

Vancouver Coastal Health Research Challenge For Nursing and Allied Health

Mentor Guidelines

Mentor Roles:

- 1) Be available to your team as a resource throughout the research process.
- 2) Attend one of the half-day workshops (Jan 8, 9, 10) on research methods (optional, but recommended).
- 3) Work with your team before the research methods workshop to refine the research area or question.
- 4) Work with your team between the research methods workshop and the proposal due date to develop their research proposal, choose research methods/study design/develop an appropriate timeline, and ensure their research project proposal is ready for submission. **The mentor will be asked to write a paragraph regarding their involvement with the development of the proposal, as well as their anticipated involvement in the project (if funded), to be attached to the proposal for funding.**
- 5) If your team wins the Research Challenge and has their project funded, assist them with the ethics application process (note: we will be offering hands-on ethics application workshops for teams that are funded).
- 6) If your team wins funding in the Research Challenge, continue to work with them to conduct all phases of the research project, including data collection and analysis, as well as the final report.

Note that Aggie Black (the Nursing Research Facilitator), Juliana Chelliah and the other members of the VCH Research Challenge Advisory Committee will be available to the mentors (and to teams), should you have questions during any time in this process.

What is NOT expected of the mentor:

- 1) To act as Team Leader – the team leader is expected to coordinate the work of the team – identify team members; develop initial and final drafts of the research question, initial and full application form; call and conduct meetings of the research team; with the team conduct the research and interpret the findings; and draft final report in December 2013.
- 2) Be accountable for the quality of the research project – the mentor should provide advice that will contribute to the quality of the work, but the work belongs to the research team.

Time Commitment:

- 1) No defined time commitment – it will depend on what is negotiated with the team leader at the time the relationship is established.
- 2) The mentor is free to negotiate with the team leader/team as to how they will work together:
 - a. Face-to-face meetings – how often, for what purpose

- b. Review and comment on documents by email – what turn around time is appropriate; expectations regarding responding to comments
- c. Mentor involvement in problem-solving - potential issues might be completing consent requirements; subject recruitment; time line extensions; changes in team personal; conflict with other commitments; leadership commitment. No single solution is likely to exist – what is needed is a process to negotiate with the team leader whether and how the mentor could be helpful to problem-solving.
- d. Where the mentor cannot be helpful and the problem persists, issues can be brought to the attention of Aggie Black.