

Adaptive Mentoring to Build Primary Care Capacity: Caring for Canadians Living with Mental Illness, Chronic Pain and Addictions

National Adaptive Mentoring Forum Advisor - Terms of Reference

Date: _____

Background

The _____ [Org] in collaboration with the _____ [Partnering Orgs] is being funded by _____ [Funder] to establish Adaptive Mentoring Networks in the clinical areas of Chronic Pain, Substance Use and Mental Health within the _____ [Location - Province, Cities,...] _____).

Charge

The National Adaptive Mentoring Forum (NAMF) will support clinical discussions and the sharing of knowledge around mentoring skills. This forum will serve to build a national community and facilitate the spread and growth of mentoring skills across newly-established mentoring networks in Canada.

The NAMF Advisor will be responsible for providing guidance on the development and support of the forum. The core activities for the NAMF Advisor will be to advise the _____ [Org] Project team around the following items:

1. Building a national community between programs across Canada
2. Identifying appropriate candidates to serve as Forum Moderators
3. Identifying potential collaborators/participants external to the _____ [Org] Adaptive Mentoring Networks
4. Identifying funding to support the growth and continued support of the NAMF

Expertise Needed

The NAMF Advisor will require expertise in the clinical topic areas of chronic pain, substance use and/or mental illness, as well as expertise in other program-related areas such as knowledge translation, implementation science, mentorship networks, evaluation, etc.

Responsibilities

In support of the role of the forum, the NAMF Advisor is expected to understand the goal and scope of the project, to prepare in advance for all meetings, to share their expertise on issues and actively participate. Specifically, the NAMF Advisor is responsible for the following:

- Reviewing materials circulated prior to meetings;
- Providing constructive feedback and insight as required; and
- Advocating for the overall goal of the project and each of its components.

The NAMF Advisor will work together with the [Org] Project Team, in good faith, to make recommendations and participate in activities that advance the goal of the project.

Travel and Expenses

The NAMF Advisor serves as a volunteer and will be provided with \$[] honorarium annually (in addition to their role/compensation as an Advisor). The NAMF Advisor will be reimbursed for expenses incurred on approved travel to attend meetings if requested by [Org].

Confidentiality

The materials shared in this initiative, whether within the forum itself or during its development, must be kept confidential and not circulated to individuals outside the group unless agreed upon.

Ownership and License

Due to the NAMF Advisors existing role as an Advisor in this work, the Intellectual Property and Licensing clauses outlined in their Advisor's Role Subcontractor Agreement apply.

Coordination

The [Org] will act as the secretariat for the initiative and will provide facilitation and administrative support including the logistical organization of all meetings, provision of supporting documents, preparation of meeting minutes, and communication.

[] will be the main contact for the NAMF Advisor.

[Coordinating Organization]

National Adaptive Mentoring Forum Advisor

By: _____

By: _____

Name: []

Name: _____

Title: []