

Coaching and Mentorship Program for Saskatchewan Physicians

Navigate your personal & professional growth | Program Manual

C M P A S



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Acknowledgements

Program Funding and Development

This project was developed and is operated by the University of Saskatchewan, College of Medicine's divisions of Continuing Medical Education (CME) and Faculty Development in partnership with the Saskatchewan Medical Association (SMA), Canadian Physicians & Surgeons of Saskatchewan (CPSS), and the Saskatchewan Health Authority (SHA). Funding for CoMPAS was provided by the SMA and Saskatchewan Ministry of Health (MoH).

Program Content

CoMPAS is grateful for and acknowledges the support and guidance we received from CAMP program at the UBC CPD Division. Their collaboration and generosity around program materials and the input CoMPAS received about program design, structure, organization, and evaluation has been invaluable. We formally express our gratitude here.

Program Planning Committee

CoMPAS is grateful for and acknowledges the support and guidance we received from the following:

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CoMPAS PROGRAM MISSION, VISION & OVERVIEW

Welcome to the Coaching and Mentoring Program for Saskatchewan Physicians (**CoMPAS**).

CoMPAS was established to create and support professional connections and relationships among physician peers. It is open to all physicians in their first five years of practice in Saskatchewan, regardless of their scope of practice (Family Practice or Specialty) or their practice location (rural or urban). We have gathered a dedicated group of Coaches and Mentors with a highly skilled administrative team who are eager to engage with you, so that you feel more confident, comfortable, and safer in your practice so that over time. We hope that each Coach Mentor Pair (CMP) feels more ready for the practice of medicine, and connected to the community you serve in.

Our Mission: Developing

Our Vision: Developing

Core Principles

Voluntary: Both the Coachee/Mentee AND Coach/Mentor come into the program to learn and grow in a respectful peer relationship.

Accessible: CoMPAS will use remote technologies to make sure physicians are connected, and help facilitate in person peer support when advantageous, to help reach physicians wherever you work and live.

Learner Led Agenda: The Coachee/Mentee will identify their learning goals and ideas, career ambitions, research endeavors, personal wellness, and community needs.

Coaches and Mentors are Prepared: Faculty Development at the College of Medicine will help support and educate the Coach/Mentor so that they are prepared to help deliver high quality conversation and feedback.

Personalized: Programming will meet the needs for each physician, their team, and unique communities they work and live in.

Guided: Structured guidelines, meeting frequency, and participant expectations will help facilitate the experience, with support through the CoMPAS Administrative Teams. Participants may claim CFPC MainPro+ or RCPSC MOC study credits through the year.

Safe & Confidential: Physicians' interactions will be presented and heard through the most respectful interpretation possible. Professional and ethical standards as defined by CPSS, and other the Saskatchewan organizations, in which physicians practice (e.g., SHA and the College of Medicine) will be upheld.

Program Goals

To recognize that the practice of medicine in the first five years can be daunting and through robust peer to peer support programs we can together support new Saskatchewan physicians to be more confident, competent, and satisfied with their careers and their identified scope of practice.

To create a Saskatchewan-wide network of peer support and promote a physician culture that embraces trusting relationships among peers and normalizes the request for guidance, help and support.

To build and maintain a high performing peer support program with complementary educational elements tailored to support competency and professionalism, as well as coaching and mentoring skills

To ensure that the program maximizes the opportunity for all participants to acquire learning opportunities that they may count towards their professional learning cycles in the Mainpro+ and MOC programs.

To have physicians in Saskatchewan recognize the program as being a safe and valuable resource that supports their professional practices, their resilience and well-being.

The program strives to affect in a positive manner the recruitment and retention of physicians across the province in high demand areas.

The program aspires to see the quality of care and the patient experience in health care elevated and improved in those areas served by CoMPAS Coach/Mentee Pairs (CMP) participants.

To orientate and educate participants around local resource availability, practice, and referral patterns and to engage in collaborative care relationships across a complex administrative and geographic landscape.

To have a responsive administrative team that delivers the program efficiently including fiscal diligence, program assessment & evaluation, and administrative organization.

WHAT DO YOU NEED TO KNOW?

Eligibility, Inclusion Criteria

Participants in the CoMPAS program will meet the following criteria:

	Coach/ Mentor	Coachee/ Mentee
Actively Practicing Medicine within Saskatchewan	Y	Y
Active registration and in good standing with CPSS	Y	Y
Are in the First 5 Years of Practice within Saskatchewan		Y
Have more than 5 Years of Practice Experience in Saskatchewan	Y	
Have a willingness to learn through peer engagement and interactions	Y	Y
Can create up to 30 hours per year to dedicate to CMP engagement, CoMPAS training, and other program activities.	Y	Y

Have willingness to meet all training/educational requirements, developed and prepared by Faculty Development and the CME offices	Y	Y
Preference to Physician who have formal training, or previous engagement in coaching or mentoring		Y

What does it cost you?

Nothing! It is through the generous and thoughtful support of the Saskatchewan Medical Association (SMA) and the Ministry of Health that we can provide physicians in Saskatchewan with this program.

Participants will earn continuing professional development credits through this program and learn to develop Personal Learning Plans (PLP) to meet their ongoing educational needs. See 'Accreditation'.

Time Commitment

Once selected to a participant into the program, the CME administrative team will require your time to prepare financial forms for compensation, create an online profile, gain access to Canvas, etc.

The CoMPAS program will be accredited to earn credits throughout the year. These credits will come from the mandatory phased training for both the Coach/Mentor and Coachee/Mentee. See 'Accreditation'.

The CoMPAS administration team here at the Division of Continuing Medical Education (CME) will help coordinate and arrange for Coach/Mentee Pairs (CMP) to have a total of 14 hours a year.

- The maximum period of participation annually over your first 5 years of practice, so a total of 70 hours is available to receive coaching and/or mentoring.
- There will be an annual renewal process for CMPs who wish to stay engaged into the next year.
- The CMP will be completed if/when a Coachee/Mentee enters their sixth year of practice.

The CoMPAS program will require CMPs to take the time to provide value feedback and evaluate the program – onboarding, training, matching process, CMP engagements, exit review, etc. Evaluations will come via the CME office, periodically throughout the year. Participation in program evaluation helps evolve the program.

What's Offered

Each year a Coachee/Mentee is provided 14 hours of time with the appointed Coach/Mentor.

Participants are required to attend an initial CoMPAS Capstone Training Event where you can meet the other participants in the program, listen to exciting presentations on leadership, coaching, mentoring, wellness, and other related topics designed to support you and your practice of medicine. Annual attendance for ongoing participants is welcomed.

Applying to the CoMPAS Program

Coach/Mentor Role (+ 5yrs)	Application Form
Coachee/Mentee Role (- 5yrs)	Application Form

Applications will always be accepted and followed up on by the CME administrative team. The annual Phase 2 CoMPAS Training – Capstone Event will determine the next iteration of onboarding new CMPs. Information and deadlines will be posted to the CoMPAS webpage. Webpage: [Continuing Medical Education](#)

DEFINING CoMPAS ROLES

Support can take many forms, from an occasional phone call with a Coach/Mentor, to a site visit to shadow a specialist as they perform procedures you do not see often in your community.

CoMPAS defines coaching and/or mentoring as a supportive relationship between Saskatchewan physicians who may or may not be practicing in the same community. One member of the partnership is often recognized as being the “Coach/Mentor”, by mutual agreement or by virtue of having advanced skills or more experience. Practitioners can be in the same discipline, or the relationship can be interdisciplinary.

What is Coaching?

Formally one will find the definition as *“Training a Coachee in a thought-provoking and creative process that inspires them to maximize their professional potential.”* (International Coaching Federation, 2019).

Informally we think of a Coach as someone who does not give advice or solves your problems for the Coachee but rather positions the Coachee to achieve their maximum potential through a series of supportive discussions.

The Coach has specific skill sets and can guide a Coachee in the development of these specific skills. This may help with specific learning objectives within a Coachees practice, in which they would like further support to become more confident and competent.

What is Mentoring?

Formally we would define mentorship as *“The act or process of giving advice to, and guiding, a less experienced person – guide, model, advise, encourage, direct activities.”* (Reference).

Informally we think of Mentors as experienced people who have walked on paths, like the Mentee has, and are there to guide someone less experienced than themselves.

What is an Educational Designer?

Understanding the continuing professional development programs from both the College of Family Physicians of Canada (Mainpro+) and the Royal College of Physicians and Surgeons of Canada (Maintenance of

Certification) can be challenging and confusing. Regardless, all physicians are expected to maintain their professional learning cycles up to date and in good standing. It is important not only for maintaining your professional competency but is also a required element when you apply for a license/licensure renewal from the College of Physicians and Surgeons of Saskatchewan (CPSS).

An Educational Designer is experienced and trained in professional learning programs and ready to discuss the Professional Learning Cycle, where you are needing to focus and obtain the required learning credits to remain prepared to deliver excellent care. They can guide and advise you on personal learning plans (PLP) which are invaluable practice guides designed to support your lifelong commitment to learning and maintaining professional competency.



Types of Coaching/Mentoring Activities

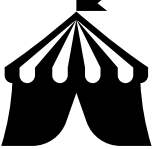





The CoMPAS program is committed to facilitating coaching/mentoring sessions through a variety of engagement types including (but not limited to):

- One on one conversations either in person, when possible, virtually or by phone
- Feedback
- Case Discussions
- Direct Observation
- Shadowing experiences with your coach/mentor
- Working on Procedural Skills (Anticipated launch for CMP during 2023)

Ideally, the Coach/Mentee Pair (CMP) identify what works best in their relationship and create an engagement plan for the months to come. CME administrative team is available to offer support where needed.

CoMPAS PROCESS

	<p>Needs Assessment / Application</p> <ul style="list-style-type: none"> • Data collection from provincial health organizations and communities to drive program objectives and target audience. • Interest physicians must complete an application form to provide learning needs, contact information and practice details, while meeting all eligible program criteria. • Information collection from individual application forms drive specific learning objectives and goals for each matched pair.
	<p>Phase 1 CoMPAS Training – Asynchronous CoMPAS Introduction</p> <ul style="list-style-type: none"> • Selected Coach/Mentors and Coachee/Mentees will be provided access to a centralized resource management system that hosts program resources and additional training tools. • Participants will complete a CoMPAS Introduction Module through Canvas, that will provide Section 2 Learning Credits for your Mainpro+/ MOC journey • This is a mandatory training that prepares participants for phase 2.

	<p>Phase 2 CoMPAS Training – Capstone Event</p> <ul style="list-style-type: none"> Selected Coach/Mentors and Coachee/Mentees are invited to an in-person virtual training event, un-paired, to learn more about the program details, receive an introduction to coaching, participate in workshops/sessions, and to network.
	<p>Coach/Mentee Pair (CMP) Matching</p> <ul style="list-style-type: none"> Coachee/Mentees review the online Coach/Mentor Profile Catalog through the centralized resource management system. ‘Speed Matching’ during Phase 2 CoMPAS Training, is an opportunity for Coachee/Mentees to meet potential Coach/Mentors. A ranking system post training event will assist the CoMPAS selection committee to successfully match Coach/Mentee Pairs (CMPs).
	<p>First CMP Engagement</p> <ul style="list-style-type: none"> Initial CMP meeting should aim to include, but not be limited to introductions, type of practice, equipment, and medications, etc. available in the community, relationship objectives and expectations, how and when feedback will be provided, coaching activities, reoccurring meetings, target timeline.
	<p>Ongoing Coaching/Mentoring</p> <ul style="list-style-type: none"> Coaching and/or mentoring includes a variety of activities and will look different for everyone. Periodic check-ins via email from the CoMPAS administrative team. Remuneration for Coach/Mentor reported as activities occur.
	<p>Phase 3 CoMPAS Training – Coach/Mentor Skill Development</p> <ul style="list-style-type: none"> Participate in asynchronous learning – provided resources in the centralized resource management system. <i>*Required element of the role</i> Attend live, interactive, virtual sessions which aim to support the role as Coach/Mentor. Will receive Section 2 Self-Directed learning credits.
	<p>Program Wrap-up Evaluation</p> <ul style="list-style-type: none"> Upon completion, participants complete a program evaluation, which contributes to program reporting and improvement. All feedback and evaluation data are confidential and will only be used for research in aggregated form – data is never used to assess participants’ clinical performance. Mainpro+ and MOC certificates are distributed at the end of the fiscal year. Other evaluation opportunities, such as interviews, may be requested – participation is entirely voluntary.

REMUNERATION

Coach/Mentor Payment

A Coach/Mentor is paid \$180 per hour for the time they spend directly in their work with the physicians they support. The program requires you to keep a log of these engagements and then submit hours through the CoMPAS administrative team to receive your compensation, up to a maximum of 14 hours within the year.

A one-time stipend is available to support attendance for the 'Phase 2 CoMPAS Training – Capstone Event'. This will help develop skills and form a greater understanding of the roles & responsibilities of the Coach/Mentee Pair (CMP). This training and attendance are mandatory.

If selected to participate in the CoMPAS program as a Coach/Mentor, next steps will be to sign an engagement form with financial forms to fill out for direct deposit. Communication regarding the financial and invoicing process will come from the CME office.

Physicians currently under contract with the University of Saskatchewan, verification will be required that the potential Coach/Mentor has capacity and/or if alternate arrangements need to be made to take on the role.

Coachee/Mentee Payment

No fees are charged to those who receive coaching/mentoring in CoMPAS. Those who receive coaching/mentoring services receive these limited resources free of charge but are not compensated for their participation. Instead, the Coachee/Mentee will receive invaluable practice guidance and the opportunity to earn Mainpro+ and MOC credits in different stages of the program.

A one-time stipend is available to support attendance for the 'Phase 2 CoMPAS Training – Capstone Event'. This will help develop skills and form a greater understanding of the roles & responsibilities of the Coach/Mentee Pair (CMP). This training and attendance are mandatory.

If selected to participate in the CoMPAS program as a Coachee/Mentee, next steps will be to sign an engagement form with financial forms to fill out for direct deposit. Communication regarding the financial and invoicing process will come from the CME office.

Travel Reimbursement Rates

If it is deemed advantageous to meet in person, to help learn a specific skill please contact the CoMPAS administrative team, and we will work with the CMP to create a plan for travel & associated reimbursement. This must be requested, and travel must be preapproved. Should a CMP decide on their own, without the CME administrative team being aware, no legal action can be taken against the CoMPAS program, the division of Continuing Medical Education office, the College of Medicine, the University of Saskatchewan, and all other funders/stakeholders associated with the CoMPAS program. It is imperative to seek approval.

ACCREDITATION

The Division of Continuing Medical Education (CME), University of Saskatchewan is fully accredited by the Committee on Accreditation of Continuing Medical Education (CACME). CME has ensured that where possible, study credits for continuing medical education for program participants are available as outlined below.

Participants of the Coach/Mentee Pair (CMP) will have multiple opportunities to earn continuing professional development credits, in either the MOC or Mainpro+ as is applicable to them.

Examples include:

Activity	Who Can Claim?	Type of Credit	Potential Hours Earned
Phase One CoMPAS Training – Asynchronous CoMPAS Introduction	Coach/Mentor Coachee/Mentee	Section 2: Self-Directed Learning Credits	TBD
Phase Two CoMPAS Training – Capstone Event	Coach/Mentor Coachee/Mentee	Section 1: Group Learning Activity The Capstone Event is an accredited learning activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and has been approved by USask CME.	8 Hours
Phase Three CoMPAS Training – Coach/Mentor Skill Development	Coach/Mentor	Section 2: Self-Directed Learning Credits	TBD
CMP Interactions or Skill Acquisition	Coach/Mentor Coachee/Mentee	Not currently offered.	N/A

OTHER PROGRAM INFORMATION

Privileging

MEDICOLEGAL CONSIDERATIONS

1. All participants are expected to keep any and all information obtained through the coaching/mentoring relationship confidential and are duty bound not to disclose any information to a third party except as specifically permitted under this agreement.

2. Participants are reminded that their duty of confidentiality prevails except in circumstances where the participant has a legal or ethical obligation to disclose that information to a third party. Examples in which that may occur are:
 - a. College of Physicians and Surgeons (CPSS) [regulatory bylaw 7.1](#) requires physicians to “report to the appropriate authority any unprofessional conduct by colleagues or concerns, based upon reasonable grounds, that a colleague is practicing medicine at a level below an acceptable medical standard, or that a colleague’s ability to practice medicine competently is affected by a chemical dependency or medical disability.”
 - b. Legislation requires physicians to report information to a third party in certain circumstances, such as child abuse or neglect. Those obligations are discussed in CPSS document [Confidentiality of Patient Information](#).
 - c. Legislation allows physicians to report information to a third party without patient consent in certain circumstances, such where the physician believes, on reasonable grounds, that the disclosure will avoid or minimize a danger to the health or safety of any person. Those situations are discussed in CPSS document [Confidentiality of Patient Information](#).
 - d. CPSS document [Disclosure of Adverse Incidents](#) sets out some circumstances in which a patient or a patient’s family member may be advised of an adverse incident.
3. If information will be provided to a third party, the coach/mentor and /or the coachee/ mentee must be informed that confidentiality will be breached.
4. The duty of confidentiality continues after the formal coaching/mentoring relationship is concluded.

CoMPAS TEAM CONTACT INFORMATION

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APPENDIX: Optional Resources

Resources to follow.