

# FELLOWSHIP PROGRAM



## Mentor and Evaluator Roles Overview

CANADIAN COLLEGE OF  
HEALTH LEADERS  
Fellowship Program



COLLÈGE CANADIEN DES  
LEADERS EN SANTÉ  
Programme de fellowship

[www.cchl-ccls.ca](http://www.cchl-ccls.ca)



# MENTOR AND EVALUATOR ROLES

## Overview

The College is dedicated to the pursuit of lifelong learning, and as such, appreciates the commitment of our group of volunteer Fellows who take the time to assist the candidate with the development and success of their leadership project. The Fellowship Program has a two-year timeframe for completion. Once the applicant's application is approved by Fellows Council, a mentor is appointed to the candidate to help the candidate with the Fellowship Program process as well as all components of the program.

### **The role of the Mentor is to:**

- Mentor the candidate throughout the process (from application to Self-Evaluation)
- Maintain communication with the candidate and the national office
- Interpret recommendations made by Fellowship Evaluators
- Review and provide feedback on the candidate's Leadership Development Plan (LDP)
- Consult on development of Impact Papers
- Review and provide feedback on the candidate's Leadership/Career Impact paper, and/or summary of published research proposal and provide guidance to candidate
- Provide candidate guidance in the preparation of the Knowledge Translation Webinar
- Provide guidance on candidate's Self-Evaluation

### **The role of the Fellowship Evaluator is to:**

- Review the Health Leadership Specialty (HLS) paper and provide feedback
- Review the candidate's Fellowship application and all required program components
- Review and provide feedback on candidate's final Leadership/Career Impact paper, and/or Summary of published research (with the assistance of the mentor)
- Review and provide feedback on candidate's Knowledge Translation Webinar (with the assistance of the mentor)
- Review and provide feedback on candidate's the Self-Evaluation (with the assistance of the mentor)

**Fellowship Select Program Steps Requiring Evaluations:**

Evaluations required and evaluation criteria:	Recommend to:
<p><b>Health Leadership Specialties (HLS) Paper (CHE Track Only)</b></p> <ul style="list-style-type: none"> <li>• Topic orientation</li> <li>• Learning application</li> <li>• Impact</li> <li>• Reflections</li> <li>• Next steps</li> <li>• Personal reflection on leadership development               <ul style="list-style-type: none"> <li>○ Personal leadership capabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Accept</li> <li>- Resubmit with recommendations</li> <li>- Decline</li> </ul>
<p><b>Fellowship Program Application</b></p> <p>Review of application package, including:</p> <ul style="list-style-type: none"> <li>• University degree(s)</li> <li>• Resumé</li> <li>• 10 years of Canadian health management/leadership experience</li> <li>• CHE designation (CHE Track Only)</li> <li>• 3 Health Leadership Specialties (HLS) (CHE Track Only)</li> <li>• 2 CCHL contributions</li> <li>• Summary of published research in last 5 years (Academic Track Only)</li> <li>• Career track interview (Career Track Only)</li> </ul>	<ul style="list-style-type: none"> <li>- Accept</li> <li>- Resubmit with recommendations</li> <li>- Decline</li> </ul>
<p><b>Fellowship Program Components</b></p> <ul style="list-style-type: none"> <li>• Leadership Development Plan (LDP)</li> <li>• Leadership Impact Paper Proposal (CHE Track Only)</li> <li>• Career Impact Paper Proposal (Career Track Only)</li> <li>• Summary of published research Proposal (Academic Track Only)</li> <li>• Final - Leadership Impact Paper (CHE Track Only)</li> <li>• Final - Career Impact Paper (Career Track Only)</li> <li>• Final - Summary of published research (Academic Track Only)</li> <li>• Knowledge Translation Webinar</li> <li>• Candidate Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- Accept</li> <li>- Resubmit with recommendations</li> <li>- Decline</li> </ul>

(April 2021)