Rationale, Expectations and Responsibilities of the Network Mentor/Liaison Role for the HEE SW Simulation Network

**The rationale for the role**

* Projects funded need support and assistance in overcoming hurdles, without this there is increased risk of the project not achieving its goals.
* The Network leadership does not have capacity to provide this to 15+ projects at the same time while also coordinating Network activity, therefore we need individuals from the Network to take on this role.
* By having a mentor from a different organisation the project team can have a “critical friend” who can offer advice and may approach problems from a different angle, facilitating innovative solutions.
* The mentor roles allow members of the Network the opportunity to develop their skills as mentors/coaches and to develop their experience in project management.
* The builds relationships between organisations in the Network and hence strengthens the Network.
* This brings more people into direct contact with the Network and hence builds engagement and membership.
* We can’t expect people to give their time for this role for free and hence a nominal payment to their organisation is appropriate (similar to payments for sponsoring medical student Specialist Study modules).

**Expectations and Responsibilities of the role**

* Have experience of SBE and some experience of project management.
* Provide advice and guidance on general project management questions and escalate questions on specific technical issues to the Network for assistance.
* Not expected to be an expert on all elements of the project e.g. a project using HoloLens does not need the mentor to be a HoloLens expert.
* Be the main conduit of information flow between the project leadership and the Network.
* Be available for email contact to the project leadership/fellows etc. with expectation of a reply w/in 2 working days.
* Have telephone/virtual meetings with project team at least monthly from when the project is funded to conclusion of the project.
* Assist the project leadership with regular project reporting to the Network/PPMO – e.g. read the PID forms and advise any revisions prior to submission.

**Project Management of Simulation Fellowships**

* + Support Simulation Fellows development
	+ Regular review of progress at least monthly
	+ Support, planning and monitoring of projects
	+ Discussion and facilitate solutions for barriers to implementation
	+ Monitoring overall progress and use of resources, initiating corrective action where necessary
	+ Liaison with local project Mentor and Fellow to assure the overall direction and integrity of the project
	+ Reporting the progress of the programme regularly
	+ Assist with mandatory completion of quarterly project and end of project report
	+ Assist with managing risks to the project‘s successful outcome and adapt plans with agreed support and action plan
	+ Facilitate sharing of Resources - iRIS

**Payment for the role**

* HEESW will pay the mentor’s Trust or employing organisation £2000 for taking on the mentor role for the duration of the project (usually approx. 1 year).
* This money can be used to back-fill the mentor’s time or for other purposes as the organisation sees fit so long as it benefits the education, wellbeing and/or personal development of the organisation’s staff.
* This role does not mean that the mentor becomes an employee of HEE SW.