**IHQI Physician Mentorship/Fellowship Memorandum of Understanding**

This Memorandum of Understanding (MOU) sets the terms and understanding between the **UNC Institute for Healthcare Quality Improvement** and the physician mentee **[mentee name], [mentee admin role],** to establish a mentoring and coaching relationship in the development of physician leadership in clinical quality improvement (QI).

**Background**

There is a growing need for physician leadership in clinical QI especially when the faculty member is already carrying responsibilities toward clinical quality improvement as part of an administrative position. The skills required for physician leaders to effectively lead improvement work includes skills not typical of medical training.

**Purpose**

This MOU will provide understanding of roles and responsibilities as well as expectations for the relationship in a realistic framework for a physician mentee. It is expected that the physician mentee will acquire the experience and expertise to lead clinical improvement initiatives and be able to mentor other physicians and clinical team members in this role after completion of mentoring/fellowship program.

This will be accomplished by undertaking the following activities:

IHQI will assist in the establishment of a mentoring committee for the mentee and arrange for recurring committee meetings. The time commitment for mentoring committee members (excluding IHQI core team members) is approximately 1 hour meeting once per month.

The mentee is expected to complete recommended experiential training through leading clinical improvement projects aligned with his or her areas of clinical improvement responsibility and aligned with performance improvement resources and priorities if in a medical director/service leader role.

IHQI will assist the mentee in the creation of a tailored Program Plan in the mentee’s areas of need determined through the mentoring committee’s assessment. The Program Plan will take into account the mentee’s short and long-term goals. The Program Plan will include elements from the following 7 specific areas of the IHQI philosophy in physician leadership:

1. **Lean (and Model for Improvement Methodologies for areas of need)** - Training, experience, and comfort using Lean and Model for Improvement methodologies specific to clinical improvement work.
2. **Patient/Family Advisor Participation** – training, experience, and comfort partnering with patient and family advisors in clinical improvement work
3. **TeamSTEPPS Elements** – training, experience, and comfort in applying TeamSTEPPS tools and philosophies to clinical improvement work
4. **Project Management for Clinical Improvement** – developing the ability to utilize/oversee project management skills needed for clinical quality improvement projects
5. **Use of Simulation in Clinical Improvement** – developing some exposure and comfort in the use of low and high fidelity simulation in clinical quality improvement
6. **Advanced Design and Development of Measurement Strategies** – develop comfort in interpretation and use of statistical process control charts, develop comfort in determining scope, effort, and resources needed to complete clinical improvement work
7. **Scholarly Product including Publications and Funding** – develop needed skills and experience in sharing work, publishing, and applying for grant funding in quality improvement if the physician mentee is in an academic position

**Reporting**

The mentee and IHQI will work through the mentoring committee to determine the most efficient and realistic approach to time commitment and deliverables expected of the mentee.

**Funding**

There is no direct funding of the physician mentee but there is in-kind support through the IHQI faculty and staff mentors and others assisting throughout the mentorship timeframe. It is not expected that the mentee establish additional protected time from clinical service unless deemed necessary by the physician mentee. The program will work around the physician availability as already established in the administrative quality improvement time allotted for work. If the physician mentee requires additional protected time for this mentorship program, it is expected that the physician mentee negotiate any additional protected time through their direct supervisor/chair.

**Duration and Time Commitment**

This MOU is at-will and may be modified by mutual consent of authorized officials from IHQI, the mentee, and the mentorship committee. The Program Plan developed with the mentee and IHQI will outline a mutually agreeable time commitment and duration of mentorship/fellowship. This Program Plan will be assessed every 6 months for changes as needed. This MOU shall become effective upon signature by the authorized officials from IHQI and the physician mentee and their supervisor and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from IHQI and the physician mentee this MOU shall end after 12 months.

Date:

(Mentee Name)

(Mentee Clinical Location and Admin Role)

Date:

(Mentee Supervisor Signature)

Date:

(Tina Schade Willis)

(UNC Institute for Healthcare Quality Improvement)