



Individual Development Plan (IDP)

Washington University School of Medicine Faculty Mentoring Program

Adapted from materials developed by Mitchell Feldman, MD^{1*}

For Mentees: Please complete this form and attach an updated CV and give both to your mentor before your mentoring session.

For Mentors: Please review the mentee's CV prior to your meeting.

Date:

Mentee Name:

Mentor Name:

Mentee's Estimate of Professional Time Allocation:

___% Teaching/Training/Mentoring

___% Research

___% Patient Care

___% Administration/Other

Would you like to change this time allocation? ___Yes ___No

If yes, how?

1. Things you are doing now that you want to stop doing
2. Things that you have recently been asked to do that you want to decline
3. Things you are doing now that you want to continue
4. Things you are not doing but you want to start
5. What strategies do you have to improve the balance within categories 1-4

Academic Appointment

If you are a post-doctoral fellow at WU, do you understand the requirements for successful completion of the fellowship, including completion of your research project(s) and publication?

___ Yes ___ No ___ N/A

Explain:

If you have a WU faculty appointment, do you understand the series to which you are appointed and the expectations for advancement?

___ Yes ___ No ___ N/A

Explain:

Current Professional Responsibilities

List your major professional responsibilities.

- 1.
- 2.
- 3.
- 4.
- 5.

Do you anticipate significant changes in the coming year for any of these?

Future Professional Goals

Short Term Goals

List your professional goals for the coming **year**. Be as specific as possible, and indicate how you will assess if the goal was accomplished (anticipated result).

1. Goal:

Anticipated result:

2. Goal:

Anticipated result:

3. Goal:

Anticipated result:

Long Term Goals

List your professional goals for the next 3-5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

Anticipated result:

2. Goal:

Anticipated result:

3. Goal:

Anticipated result:

Possible discussion points:

- Personal goals or topics that you might want to bring up with your mentor
- Mentoring logistics (frequency, location, communication methods)
- Special circumstances or barriers that may make it more challenging to achieve goals next year
- Skills (e.g. professional, research, teaching, interpersonal, leadership) you need to acquire to be successful in this and the next phase of your career

Summary Comments**Actions to take forward**

- 1.
- 2.
- 3.
- 4.
- 5.

References

1. Johnson, MO, Subak, LL, Brown, JS, Lee, KA, Feldman, MD: An innovative program to train health sciences researchers to be effective clinical and translational research mentors. *Acad Med*, 85: 484-489, 2010.

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