

Handbook for the Adaptive Mentoring Forum Champions

Date: _____

About the Forum

The _____ [Insert 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 provinces of Newfoundland & Labrador, New Brunswick, Prince Edward Island, and British Columbia.

A key component of this initiative is the **National Adaptive Mentoring Forums**, online communities where members can share knowledge, ask questions, and effectively collaborate with one another. The aim of the Forums is to support clinical discussions and the sharing of knowledge around mentoring skills. These national forums will serve to build a common community across the different programs and to facilitate the spread and growth of mentoring skills.

The National Adaptive Mentoring Forums are composed of two separate forums, both hosted on the _____ platform.

1. Clinical Discussion Forum – a space for Mentors and Mentees to discuss clinically-focused questions on the topics of chronic pain, substance use, and/or mental health. It is critical to keep in mind that clinical discussions are to provide **advice only** and are not to be construed as a consultation or a directive for care.
2. Mentors' Community Forum - a closed space for Mentors in Adaptive Mentoring Networks (i.e., Mentees are not able to view this forum). The Mentor's Forum is space to ask questions about mentoring and support your colleagues as they get started and grow in their mentoring roles. It is a space in which mentors can share advice, resources and teaching materials.

Goals for the Forum

The Forum is designed to be a secure and valued clinical resource for all participants. It strives to:

1. Encourage spontaneous dialogue among participants.
2. Cultivate a safe space that promotes vibrant and meaningful discussions.
3. Grow the Forum to _____ [# goal] _____ national users by _____ [Date] _____.

By focusing on these objectives, the Forum aims to enhance collaboration, knowledge-sharing, and community engagement within the clinical community.

About the Champions

The Forum Champions are asked to work a **maximum** of _____ [X] _____ hours per month. If more support is needed, new Champions will be identified by the CEP and program staff without increasing individual time commitments. Regular monitoring done by the Champion, the _____ [Org] _____, and other program staff will ensure program needs are met efficiently.

The core activity for the Forum Champion will be to support the National Adaptive Mentoring Forums, with focus on:

1. Adding content to the Clinical Discussions Forum
 - a. Content can be repurposed from other sources, including other discussion forums, social media such as Twitter, etc.
 - b. Focus on content that promotes clinical content that seeks to engage mentors and mentees
 - c. Sharing resources
 - d. Adding to discussions already under way
2. Moderating discussions on the Clinical Discussions Forum
3. Sharing resources on the resource repository of the Clinical Discussions Forum and monitoring resources added by others
4. Working with the national group to bring on members in their respective provinces
5. Participate in regular Forum Champions meetings as scheduled
 - a. The Adaptive Mentoring Forum Champion is encouraged to attend regular team meetings with the [Org] and its advisors.

What Makes You a Champion?

- Interested in supporting the growth of Adaptive Mentoring
- Interested and experienced in the clinical topic areas of chronic pain, substance use and/or mental illness
- Willing to learn and use online communication platforms (e.g., [X])
- Comfortable with posting and responding in online public environments
- Attends all regular meetings as scheduled. In the event that you cannot attend a meeting, please be sure to RSVP to the CEP National SUAP Team to facilitate necessary communications and planning

Contact Information

Note that Provincial Coordinators team will be monitoring the National Adaptive Mentoring Forums and will support the participants and the Champions to ensure optimal participation. Champions can monitor when available; however the Coordinators will regularly oversee and flag actions as needed to the relevant Champion(s).

For Champions representing [Network] , [Name] will be the main contact.