



# CommUC-CUA Mentorship Program Terms of Reference 2023-2024

**Mandate:** The mandate of the CommUC-CUA Mentorship program is to encourage community urologists across Canada to continue developing their skills and knowledge throughout their careers and to provide support for learning new skills while minimizing the financial disincentives for both the learner (mentee) and teacher (mentor).

## **Eligibility for Funding:**

- Approximately 10 awards may be distributed per year; each up to a maximum of \$5000 per funded award is available to CUA community urologist members in good standing (annual dues paid in full including dues in arrears from past years).
- Every CUA community urologist member is eligible to apply for one mentorship project per year (as the mentee).
- There is no limit on the number of times a mentor can be funded per year
- The mentor and mentee must not work at the same institution or regularly assist each other outside of the context of this project.
- The practice location of the mentor and mentee must be in Canada.
- All mentors and mentees must have CMPA protection and the necessary privileges at the proposed institution for the procedures.
- Temporary OR privileges should be requested for all surgical techniques as per local institutional guidelines.
- Projects related to medical (non-procedure) urology are acceptable as well.
- The mentor can be a community or academic urologist with the necessary expertise.
- This program is funded exclusively through the CUA, and any additional source of funding (pharma) is prohibited.

### **Application Process:**

- The CPD committee, with input of the CommUC chair will implement an evaluation/scoring formula, to determine how applications are scored and awarded.
- Community urologists are defined as those without full time academic appointments at a Canadian University. Community urology status will be adjudicated by the CommUC and CPD Chair should the need arise.
- Applications are to be submitted by the mentee.
- Applications must detail the proposed mentorship project including:
  - Date of proposed mentorship procedure
  - Duration of mentorship (e.g. half day vs. full day)
  - Proposed mentor & why their mentorship is sought (validation of expertise)
  - Proposed Procedure(s) and/or medical topics to be reviewed
  - Learning goals/objectives
  - Detailed budget (including all sources of financial support)
- Applications should be submitted to the CUA by **May 15, 2024**. The review system allows for open enrollment and assessment throughout the year.
- Applications should be submitted online at [www.cua.org/cpd-grant-program](http://www.cua.org/cpd-grant-program)
- Applications will be reviewed and approved/declined within one-month post deadline for applications. The review committee will include the CommUC Chair and the CPD Chair.

### **Funding Guidelines:**

- The following general guidelines for mentor/mentee remuneration will be used:
  - **Mentor remuneration:** \$1000 per half day
  - **Mentee remuneration:** \$1000 per half day
- The maximum for a mentor/mentee concurrently billing their health authority is 250\$ per half day
- No more than \$5,000 in total for both the mentee and the mentor.

**Travel/Accommodation Expenses:**

- If travel by car is possible and the travel time is less than 2 hours each way, travel expenses will not be reimbursed.
- If travel time by car is 2 hours or more each way, travel expense reimbursement may be covered.
- If travel by other means than car (i.e. more than 2 hours is necessary) then the mentee will follow the [CUA Guidelines for Expenses and Travel](#)
- Reimbursement for food and beverage is not provided.

**Post Mentorship Reflection & Disbursement of Funds:**

- After completion of the mentorship project, the mentee must complete the Mentorship Project Debriefing Form (including address information for mailing of the cheques to both mentor and mentee).
- The completed Mentorship Project Debriefing Form must be submitted to the CUA and CommUC Chair for review (in the circumstance where travel/accommodation expenses were pre-approved by the Mentorship Committee, receipts must also be submitted with the debriefing form).
- Upon receipt of the debriefing form, the CUA will dispense the funds to the mentor and mentee.
- The mentee is encouraged to write a summary of his experience in either the CUAJ or the CUA UroComm newsletter.
- Awardees are encouraged to accept any future invitation to participate in the CUA scientific program.