

International Scholars Program (ISP) Professional Mentor Responsibilities

The professional mentor coordinates the overall experience and education of an assigned international scholar participant at Nationwide Children's Hospital (NCH). Scholars are at NCH to exchange information and observe specialty pediatric healthcare. They may not participate in any hands-on care. We also hope that they learn something about the culture of our community and country, as we learn about theirs. **After they return home, the ISP maintains contact with the scholar and tracks outcomes resulting from their experiences as an NCH International Scholar.**

Some of the responsibilities and considerations involved in mentoring include:

1. ISP staff will arrange a mutually convenient time with you and the scholar for the visits. If you will be out of the hospital during the visit, assign a back-up professional mentor for the scholar, especially if you will be out for longer than a week.
2. Each scholar has an ISP coordinator who will schedule an informational "virtual" meeting with you prior to the visit, during which the goals of the scholar will be reviewed. The ISP coordinator is available to both you and your scholar throughout the exchange to answer questions and facilitate problem solving.
3. You need to develop a written plan of learning activities based on the participant's stated goals and resources of your department. An ISP manager meets with the scholar periodically to coordinate additional learning activities outside of your department. Please contact the ISP coordinator if your scholar requests such additional experiences.
4. Please discuss the nature of the international scholar program with your department prior to the visit. Stress that it is observation only (not patient care). Introduce the scholar to departmental staff. If possible, assign a departmental staff member to provide additional assistance to the scholar in your absence. Seek out ways to involve the scholar in the activities of the department and for ways to enrich the scholar's experience while here.
5. Outline a clinical, teaching, or research activity that the scholar can engage in while here at NCH and possibly continue at his or her home institution, if appropriate.
6. Go over your expectations with the scholar. While the ISP reviews "mundane" issues as being on time to meetings, feel free to reiterate. Monitor experiences periodically to make sure you are both on the same page. Clarify and further teach as needed.
7. **Outcomes: successful outcomes are crucial to the continuing success of the International Scholars Program. Both you and the scholar will be asked to complete surveys that document the scholar's accomplishments. Please fill yours out promptly. Encourage the scholar to maintain contact with you and to report to you and to the ISP program information on future professional activities.**
8. The scholar will do a presentation to hospital staff before returning home. You will be asked to introduce the scholar at this talk. Please try to be available. If this is not possible, please designate someone to substitute for you. Please encourage your staff to attend this presentation.
9. If the scholar has questions about housing, Visas, transportation, personal healthcare, safety and security, community services, etc., please ask him/her to contact an ISP Coordinator.
10. Contact ISP staff ASAP with any questions or concerns regarding the scholar, e.g., English competency, technology challenges, failure to come to scheduled meetings, etc..

Name of Mentor

Name of Scholar

Signature of Mentor - Date

Country of Scholar