



MENTEE GUIDE: Career Advancement Through Community at Harvard (CATCH) (v.12.2021)

Contact Information: jbc@bwh.harvard.edu, **subject line: CATCH**

Welcome! We are so glad that you will be participating in the Career Advancement Through Community at Harvard (CATCH) mentorship program. We have created this short guide to help you benefit as much as possible from the program.

PROGRAM OVERVIEW

Enhancing the diversity of the faculty workforce at Harvard-affiliated hospitals requires sustained attention to the academic pipeline. The CATCH program, organized through the NIH/NIAMS P30-funded **Joint Biology Consortium** (JBC), provides local faculty mentors for junior members of our community who belong to underrepresented in medicine (URiM) populations. Medical students at Harvard Medical School and residents at Boston Children's Hospital (BCH) who self-identify as URiM are matched to volunteer faculty mentors at BCH and Brigham and Women's Hospital (BWH) for the purpose of career guidance and to ensure a welcoming environment for you at Harvard.

All mentoring is confidential. Pairs will meet every 3-6 months for 2 years. Pairs may meet for less than 2 years if you finish training before then. You may also attend optional professional and personal skills-building workshops that will occur approximately 4 times a year, for which we will provide you food or a food voucher if online.

MENTEE ROLE

It is important for a mentee to be committed to success and to be willing and open to learn. Mentee responsibilities include: (1) initiating contact with mentor (template email is provided later in this guide; if you can provide a resume or CV <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>, that is also helpful but it should not delay you); (2) arranging meetings every 3-6 months; (3) being prepared / setting agenda for meetings with mentor; and (4) self-reflection.

Meeting times can vary and should depend on how much you have to discuss, but anywhere from 30-60 minutes would be typical. You should have an agenda to discuss at each meeting. Potential discussion topics and opportunities that your mentor may provide are below. At the end of each meeting, it is a good idea to schedule your next meeting. Remember that your communication with your mentor may extend outside of these one-to-one meetings, especially via email. *Your mentor has chosen to be part of this program and wants to help.* You may ask your mentor how he/she/they prefer to be contacted.

We have asked CATCH mentors to focus on your career here at Harvard. We have not asked them to assist with your clinical skills or to guide you through a research project, though they may be able to point you in the right direction or make useful introductions.

Discussion Topics:

- Career goals

- Specific ways to achieve career goals
- Barriers / hurdles you have encountered
- Navigating the Harvard professional environment
- Clinical direction (for example, what residency / fellowship to choose)
- Research project
- Research mentor
- How to acquire clinical skills
- How to apply for grants or other funding
- Community service
- Concerns related to personal finances, loans, and other financial matters
- Questions about parenting / childcare
- Managing stress
- Other personal / family concerns

Potential Opportunities:

- Make introductions to others who could help you
- Help you to identify a career direction
- Help you to identify a research direction, project, and/or mentor
- Educational opportunity
- Speaking opportunity
- Publication opportunity
- Funding opportunity (for a project)
- Leadership opportunity
- Community service opportunity
- Financial / personal resource opportunity
- Opportunity to help with your own stress, health, or well-being

EVALUATION

*We would appreciate your help with our program evaluation. We use these online evaluations to measure the following over time: (1) satisfaction with CATCH, (2) your sense of professional development, (3) your sense of belonging at Harvard, (4) your intention to remain at Harvard, and (5) your intention to remain in academia. The study entails filling out short, anonymous surveys at baseline, every 6 months during participation in CATCH and every year afterwards for 10 years. We will use the results to improve CATCH and for presentations and publications that will help us seek support for continuing CATCH and allow others to learn from our experience. **We thank you for your help!** You may opt out at any time by emailing jbc@bwh.harvard.edu, subject line: CATCH.*

INTRODUCTION TEMPLATE EMAIL

Dear Dr. [insert mentor name],

My name is [insert your name], and I am a [role, e.g. 4th year medical student at HMS]. I have been assigned as your mentee in the Career Advancement Through Community at Harvard (CATCH) Program (<https://www.jbcwebportal.org/catch-program/>). A short CV is attached <if available>.

[Insert a sentence about your current interests, e.g., I am undecided in my career path but would like to learn more about clinical research and medical education]. [Insert sentence about a few things you would like to discuss in the first meeting, e.g., I would particularly benefit from learning about your career trajectory and ways that I can pursue clinical research at my level of training]. Please send me your availability for meeting times, and I will send you a Zoom invite for our first meeting.

Thank you once again for your time.

Best wishes,
[Name/Role]

FOLLOW-UP TEMPLATE EMAIL (if you have not received a response in 1 week):

Dear Dr. [insert mentor name],

I am not sure if you were able to look through my prior message, so I am simply sending a reminder. My name is [insert your name], and I am a [role, e.g. 4th year medical student at HMS]. I have been assigned as your mentee in the Career Advancement Through Community at Harvard (CATCH) Program (<https://www.ibcwebportal.org/catch-program/>). A short CV is attached <if available>.

[Insert a sentence about your current interests, e.g., I am undecided in my career path but would like to learn more about clinical research and medical education]. [Insert sentence about a few things you would like to discuss in the first meeting, e.g., I would particularly benefit from learning about your career trajectory and ways that I can pursue clinical research at my level of training]. Please send me your availability for meeting times, and I will send you a Zoom invite for our first meeting.

Thank you once again for your time.

Best wishes,
[Name/Role]

RESOURCES

Please see below for links/information to financial/emotional/academic resources.

AMIGO (ACR/CARRA Mentoring Interest Group for Pediatric Rheumatologists)

AMIGO is a pediatric rheumatology mentoring program. The program supports the career development of fellows and junior faculty in pediatric rheumatology via educational services, facilitated networking, and most importantly a one-on-one mentoring program through which interested mentees are matched with mentors at other institutions.

Has great mentoring resources: e.g., toolkit, checklist

<https://www.rheumatology.org/Get-Involved/Mentoring/AMIGO>

“AMIGO: a novel approach to the mentorship gap in pediatric rheumatology” *J Pediatr*. 2014 Feb;164(2):226-7.e1-3. doi: 10.1016/j.jpeds.2013.11.006. <https://pubmed.ncbi.nlm.nih.gov/24461154/>

“Efficacy of an Interinstitutional Mentoring Program Within Pediatric Rheumatology.” *Arthritis Care Res*. 2016 May;68(5):645-51. doi: 10.1002/acr.22732. <https://pubmed.ncbi.nlm.nih.gov/26414673/>

Counseling and Mental Health Services

CAMHS Cares Line 24/7

FOR STUDENTS ONLY!

Are you a student who needs to talk with a counselor right now about a mental health concern?

Call (617) 495-2042

Select the CAMHS Cares option to speak with a counselor 24/7.

<https://camhs.huhs.harvard.edu>

Employee Assistance Program

Harvard's Employee Assistance Program (EAP) offers free, confidential help for all Harvard employees and their adult household members. You can reach the EAP any time for personal or work-related concerns at 877-EAP-HARV (877-327-4278).

<https://hr.harvard.edu/employee-assistance-program>

https://my.kgalifeservices.com/?org_code=harvard

Harvard Catalyst Profiles

Contact, publication, and social network information about Harvard faculty and fellows.

<https://connects.catalyst.harvard.edu/profiles/search/people>

NIH Loan Repayment Programs

The NIH Loan Repayment Programs (LRPs) are a set of programs established by Congress and designed to recruit and retain highly qualified health professionals into biomedical or biobehavioral research careers. The escalating costs of advanced education and training in medicine and clinical specialties are forcing some scientists to abandon their research careers for higher-paying private industry or private practice careers. The LRPs counteract that financial pressure by repaying up to \$50,000 annually of a researcher's qualified educational debt in return for a commitment to engage in NIH mission-relevant research.

<https://www.lrp.nih.gov>

Office of Clinician Support (Boston Children's Hospital)

Available for a variety of clinician services. Call Administrative Coordinator Liz Robinson at 617-355-6705, or reach out directly to david.demaso@childrens.harvard.edu or Lauren.coyne@childrens.harvard.edu.

Office of Faculty Development (Boston Children's Hospital)

To facilitate the career advancement and satisfaction of Harvard Medical School (HMS) faculty at Boston Children's Hospital, fostering careers of all junior faculty, and increasing leadership opportunities for women and minorities.

Has great mentee's checklists

<https://www.childrenshospital.org/research/office-of-faculty-development>

Office of Recruitment & Multicultural Affairs

ORMA focuses on the recruitment and support of medical students who are from groups historically underrepresented in medicine (URiM) and those who identify as LGBTQ. ORMA approaches this work with an intersectional lens. Personal and academic advising are available to ORMA students from the Director and the Faculty Advisors.

<https://meded.hms.harvard.edu/office-recruitment-multicultural-affairs>

Office of Scholarly Engagement (OSE)

The HMS Office of Scholarly Engagement (OSE), previously Scholars in Medicine Office (SMO), supports students as they pursue research, service, clinical training, and enrichment opportunities in Boston, across the country and around the world.

<https://meded.hms.harvard.edu/about-scholarly-engagement>

Office for Diversity Inclusion and Community Partnership (DICP)

The mission of the Office for Diversity Inclusion and Community Partnership (DICP) is to advance diversity inclusion in health, biomedical, behavioral, and STEM fields that builds individual and institutional capacity to achieve excellence, foster innovation, and ensure equity in health locally, nationally, and globally.

<https://dicp.hms.harvard.edu>

Ombuds Office

The Ombuds Office provides its visitors with a highly confidential and informal forum in which to help them to clarify their concerns, identify their goals and consider all their options in managing or resolving their concerns. The Ombudsperson serves students, faculty, staff and trainees of Harvard Medical School, Harvard School of Dental Medicine and Harvard T.H. Chan School of Public Health and is independent in structure, function, and appearance. The Ombudsperson does not serve as an advocate for any party to a dispute. However, an Ombudsperson does advocate for fair treatment and processes. Some typical concerns brought to the Ombuds Office include work/learning environment and performance, fear of retaliation, professional misconduct, authorship, sexual harassment, and discrimination. Any issue may be brought to the Ombudsperson.

<https://hms.harvard.edu/departments/ombuds-office>

Public Service Loan Forgiveness (PSLF)

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Physician Health Services (PHS) of the Massachusetts Medical Society

Physician Health Services, Inc. is dedicated to improving the health, well-being, and effectiveness of physicians and medical students while promoting patient safety. This is achieved by supporting physicians through education and prevention, as well as assessment, referral to treatment, and monitoring.

<https://www.massmed.org/phshome/>

Work/Life Resources

Work/Life programs for employees.

<https://hr.harvard.edu/worklife>