

Urban Locum Program

Mentorship Guidelines: Mentors

Thank you for participating as one of the ULP's Physician Mentors and providing your time to our Locuming physicians.

Mentorship activities

There are two types of mentorship activities: one-on-one communications and group learnings.

ONE-ON-ONE COMMUNICATIONS

One-on-one mentorship will be scheduled directly between locums/mentors and can be done in person, via phone or email, or virtually. For example, you may decide to meet in a clinic, a coffee shop, or arrange a call with your mentor. To begin, locums will be capped at two hours of one-on-one mentorship each month – mentors will not have a cap, so you are free to **participate as much as you want/are available**.

Locums are advised that **mentors do not provide urgent, or emergency clinical support**. You may choose to discuss clinical questions/concerns during your scheduling engagements, but it is not an expectation.

GROUP LEARNINGS

Group learnings are a space to highlight and further explore topics that are of collective interest or value to the locums. Our group learning sessions will be in two different formats: casual mentor-led, in-person gatherings in a social atmosphere or more formalized one hour zoom sessions that may include activities such as presentations, case study examples, Q&As, or a panel of mentors. If there are topics that you think would be relevant to other family practice locums in Greater Victoria, or you'd like to dig a little deeper on, please let us know!

Mentors are encouraged to contribute to group learning topics by participating in things like speaking to case study examples, participating in a Q&A, delivering a short presentation, or sitting on a panel. There is no set format, and we welcome other creative engagement tools. If there are topics you are passionate about or think would be useful for physicians exploring family practice in Greater Victoria, please let us know!

The locums

The ULP locum that are looking for mentorship are likely to be new and recent graduates exploring various family medicine career options, however, they could also be new to the area or further along in their careers and simply trying something new.

Contact and follow-up

Mentors will receive an invitation to join the programs scheduling application called Connecteam. Locums & Mentors are set up in the "directory" where contact information is available. The chat feature in the application can be used for ease of communication. Once a connection is established, the locum/mentor can decide how they wish to continue communicating.

If a request comes your way that you are unavailable to assist with, or feel another mentor would be better suited for, please don't hesitate to connect the locum with another mentor, or program staff. We have created a helpful [skills expertise matrix](#) as a visual tool for reference.

Mentor tips:

- Foster a sense of safety and trust.
- Be honest, open, and fully present.
- Remember — the locum is in the driver's seat.
- Be objective, nonjudgmental, and supportive.
- Get to know your locum(s); put yourself in their shoes.

Mentorship leadership training

As part of the program's mentorship team, we want you to feel supported and have opportunities to participate in professional development, should you be interested. We will bring forward opportunities that we come across, but please let us know if you have ideas or suggestions.

Tracking time

Connecteam Application

We ask that you track and submit your mentor time using the Connecteam application timesheet. All time is compensated at the current sessional rates.

How to complete a Connecteam timesheet in the mobile app:

1. Click on TIMESHEET icon
2. Click on TIMESHEET (bottom right)
3. Click on day of mentorship activity
4. Click on ADD A NEW REQUEST
5. Click on ADD A SHIFT REQUEST
6. Click on JOB and select MENTORSHIP
7. Add a note to provide details re. who/what

At months end, we will in send out a quick task in Connecteam to remind people to review and submit their timesheets.

Monthly Sessional Forms

We will also accept completing your time on a monthly sessional form. If you already submit a monthly sessional with the Victoria Division, you can simply track these activities along with your others.

How to complete a monthly sessional form:

Please include your name and date at the top, and then provide an itemized list of all activities completed that month (including dates, hours, and meeting descriptions).

All locum mentorship time should be tracked under **Project:** ULP Admin and **Subproject:** Physician Mentorship.

Our Finance Team will send monthly reminders for monthly form submissions; it is your responsibility to submit each month's form by the date in the reminder for timely payment.

Please do not track time spent on program evaluation activities (e.g., surveys) on your monthly invoice; this is paid by Doctors of BC and will be tracked and distributed separately.

If you have any questions, please email urbanlocumprogram@victoriadivision.ca or call 1-778-265-0473.