



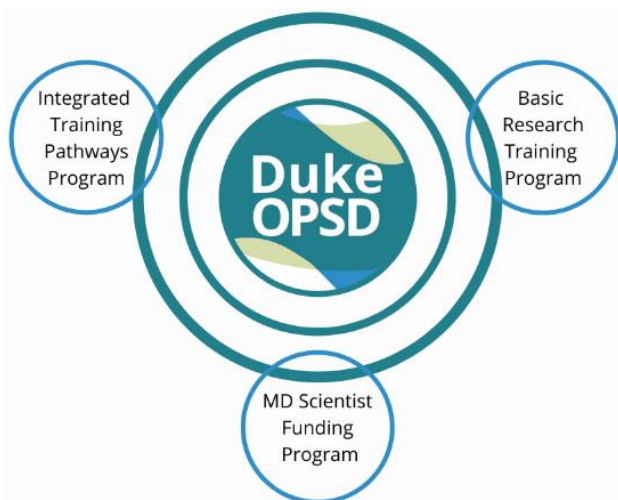
Welcome to OPSD Scholars

We are excited you have chosen OPSD as a resource for mentorship as you seek to establish your career as a physician-scientist. *Welcome!*

WHO WE ARE - The Office of Physician-Scientist Development (OPSD) was established in 2018 by Dean Mary E. Klotman to promote *scientific engagement* among physician-scientist trainees and is supported by the Burroughs Wellcome Fund Physician-Scientist Institutional Award, the NIH, and the Duke School of Medicine.

OUR MISSION - OPSD strives to be the central resource for physician-scientist trainees by providing services and programming including training in grant writing, *mentoring*, leadership development, and funding opportunities.

OPSD Scholars - Concierge Mentoring



The OPSD Scholars Concierge Mentoring program is for residents, fellows, and junior faculty physician-scientists who have indicated a desire for additional career mentorship in addition to their clinical and research mentorship. As part of the OPSD Scholars Concierge Mentoring program, you have the opportunity to gain mentorship from a Master Mentor in your desired area of research who will provide a wealth of knowledge to support your early investigative career. This Welcome packet is designed to provide an orientation to the process and resources for outlined goals and expectations when working with your OPSD Master Mentor.

PROGRAM BENEFITS

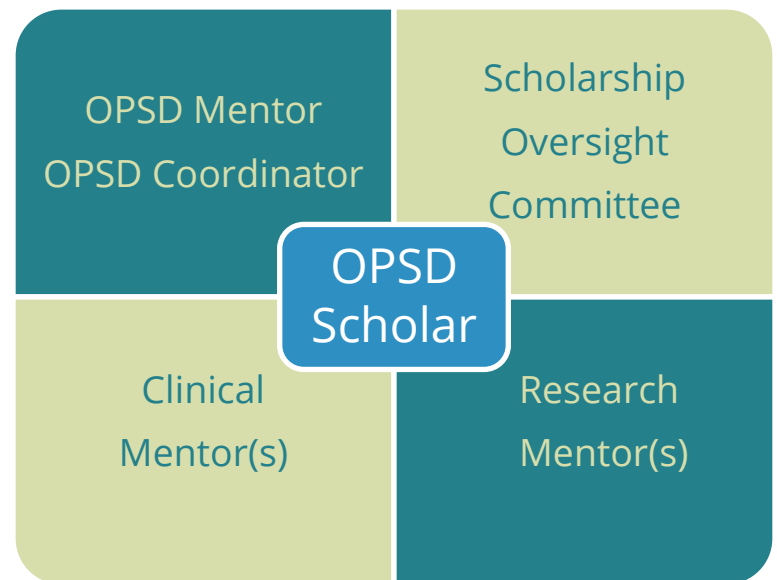
- **Collaborate and Network:** Through your mentorship, you will build long-term relationships with senior faculty opening myriad opportunities for research collaborations. You may call on your Master Mentor for future endeavors!
- **Learn from the best and brightest faculty at Duke:** As you are faced with increasing challenges to succeed in a competitive funding environment and in academic settings with an increasingly diverse set of demands, get the research support you need to reach your career goals.
- **Invaluable Resources:** Your Master Mentor will provide unique expertise and professional advice, informing you of research and educational opportunities from which you will seek to establish careers as physician-scientists.

TYPES OF MEETINGS:

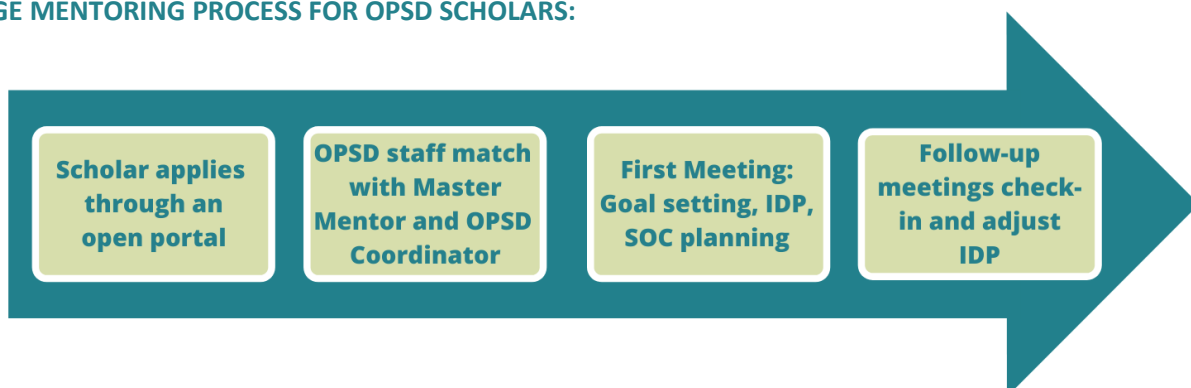
- **OPSD Scholars:** Master Mentors have a series of meetings aimed at addressing the goals and objectives the Scholar identified on their enrollment form as their reason for joining the Concierge Mentoring program. Scholars will complete an Individual Development Plan (IDP) and have the option to work toward development of a Scholarship Oversight Committee (SOC).
- **Medical Student Physician-Scientist Path Guidance:** Master Mentors have a single meeting with the goals of 1) connecting the student with 3rd year study program directors who can provide additional guidance and 2) discussing different aspects of physician-scientist training and career development. For questions contact Michelle Cooley (michelle.cooley@duke.edu).

OPSD SCHOLARS MENTORSHIP TEAM:

- **Master Mentor:** An experienced faculty investigator with a strong history of research and mentorship. This Master Mentor does not replace the Scholars' research mentor(s) or clinical mentor(s), but is an additional resource to help them keep moving toward their career goals. Master Mentors will be matched with up to three OPSD Scholars per year based on their expressed goals as well as their research and career interests.
- **Scholar (mentee):** Scholars are selected from residents, fellows, or junior faculty physician-scientists, and may come from any department within the School of Medicine. Scholars may also include Medical Students in need of career or research advice (as described above).
- **OPSD Coordinator:** Each mentor/mentee pair will also be assigned an OPSD coordinator to manage the program logistics. These coordinators may have any title and may have a faculty or staff designation, however, their role is to coordinate the meetings, document the discussions, and serve as a program liaison for the Scholars and document progress toward goals. Program coordinators are meant to be a resource to you during your participation in the program; please feel free to reach out to them with requests and recommendations.



CONCIERGE MENTORING PROCESS FOR OPSD SCHOLARS:



PROCESS

1. Request a letter of support from your division chief or department chair (letter must confirm support for you taking the time to fully participate in the OPSD Scholars Concierge Mentoring Program).
2. Complete the OPSD Scholar intake form via the [online portal](#).
3. Through an initial screening process, OPSD Staff will ensure your eligibility and you will be paired with a Master Mentor who shares your research interests.
4. OPSD coordinator will set your first meeting with your Master Mentor and will provide him/her with your CV, research interests and goals and letter of support one week prior to the meeting.
5. **Before your first meeting** – Consider the following:
 - Subspecialty interests/training that you would like to share with your Mentor
 - Any previous mentorship you have received and any mentoring structure you may have in place
 - Any existing research projects you have or are currently working on
 - Potential members of a scholarship oversight committee (similar to a dissertation or thesis committee). Your Master Mentor is not expected to be a part of your SOC. You should schedule and meet with your SOC within 3 months of this initial meeting.
 - If you do not already have a research mentor, who might be a good match for you?
 - Are your stated goals well-aligned with a productive path toward becoming an effective physician-scientist; what changes might you need to make?
 - What steps should you take in the immediate future (next 6 months) to meet your goals?
 - Are there any institutional or departmental resources that may be helpful to you in achieving your goals?
 - Your recommendations for any other specific topics that you would like to discuss during this first meeting.
 - Come prepared and committed to the mentorship you are receiving
6. These discussion points will form the basis of an IDP, which will be captured by the OPSD coordinator in a REDCap form and shared with you and your Master Mentor after your first meeting.
7. A **follow-up meeting** will be scheduled by the OPSD coordinator—timing will be dependent on the decisions made during your first meeting. This process will repeat over the course of 1-2 years until you are on a stable path toward achieving the goals defined in your IDP. You may call on your Master Mentor to participate in internal review committees to evaluate applications for research scholarships, program placement and other awards. You can expect to participate in 4 to 8 meetings in total. If more than 8 meetings are required, the OPSD coordinator will consult with OPSD leadership to see if any additional resources or interventions are needed.
8. **Between mentor/mentee meetings**, the OPSD coordinator will regularly contact the OPSD Scholar to check up on progress and assist in identifying additional resources. Your Master Mentor may work with you by email or outside of OPSD scheduled meetings to the degree that they think is reasonable and helpful. If at any time, you feel that your Master Mentor is too demanding of your time, please reach out to your OPSD coordinator for assistance in managing the situation.

EXPECTATIONS FOR OPSD SCHOLARS:

- Meet with your Mentor (expect 4-8 meetings during your time as a mentee)* *Medical students may request a consult which involves only one mentorship meeting*
- Come prepared with identified goals and topics for discussion
- Attend all scheduled meetings on time and give reasonable notice (preferably 24 hours) if rescheduling is necessary

- Set up your SOC within 3 months of initial Scholars meeting. *If your department requires you to have a SOC, please work with your OPSD Coordinator to set up.*
- Complete an Individual Development Plan (IDP)
- Provide information regarding progress and outcomes to OPSD coordinator or staff when requested
- Submit progress reports as requested

ADDITIONAL RESOURCES:

[Programs for Residents](#)

[Programs for Fellows](#)

[Research Mentoring Newsletter](#)

[Research Career Ahead seminar series](#)

[Basic Research Training Program seminar series](#)

[Fund to Retain Clinical Scientists at Duke](#)