

KNOWLEDGE TRANSLATION CHALLENGE

Knowledge Translation (KT) Challenge

MENTOR GUIDELINES

What is the KT Challenge?

The KT Challenge is designed to support teams of PHC, VCH and BC Cancer clinicians who may not have much KT expertise, but are responsible for moving evidence into practice.

The KT Challenge provides participants with KT training, resources and mentorship. Activities include forming a team, attending two KT skills-building workshops, being paired with a mentor and writing a proposal for funding of their KT implementation plan. Each funded team is awarded up to \$5000 and has 2 years to conduct their project, with assistance from their mentor.

Are you interested in being a mentor?

We are seeking mentors for the teams participating in this year's KT Challenge.

What's in it for you?

In addition to the satisfaction of working with a team of point-of-care practitioners and contributing to improved patient care by helping them implement evidence-informed practices, there are many professional and academic benefits.

- You will have the chance to shape and provide input into nursing and allied health KT implementation projects that can directly improve patient care.
- You will be able to guide teams towards presenting their completed projects at conferences, and perhaps publishing their findings in peer-reviewed publications.
- You may be able to submit and present the project to your own professional association.
- You will have valuable networking opportunities that may open the door for future research and KT collaborations within PHC, VCH and BC Cancer.
- You will contribute to your colleagues' (and your own) professional development.

What are the roles and responsibilities of the mentor?

- Be available as a resource to your team members throughout the project.
- If available, attend the three (virtual) KT skills-building workshops, on November 22, 2023; January 18, 2024; and February 29, 2024 (optional, but recommended).
- Work with your team before the KT workshops to refine the practice change.
- We recommend that teams meet with their mentor to develop their funding proposal, develop an appropriate timeline, and ensure their proposal is ready for submission. The suggested meeting frequency is **once every two weeks** between the December and March workshops, and before the April 12, 2024 application due date. The team leader, not the mentor, is responsible for organizing these meetings.
- Write a paragraph regarding your involvement in the development of the proposal, as well as your anticipated involvement in the project (if funded), to be attached to the proposal for funding.
- Attend scheduled team meetings. We recommend teams schedule monthly meetings with their mentor from the time funding is announced to sustain momentum. The team leader, not the mentor, is responsible for organizing and leading these meetings.

- Continue to meet with your team to conduct all phases of the KT project, including evaluation and writing the final report.
- Participate in the evaluation of the KT Challenge throughout the project and up to three months after project completion.
- The mentor should negotiate with the team leader/team how they will work together, for example:
 - a. What type of meetings (e.g., face-to-face, telephone), how often, for what purpose.
 - b. Mode of giving feedback on documents (usually by email) – what turn-around time is appropriate; expectations regarding responding to comments.
 - c. Extent of mentor’s involvement in problem-solving - potential issues include completing consent requirements; participant recruitment; need for timeline extensions; changes in team personnel; conflict with other commitments; leadership commitment. No single solution is likely to exist – what is needed is a process to negotiate with the team leader whether and how the mentor could be helpful to problem-solving.

What is NOT expected of the mentor:

- To act as Team Leader – the team leader’s responsibility is to coordinate the work of the team, including:
 - identifying team members;
 - developing initial and final drafts of the funding proposal;
 - calling and conducting team meetings;
 - with the team, conducting the KT project;
 - drafting final report.
- Be accountable for the quality of the KT project – the mentor should provide advice that will contribute to the quality of the work, but the work belongs to the team.

Time Commitment:

- While there is no defined time commitment, as noted above, we recommend that teams meet with their mentor regularly every two weeks during the proposal preparation phase and monthly during the implementation phase.

Note that Aggie Black (Director, Research and KT at PHC), Amanda Chisholm (Senior Manager, Education & Funding Initiatives at VCHRI), Andrea Knox (Director, Nursing & Allied Health Research and KT) and other members of the KT Challenge Advisory Committee will be available to the mentors (and to teams), should you have questions during this process. When the mentor cannot be helpful, or if the problem persists, issues can be brought to the attention of Aggie, Amanda or Andrea.