SQA Committee/Specialty Section Annual Report

Committee/Specialty Section Name: **Mentoring Program Committee**

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Time Period Covered in this Report: January 1, 2009 to December 31, 2009

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**Report Content**

**Current Activities:** The Mentoring Program Committee (MPC) members in 2009 include: Catherine Bens (Board Liaison), Janet Cunningham (Chair), Melissa Eitzen (Vice-Chair), Jennifer Giles, MaryEllen Lander, Karen LoPresti and Michele Weitz.

In 2009, the MPC was primarily focused on launching the first partnership cycle for the Mentoring Program. The MPC met by teleconference in January and February 2009 to finalize documents for the program. The program was approved for launch by the SQA Board of Directors in March 2009.

The MPC presented a session and a poster about the Mentoring Program at the SQA 25th Annual Meeting in San Diego. During the meeting, SQA members were encouraged to apply for the Mentoring Program as Mentors, Mentees or Peer Partners once the call for participants was sent via e-mail in May. Fifty-six applications were received during the six-week application period, including eight from non-US countries, with several applicants indicating a willingness to work with more than one Mentee or Peer Partner.

The MPC met at the SQA Quarterly Meetings in July 2009 for a day and a half with the goal of matching all program applicants. During the meeting, 31 potential partnerships were identified, with several MPC members participating as Mentors or Peer Partners. Not only did the MPC match all the applicants, but Committee members also reviewed all of the Mentoring Program documents and the Mentoring Program webpage. Many of the documents were updated during the meeting, including additions to the FAQ section of the webpage.

Participants were notified of their potential partnerships on 31 July 2009 and asked to work with their partners to complete a Partnership Plan, describing their overall goals for the duration of the Mentoring or Peer Partnership. A completed Partnership Plan once submitted to SQA Headquarters, indicated acceptance of the Mentor-Mentee or Peer Partner match. Individuals who did not wish to continue the partnership were asked to submit a Discontinued Partnership Evaluation form to SQA Headquarters. Of the 31 potential matches proposed in this first cycle, six did not progress to actual partnerships. Reasons provided for discontinuation included: not a good match, illness, and communication challenges.

Partnerships are scheduled to conclude in February 2010. Each participant is expected to complete an evaluation form in March 2010. The purpose of the evaluation is to help the MPC
make adjustments and improvements to the program and associated documents before the next Partnership Cycle begins in April 2010. Evaluation forms for the first program cycle were approved for publishing on the Mentoring Program webpage by the MPC in November 2009. The MPC has provided updates to the SQA membership via newsletter articles in the Q1, Q2, Q3 and Q4 2009 editions of *Quality Matters*. The MPC has also started work on an article for the Quality Journal detailing the course of events leading up to the formation of the committee and the processes around developing the Mentoring Program.

**Future Plans:**

The MPC Chair will pass on the role another MPC member and continue to serve on the MPC for 2010.

MPC will continue to submit articles on a quarterly basis to promote the Mentoring Program to SQA members.

The MPC is preparing to issue six-month evaluations in February 2010 to the ongoing partnerships in the Mentoring Program.

MPC will continue to work with SQA HQ to automate the Mentoring Program as much as possible through membership application information and the website.

MPC will present a poster with accompanying brochures as well as a podium session at the SQA Annual Meeting in 2010 to present the results of the first partnership cycle, updates to the program and instructions on applying for the second partnership cycle to SQA members.

MPC will meet face-to-face in June 2010 to make matches for the second partnership cycle.

MPC will continue to meet monthly by teleconference to discuss any issues with the program, make adjustments to the program as feedback is received, prepare for the SQA Annual Meeting and prepare to launch the second partnership cycle.

**Implementation Status of Strategic Plan Objective or Goal:** The MPC is entirely focused on providing a mentoring program for the SQA membership. As such, this addresses many of the Strategic Plan Goals including 1A, 2B, 2C, 3A, 4A, 5H and 5L.