email is scheduled in a given amount of time:
 - In 5 months for a **6-month follow-up** meeting after the first meeting
 - In 11 months for a **12-month follow-up** meeting after subsequent meetings
- Answers can be pre-filled from prior surveys to expedite
- Subsequent meetings can be focused on improving present situation



Possible Future Directions



- Analyze statistically for **best practices**
- Part of a **Scholar Portal** for Flight Tracker that provides scholars with siloed data about their progress in research
- Integration with **Individual Development Plans (IDPs)**
- **Public-facing project** (i.e., no Flight Tracker required)
- **Partial Flight Trackers** – enable only certain parts



Typical Timelines



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February – Release of software & available for review

March-April – Acceptance letters

July-August – Start of programs

Ideal time to introduce to mentor & fill out agreements

Feedback – Early introduction enhances usefulness

Flight Tracker's Mentee-Mentor Agreements

A New Way to Approach the Practice of Mentoring

Administrative Setup



Step 0: Try it out



- https://redcap.link/ft_mma
- Data hosted by Vanderbilt's REDCap
- Basic structure, not every feature



Welcome!

Start Now

Restart

Welcome to a new way to think about the agreement of collaboration between a Mentee (also referred to here as 'Scholar') and Mentor. Mentee-Mentor Scholar Agreements ('Mentoring Agreement') function to define a mutually agreed upon set of goals and parameters which provide a foundation for the mentoring relationship. Ideally, a formal agreement will address a broad range of domains, including the Scholar's research and education, professional development and career advancement and interactions between the scholar and mentor with respect to support,

Characteristics
of a
**Successful
Mentor**



A successful mentor is not just an advisor, but a role model, guide and colleague.

Step 1: Configure



- **Mentors menu → Configure Mentee-Mentor Agreements** allows you to customize for your project and/or institution
- Here, you can provide:
 - A list of resources that the mentee would like more information about; this will become part of a question in the agreement
 - An Internet URL for more information that is institution-specific (or even project-specific); when entered, this link is available on the introductory page

Configure Mentee Agreements

Institutional Resources for Mentoring
(One Per Line Please.)
These will be offered to the mentee.

Link to Further Resources
Default for Vanderbilt Medical Center

<https://medschool.vanderbilt.edu/msci/current-trainees/resources-for->

Change Configuration

CTSA Studio Program
Edge Seminars
Edge for Scholars Grant Repository
Edge for Scholars Grant Review Program
Edge for Scholars Grant Writing Workshop
Edge for Scholars Manuscript Sprint Program
Edgeforscholars.org
Elliot Newman Society
Kaizen Program for Rigor and Reproducibility Training
Translational Nexus Pathways

Step 2: Get Mentors & User-ids



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- **Mentors menu → Add Mentors for Existing Scholars**

REDCap user-ids are automatically looked up so that mentees and mentors can use the mentoring agreement. In case of multiple matches, you must confirm each user-id. Be wary that certain mentors might alternately have listed a formal name or a nickname.

Or [request a user-id from the REDCap Team](#).

Upload Mentors in Bulk

Please follow [this template](#) and upload the resulting CSV.

No file chosen

Or Specify a Primary Mentor

First, search for a Scholar/Mentee:

Step 2: Get Mentors & User-ids



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- User-id is for REDCap (must have REDCap access)
- For **Mentee's** user-id, **identifier_userid** field on Identifiers form
- For Mentors' user-ids (comma-delimited list) :
 - Manual Import form
 - **imported_mentor**
 - **imported_mentor_userid**
 - Also, can add via **Mentors menu → Add Mentors...**




Step 3: Send the Link



- Mentors menu → Mentee-Mentor Agreements Dashboard

Mentoring Agreement Responses

 https://localhost/redcap/external_modules/?prefix=flight_tracker&page=mentor%2Fintro&project_id=19

Pass along this link to any mentee or mentor that (A) has a REDCap userid and (B) is registered in your Flight Tracker as a Scholar/Mentee or a Primary Mentor (with a registered userid). With this link, they can access their relevant mentoring information anytime.

- Either copy link to a mass email (one link will work for all)
–OR– use Flight Tracker to schedule an email
(Scholars menu → Configure an Email)

Customizing: REDCap



Project Home

Project Setup

Online Designer

Data Dictionary

Codebook

- If you want to add your own questions, you can go to REDCap's Online Designer and open the **Mentoring Agreement** instrument
- Flight Tracker asks that you do not **delete** or **modify** these questions; instead, you can add to these questions.
- To add a field to the mentoring agreement:
 - Add a field – for example, named **mentoring_field1**
 - If this field is not a notes field, then add a second field **mentoring_field1_notes** with a field type notes
 - Can add new sections via section headers, too; try to mimic existing style for best results

Open Question



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for Scholars

Should we share mentee-mentor agreement data with other Flight Trackers from the same institution?

Questions or Comments?



Contact scott.j.pearson@vumc.org for assistance



Flight Tracker's Mentee-Mentor Agreements

A New Way to Approach the Practice of Mentoring



What's Next?



- Way to turn on/off parts of Flight Tracker for mini projects
- Still developing an institution-wide tool to expedite NIH Training Tables 1-4
- Biostatistics graduate class



Troubleshooting Call



2nd Monthly Troubleshooting Call

Third Wednesday at 1pm Central Time

Driven by Your Questions & Problems

All are welcome!

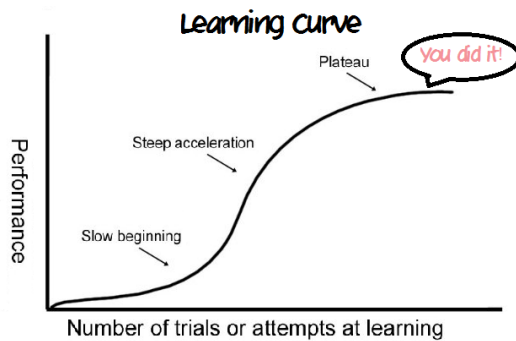
Ask to join our email list for an invitation...



Newbie Call



Just getting started with Flight Tracker?



There's a definite learning curve.
Move up more quickly by joining
February's "newbie" call.

Thursday, February 17 at 12pm Central Time

Leave your email in the chat to receive an invitation

Office Hours with ~~Rebecca &~~ Scott

