



Australian and New Zealand College of Anaesthetists clinical trials network mentorship policy

1. Purpose

This guideline outlines the mentoring available from the ANZCA Clinical Trials Network (CTN) for investigators and research coordinators who are undertaking, or wish to undertake, research in anaesthesia, perioperative medicine, pain medicine or related disciplines. Mentoring arranged by the ANZCA CTN Executive is reserved for Fellows and trainees of ANZCA and research coordinators belonging to the Anaesthesia Research Coordinator Network (ARCN).

2. Introduction

The ANZCA CTN aims to be a world leader in delivering high quality trial evidence that translates into safe and effective practice in anaesthesia, perioperative and pain medicine. The purposes of the ANZCA CTN mentoring process are to:

- promote a high standard of clinical trial design, conduct, analysis and reporting
- build a capable network of leaders, sites and collaborations
- strengthen the brand of the ANZCA CTN and its endorsed studies
- deliver a sustainable CTN through succession planning

Mentorship is a personal developmental relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. Mentorship is different from, but complementary to, supervision. Supervisors are authorized to oversee the work of less experienced or qualified researchers. They have intimate knowledge of the research program and can be held responsible for it. Mentorship and supervision may be provided by the same person or two or more people.

Effective mentorship benefits the mentee, the mentor and their networks and can be beneficial at all stages of an investigator's and research coordinator's career.

3. Body of policy

3.1 The mentee (Fellows or trainees)

3.1.1 Eligibility for fellows or trainees, or specialist international medical graduate (SIMGs)

Applications for ANZCA CTN mentoring are accepted from individuals who meet the following criteria:

- ANZCA or FPM Fellow or trainee, or SIMGs who are enrolled in a pathway towards specialist recognition in Australia and New Zealand

- Undertaking or planning their own research in anaesthesia, perioperative medicine, pain medicine or related disciplines
- Demonstrated and ongoing engagement with the ANZCA CTN as
 - a site investigator on an ANZCA CTN-endorsed study and
 - a presenter at the ANZCA CTN Strategic Research Workshop

3.1.2 Roles

The roles of the mentee (fellow or trainee) are to:

- Arrange meetings with the mentor according to the agreed schedule
- Provide an annual report to the chair of ANZCA CTN Executive about the number of meetings and key issues discussed

The roles of the mentee (fellow, trainee or SIMGs) do not include:

- Involving the mentor in the day-to-day running of the mentee's research program
- Inviting the mentor to be a co-investigator or co-author unless the mentor fulfils the usual requirements for such roles in the research

3.2 The mentee (Research coordinator)

3.2.1 Eligibility for research coordinators

Applications for ANZCA CTN mentoring are accepted from individuals who meet the following criteria:

- Listed on the ARCN Directory
- Facilitating research in anaesthesia, perioperative medicine, pain medicine or related disciplines at a site listed on the ANZCA CTN directory

3.2.2 Roles

The roles of the mentee (research coordinator) are to:

- Arrange meetings with the mentor according to the agreed schedule
- Provide an annual report to the ANZCA CTN Office about the number of meetings and key issues discussed

The roles of the mentee (research coordinator) do not include:

- Involving the mentor in the day-to-day role of the research coordinator

3.3 The mentor (Fellows and trainees)

3.3.1 Eligibility

Mentors will be sourced by the ANZCA CTN Executive according to the following criteria:

- Member of the ANZCA CTN Executive, ANZCA Research Committee and/or anaesthesia perioperative and pain medicine research community with suitable qualifications in line with the objectives sought from the mentorship arrangement.
- Undertaking their own research in anaesthesia, perioperative medicine, pain medicine or related disciplines
- Demonstrated engagement with the ANZCA CTN as:
 - a chief investigator or site investigator on an ANZCA CTN-endorsed study and
 - a presenter at the ANZCA CTN Strategic Workshop
- Are an established research leader or a person with particular knowledge, skills or attributes relevant to the needs of the mentee

3.3.2 Roles

The roles of the mentor are to:

- Meet with the mentee according to the agreed schedule
- Provide an annual report to the chair of ANZCA CTN Executive about the number of meetings and key issues for the ANZCA CTN

The roles of the mentor do not include:

- Becoming involved or supervising in the day-to-day running of the mentee's research program
- Becoming a co-investigator or co-author unless the mentor fulfils the usual requirements for such roles in the research

3.4 The mentor (Research coordinators)

3.4.1 Eligibility

Mentors will be sourced by the ANZCA CTN Office according to the following criteria:

- Member of the ARCN or ARCN Sub-Committee
- Highly experienced Research Coordinator or Research Manager in anaesthesia, perioperative medicine, pain medicine or related disciplines with suitable qualifications in line with the objectives sought from the mentorship arrangement.
- Demonstrated engagement with the ARCN as:
 - Attending ARCN events
 - Attending/presenting at ANZCA CTN educational sessions and/or
 - Facilitating/presenting at the ANZCA CTN Strategic Workshop
- Are a person with particular knowledge, skills or attributes relevant to the needs of the mentee

3.4.2 Roles

The roles of the mentor are to:

- Meet with the mentee according to the agreed schedule
- Provide an annual report to the ANZCA CTN Office about the number of meetings and key issues

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The roles of the mentor do not include:

- Becoming involved or supervising in the day-to-day running of the mentee's role

3.5 The mentoring process

The investigator or research coordinator seeking mentoring will apply to the ANZCA CTN Manager on the submission of a cover letter requesting formalised mentorship and outlining their desired

purpose/outcomes sought from such an arrangement. The ANZCA CTN Executive chair will identify an appropriate and preferably local mentor for the fellow or trainee, the ANZCA CTN Manager will identify an appropriate and preferably local mentor for the research coordinator and obtain their consent by email to the mentoring role with the applicant. The mentee will also be asked to consent. It is envisaged that the mentee and mentor will meet (face-to-face, by video meeting, or phone) at least quarterly to discuss issues such as:

- Planning a career in research
- Facilitating research
- Sourcing appropriate supervision, funding and other resources
- Time and resource management
- Additional qualifications or training that might be useful
- Dealing with challenging situations encountered in a research career, particularly one combined with clinical medicine

3.6 Terminating the mentoring relationship

Mentoring arranged by the ANZCA CTN Executive will be of two years' duration. After this time the mentee and mentor may continue their mentoring relationship at their own discretion. The mentor or mentee may terminate the mentoring relationship at any time and must notify the ANZCA CTN Manager if the relationship is terminated prematurely.

4. Privacy and confidentiality

Meetings of the mentor and mentee will be private and details of discussions will not be disclosed outside the relationship without the consent of both parties. The ANZCA CTN Executive and ANZCA CTN Office will not be apprised of any details except for the key learning points (on the part of the mentee) and key learning points for the ANZCA CTN (on the part of the mentor).

5. Reconsideration, review and appeal

Fellows and trainees may seek reconsideration and review of decisions arising under this policy, in line with ANZCA's Regulation 30 Reconsideration and Review Processes. If all avenues of reconsideration and review have been exhausted, Fellows and trainees may appeal a decision arising from under this policy, in line with ANZCA's Regulation 31 Appeals Process.

6. Concerns or comments

If you have any concerns about this policy, please contact the Policy Unit on +61 3 9510 6299 or via policy@anzca.edu.au. Requests must be in writing and resolution of concerns will be sought as promptly as possible. This guideline will be reviewed two-yearly.

7. Policy review

Promulgated: May 2013

Review date: 2024

Date of current policy: April 2024

Policy custodian: Clinical Trials Network Manager

8. Change control register

Version	Author	Approved by	Approval date	Sections Modified
V1 27 May 2013	T Short	CTN Executive Research Committee	28/8/2015	Creation
V2 18 April 2024	G Ormond K Goulding A Kearney D Scott	CTN Executive 18 April 2024 Research Committee April 2024		Added ARCN and SIMGs in the eligibility

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