

**ERA-EDTA YNP  
Advisory Program**

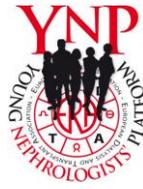
**REGULATIONS**

**I. Summary**

The ERA-EDTA YNP Advisory Program aims at giving young professionals interested in nephrology (physicians, researchers, biologists, nurses, nutritionists, etc.) - “the advisees” - an opportunity to exchange experiences with senior or more experienced nephrologists within the Society (ERA-EDTA), in order to increase the future professional success as well as broaden the horizons of these young trainees/professionals.

This one-to-one relationship gives the advisor an outside perspective on how the advisee is prepared for the requirements needed in her/his professional field and career management; while the advisee can get useful suggestions and help from those who have been there before.

The program is based on a personal relationship between the participants. The advisee is a developing junior professional in training, who is in an early, active, phase of development of his/her research potential, or with realistic aspirations to a significant research career regardless of the candidate's current position. The YNP Board and, if the YNP Board requires, the ERA-EDTA Council main officers (President, Secretary-Treasurer and Chair of the Administrative Offices), will decide whether the advisee candidate is eligible for advisee position based on the candidate’s CV. He/she is paired with an advisor from which to learn and receive guidance. The advisor is a senior professional who has experience in the area that the advisee is interested in developing and is committed to the growth and development of the advisee. This advisory program is a partnership of two equals, both sharing full responsibility for communication, growth, feedback, and providing follow-through.



## **II. ERA-EDTA YNP Advisory Program**

### **A. Purpose**

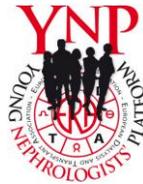
The primary purpose of the ERA-EDTA YNP Advisory Program is to support the professional and career development of the advisee.

The benefits of the program, however, can be extended to:

- Increased communication and interaction within the Society;
- Attraction, development and retention of talented young members;
- Building expertise and leadership.

### **B. Overview and general rules**

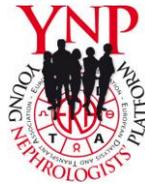
- 1) Both the advisor and the advisee should be ERA-EDTA members. The advisee should also be member of the YNP, regardless of their nationalities
- 2) For the participation in this program, both the advisee and the prospective advisor should have different nationalities and live in different countries, not necessarily within the ERA EDTA geographical area (ERA-EDTA/YNP members living outside this area are also welcome).
- 3) Communication between them will be maintained via electronic means (e-mail, Skype, messenger, etc.) and the official language will be English.
- 4) The advisor can only take on one or maximum two advisees at any given time; the advisee can have only one advisor.
- 5) The formal length of the program can vary from a minimum of nine months to a maximum of twelve months; at that point, the participants may continue in an informal advisory relationship based on a mutual agreement between them. This decision, however, should be documented and the YNP Board should be informed accordingly.
- 6) The goals should be set according to the advisee's interests and focused on overcoming professional challenges, career promotion and motivation.
- 7) The Head of the Department or the advisee's direct superior must agree with the participation of the advisee in this program. Her/his signature and stamp will be required to complete the *Advisee Application Form*.



- 8) If by any chance the advisee has an internal (in-house) mentor (supervisor/tutor), she/he will be requested to sign an agreement, indicating she/he is informed about the program and supports the participation of the advisee in taking part in it. The *Internal Mentor Agreement Form* is given in attachment. Internal mentor and external advisor are encouraged to contact/communicate in favour of the advisee.
- 9) The relationship between the advisor and the advisee should be completely independent of internal/local matters as well as of cultural influence; it should in fact be based on broader external perspectives and/or knowledge.
- 10) Detailed instructions prepared by the YNP Board are given in attachment (*Instructions for the Advisee and Instructions for the Advisor*)

**C. Selection and matching process**

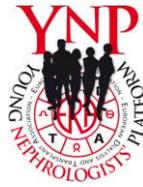
- 1) Before starting the ERA-EDTA YNP Advisory Program, advisors should be recruited within the Society (“Call of advisors”).
- 2) In order to ensure that the supply of advisors meets (or at least does not restrict) the demand, there will be neither a limit to the number of advisors nor a deadline for applying to the program, thus submissions can be done during the entire year.
- 3) Advisors will receive a complimentary registration to the ERA-EDTA Congress after successfully working with an advisee for the duration of the Program.
- 4) The ERA-EDTA Council together with YNP Board will be in charge of selecting potential advisors according to their time availability, their experience and willingness to share their experiences. The application form for advisors is given in attachment (*Advisor Application Form*).
- 5) Once a list of advisors is created, ERA-EDTA YNP members will be able to apply for an advisee position. The program will be opened for all young professionals interested in nephrology, such as physicians, researchers, biologists, nurses, nutritionists, etc. The application form for advisee is given in attachment (*Advisee Application Form*).
- 6) Similar to what happens for the advisor, the advisee can apply for the ERA-EDTA YNP Advisory Program year-round.



- 7) The maximum number of advisee positions will be based on the number of advisors, since an advisor can have one or maximum two advisees at any given time.
- 8) The match between available advisors and advisees will be under the responsibility of the YNP Board based on their Application Forms. All matches will be discussed throughout the year and should be approved by YNP Board and presented to the ERA EDTA Council during its official meetings.
- 9) After matching them up, both the advisee and the advisor have to sign an agreement term (*Advisee Agreement Term* and *Advisor Agreement Term*).
- 10) The Head of the Department or the advisee's direct superior will be informed by means of an official letter from the YNP Board about the matching and the participation of the advisee in the ERA-EDTA YNP Advisory Program.
- 11) Detailed instructions for the selection process, prepared by the YNP Board, are given in attachment (*Instructions for the Selection Process*).

#### **D. Evaluation**

- 1) The YNP Board should measure the program process, and ensure that the rules outlined in this regulation are followed. The YNP Board will maintain email contact with the participants to detect any problem and support them with ideas for advisory activities. One example of questionnaire to evaluate the progress of the program is given in attachment (*Progress Evaluation Questionnaire*).
- 2) In order to evaluate the effectiveness and outcomes of the program, both advisor and advisee should provide a feedback to the YNP Board regarding the usefulness of the program itself. This feedback must be submitted at least twice during the duration of the program – at mid-term and at the end in dates pre-determined by the YNP Board.
- 3) The method that will be used will follow the **GROW** model: both the advisor and advisee write down the **G**oal of the e-meeting(s) and the **R**eality of accomplishments, describe the **O**ptions, end with a **W**rap-up that lists the milestones in the progress that has been made so far. The evaluation form is given in attachments (*Program Evaluation Form*).
- 4) The YNP Board will then be in charge of preparing an end of program report form that must be submitted both by the advisor as well as the advisee.

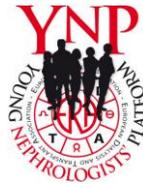


- 5) The best or more significant reports will be submitted to the ERA-EDTA Council so that they can then be used by the Society for advertising matters and/or publication purposes.

#### **E. Roles of the YNP Board**

The YNP Board will be directly involved in the program coordination, and will have the commitment, ability and authority to oversee the ERA-EDTA YNP Advisory Program. Specific roles are to:

- Promote the program within the Society;
- Select and approve advisors and advisees together with the ERA-EDTA Council;
- Guarantee organizational commitment to the program, including information on the ERA-EDTA YNP Advisory Program; requesting information from the advisors and advisees about the program process; communicating procedures for submitting evaluations; and building enthusiasm about the program and encouraging active participation;
- Communicate what has been accomplished and what is pending to the ERA-EDTA Council;
- Prepare an end of program report form that must be submitted both by the advisor as well as the advisee;
- Report the best or more significant program outcomes to the ERA-EDTA Council.



## APPENDICES

- I) Instructions for the Selection Process
- II) Instructions for the Advisee
- III) Instructions for the Advisor
- IV) Advisee Application Form
- V) Advisor Application Form
- VI) Internal Mentor Agreement Form
- VII) Advisee Agreement Form
- VIII) Advisor Agreement Form
- IX) Progress Evaluation Questionnaire
- X) Program Evaluation Form (GROW model)
- XI) Participation Release



## Appendix I

### ERA-EDTA YNP Advisory Program

#### Instructions for the Selection Process

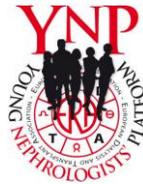
The selection of advisors and advisees will be achieved through the process described below. The ERA-EDTA YNP Advisory Program is open to all ERA-EDTA members, but the requirements demand a strong commitment to the program by both the advisee and the advisor.

#### Step 1: Applications

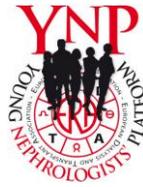
- 1) Review and sort advisees' and advisors' applications based on qualifications, interests, goals, and time availability.
- 2) Sort advisees and advisors according to their nationalities and countries of residence.
- 3) Note the needs and interests of the advisees to identify potential advisors.

#### Step 2: Selection

- 1) As an external program, the advisee and the prospective advisor should have different nationalities and live in different countries.
- 2) Make a tentative match between the advisor and advisee based on the advisee's preference and/or needs [the advisee will be given the opportunity to indicate her/his preferred advisors (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)]. The advisee must also send her/his CV to YNP Board.
- 3) If more than 2 advisees apply for the same advisor, or if the advisor already has an advisee and more than one advisee wishes to apply for her/him, the YNP Board sends the advisor the advisee's CVs and asks her/him to do her/his selection.
- 4) Arrange for the matched pairs to directly contact each other. Potentially have some advisee(s) get in contact with more than one advisor. The advisee sends her/his CV to the advisor(s).



- 5) The advisee submits the name(s) of the advisor(s) with whom they would like to collaborate in the program. Once informed, the advisor(s) can then decide if she/he finally accepts the partnership.
- 6) Make the final match.
- 7) YNP Board approves the final matches.
- 8) YNP Board officially informs the Head of the Department or the advisee's direct superior about the matching and participation of the advisee in the ERA-EDTA YNP Advisory Program by means of an official letter. One example of letter is given in attachment (*Participation Release*).



## Appendix II

### ERA-EDTA YNP Advisory Program

#### Instructions for the Advisee

##### **I. Introduction**

The ERA-EDTA YNP Advisory Program aims at giving young professionals interested in nephrology (physicians, researchers, biologists, nurses, nutritionists, etc.) - “the advisees” - an opportunity to exchange experiences with senior or more experienced nephrologists within the Society (ERA-EDTA), in order to increase the future professional success as well as broaden the horizons of these young trainees/professionals.

The advisee is a developing junior professional in training, who is in an early, active, phase of development of his/her research potential, or with realistic aspirations to a significant research career regardless of the candidate's current position. The YNP Board and, if the YNP Board requires, the ERA-EDTA Council main officers (President, Secretary-Treasurer and Chair of the Administrative Offices) will decide whether the advisee candidate is eligible for advisee position based on the candidate’s CV.

This one-to-one relationship gives the advisor an outside perspective on how the advisee is prepared for the requirements needed in her/his professional field and career management; while the advisee can get useful suggestions and help from those who have been there before.

##### **II. Program details**

###### **A. Program aim**

To provide ERA-EDTA/YNP members with access to advisory partnerships which promote personal and professional growth through the spreading of knowledge, experience, support and guidance; and to promote communication and interaction among members within the Society.



## **B. Program structure**

- Match and partnership between advisee and advisor
- Program process and monitoring
- Evaluation

## **C. Program contacts**

If you have any questions, concerns or feedback about the program or your advisory relationship, please contact the YNP Board via the email address [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG) with the subject “Advisory Program”.

## **III. Characteristics of an advisee**

### **A. Eligibility to participate**

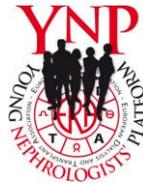
1. ERA-EDTA membership status: ERA-EDTA and YNP member
2. Age: <40 years old
3. Professional/training levels: the program is open to all young professionals interested in nephrology, thus not only physicians, but also others such as biologists, nurses, nutritionists, researchers, etc.

### **B. Benefits/Acknowledgment**

1. The goals should be set according to the advisee’s interests and focused on overcoming professional challenges and career promotion and motivation.
2. The advisee will be given the opportunity to take part in the advisor’s web of connections, thus providing exposure-visibility to the advisee.
3. Enhancement of self-esteem, confidence and communication skills.
4. Development of a sense of professional identity and personal competence.
5. Fresh insights and broader perspectives.

### **C. Advisee’s responsibilities**

1. Set aside at least 3-4 hours per month to participate in the ERA-EDTA YNP Advisory Program.



2. Fulfil obligations agreed within your advisory agreement.
3. Provide feedback on your relationship as requested by the YNP Board / notify the YNP Board in case the relationship has finished before the conclusion of the program.
4. Complete program evaluation at mid-term and at the end of the program or at the end of your relationship.

#### **D. Advisee's role**

As an advisee, you should be enthusiastic and a committed participant in the program. You will have to work to find the answers you are looking for. The advisor is there to provide guidance and support, not to give you a final and definitive answer. You can take advantage of the advisor's knowledge, experience and expertise but take in consideration that they are not you and you therefore need to adapt this information to suit your individual circumstance.

### **IV. Characteristic of the ERA-EDTA YNP Advisory Program**

#### **A. General rules**

##### **1. *Length of ERA-EDTA YNP Advisory Program:***

- The formal length of the collaboration can vary from a minimum of nine months to a maximum of twelve months, at which point the participants may continue in an informal advisory relationship based on mutual agreement between them. This decision, however, should be documented and the YNP Board should be informed.
- The ERA-EDTA Advisory Program can be interrupted by the advisee or by advisor at any time.

##### **2. *Number of advisees per advisor:***

- The advisee may have only one advisor at any given time.
- The advisor can only take on one or maximum two advisees at any given time.



**3. Nature of the advisor-advisee meetings:**

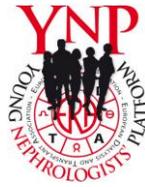
- The participants communicate primarily via electronic means (E-mail, Skype, messenger, teleconferences, telephone, etc.).
- The approach, time, and communication means should be chosen based on a mutual agreement between the participants.
- As a general rule, communication will be held in English; but another language can be chosen based on a mutual agreement between the advisor and the advisee.
- The official language of the forms, communication with the YNP Board and official reports on the program must be English.

**4. Required or suggested number of advisor-advisee meetings:**

- At least one or two e-meetings per month.
- The number of e-meetings may be determined based on a mutual agreement between the two participants.
- The time commitment should be approximately 3-4 hours per month: this time should include both the direct communication between the participants as well as the material preparation.

**B. Agreement**

1. The Head of the Department or the advisee's direct superior should agree with the participation of the advisee in the ERA-EDTA Advisory Program. Her/his signature and stamp will be required to complete the *Advisee Application Form*.
2. If by any chance the advisee has an internal (in-house) mentor (supervisor/tutor), she/he will be requested to sign an agreement (*Internal Mentor Agreement Form*), indicating she/he is informed about the program and supports the participation of the advisee in taking part in it. Internal mentor and external advisor are encouraged to contact/communicate in favour of the advisee.
3. The match between available advisors and advisees will be the responsibility of the YNP Board based on their Application Forms. The advisee will be given, however, the



opportunity to indicate his/her preferred advisors (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice) from a list of potential advisors forwarded by the YNP Board.

4. After a first match, both the advisee and the prospective advisor will have initial conversation(s) after which the advisee will decide if she/he would like to pair up with that particular advisor and the advisor can then decide if she/he feels the same way. Either party is totally free to accept or reject the advisor-advisee pairing proposal at this time.
5. It can be possible that the advisee will contact more than one advisor prior to making the final decision.
6. Once there is an agreement of acceptance between the advisee and the advisor, they will both notify the YNP Board of their intention to proceed with the program. Both the advisee and the advisor will be requested to sign an agreement term (*Advisee Agreement Term* and *Advisor Agreement Term*).
7. The Head of the Department or the advisee's direct superior will be informed about the participation of the advisee in the ERA-EDTA YNP Advisory Program by means of an official letter from the YNP Board that will clearly indicate the name of the advisee's advisor.
8. The relationship between the advisor and the advisee should be informal, and the program may be adapted/moulded to the advisee's interests based on mutual agreement between the two participants;
9. The advisor and the advisee should agree on approach, time, and communication means;
10. Expectations on the advisee/ advisor role should be discussed before starting the program;
11. Participants are counsel to discuss and review the advisee's goals and issues/themes that he/she wants help with;
12. Both the advisor as well as the advisee agree to follow the Program Rules and to provide feedback as to how the relationship is progressing, finally they also agree to submit the program evaluation forms at regular intervals as requested by the YNP Board.
13. All information (professional and personal) should be treated as confidential or at the level of confidentiality discussed and agreed upon.



14. The relationship between the advisor and the advisee should be completely independent of internal/local matters as well as of cultural influence; it should in fact be based on broader external perspectives and/or knowledge.
15. If there is any question or concern about their advisory relationship, participants should contact the YNP Board.

### **C. Program Evaluation**

To evaluate the effectiveness and usefulness of the program, participants should complete a *Program Evaluation Form* at mid-term and at the end of the program. The form should also be completed at the end of each advisory relationship.

The method that will be used for the evaluation will follow the GROW model: both the advisor and advisee write down the Goal of the e-meeting(s) and the Reality of accomplishments, describe the Options, end with a Wrap-up that lists the milestones in the progress that has been made so far.

The YNP Board will also be in charge of preparing an end of program report form that must be submitted both by the advisee as well as by the advisor: the best or more significant reports will then be submitted to the ERA-EDTA Council, so that they can be used by the Society for advertising and/or publication purposes.



## **Appendix III**

### **ERA-EDTA YNP Advisory Program**

#### **Instructions for the Advisor**

##### **I. Introduction**

The ERA-EDTA YNP Advisory Program aims at giving young professionals interested in nephrology (physicians, researchers, biologists, nurses, nutritionists, etc.) - “the advisees” - an opportunity to exchange experiences with senior or more experienced nephrologists within the Society (ERA-EDTA), in order to increase the future professional success as well as broaden the horizons of these young trainees/professionals.

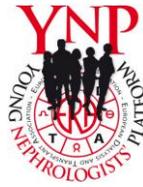
The advisee is a developing junior professional in training, who is in an early, active, phase of development of his/her research potential, or with realistic aspirations to a significant research career regardless of the candidate's current position. The YNP Board and, if the YNP Board requires, the ERA-EDTA Council main officers (President, Secretary-Treasurer and Chair of the Administrative Offices) will decide whether the advisee candidate is eligible for advisee position based on the candidate’s CV.

This one-to-one relationship gives the advisor an outside perspective on how the advisee is prepared for the requirements needed in her/his professional field and career management; while the advisee can get useful suggestions and help from those who have been there before.

##### **V. Program details**

###### **B. Program aim**

To provide ERA-EDTA/YNP members with access to advisory partnerships which promote personal and professional growth through the spreading of knowledge, experience, support and guidance; and to promote communication and interaction among members within the Society.



## **B. Program structure**

- Match and partnership between advisee and advisor
- Program process and monitoring
- Evaluation

## **D. Program contacts**

If you have any questions, concerns or feedback about the program or your advisory relationship, please contact the YNP Board via the email address [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG) with the subject “Advisory Program”.

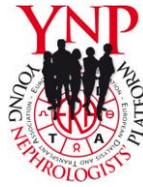
## **II. Characteristics of an advisor**

### **A. Eligibility to participate**

1. ERA-EDTA membership status: ERA-EDTA member
2. Age: no limit of age
3. Professional/training levels:
  - Proven expertise in nephrology (clinical work; and/or clinical research; and/or basic science research)
  - Advisors who are currently in fellowship training are also welcome and will be paired with medical students or medical residents

### **B. Benefits/Acknowledgments**

1. The advisor is a volunteer
2. Personal satisfaction
3. Opportunity to revitalise ideas
4. Allow reflection on own practice
5. Use of all skills and talents
6. Professional recognition
7. Every advisor will be acknowledged on the ERA-EDTA/YNP website by publishing her/his short biography including major areas of expertise and/or research interests.



8. Advisors will receive a complimentary registration to the ERA-EDTA Congress after successfully working with an advisee for the duration of the Program.

### **C. Advisor's responsibilities**

1. Deliver support to the program for a minimum of 3-4 hours per month.
2. Fulfil obligations agreed within your advisory agreement.
3. Provide feedback on your relationship as requested by the YNP Board / notify the YNP Board in case the relationship has finished before the conclusion of the program.
4. Complete the program evaluation at mid-term and at the end of the program or at the end of your relationship.

### **D. Advisor's role**

As an advisor, you have a strong expertise and reputation as a wise leader. You should be open, enthusiastic, and a generous teacher who shares your wisdom and experience. The advisee expects respect and commitment to her/his growth and development from you. You should be able to:

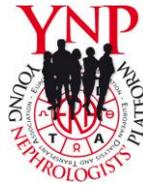
- help with the curriculum and career management/development;
- help overcome professional challenges;
- review time management;
- discuss strategies (i.e. looking for resources and collaborations) for advancement in the research and/or clinical field;
- create a web of connections and give visibility to the advisee;
- give the advisee the possibility to join one of your ongoing projects.

## **III. Characteristic of the ERA-EDTA YNP Advisory Program**

### **A. General rules**

#### **1. Length of ERA-EDTA YNP Advisory Program:**

- The formal length of the collaboration can vary from a minimum of nine months to a maximum of twelve months, at which point the participants may continue in an informal



advisory relationship based on mutual agreement between them. This decision, however, should be documented and the YNP Board should be informed.

- The ERA-EDTA Advisory Program can be interrupted by the advisee or by advisor at any time.

**2. *Number of advisees per advisor:***

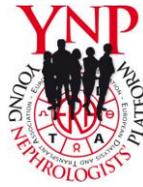
- The advisee may have only one advisor at any given time.
- The advisor can only take on one or maximum two advisees at any given time.

**3. *Nature of the advisor-advisee meetings:***

- The participants communicate primarily via electronic means (E-mail, Skype, messenger, teleconferences, telephone, etc.).
- The approach, time, and communication means should be chosen based on a mutual agreement between the participants.
- As a general rule, communication will be held in English; but another language can be chosen based on a mutual agreement between the advisor and the advisee.
- The official language of the forms, communication with the YNP Board and official reports on the program must be English.

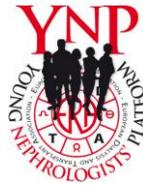
**4. *Required or suggested number of advisor-advisee meetings:***

- At least one or two e-meetings per month.
- The number of e-meetings may be determined based on a mutual agreement between the two participants.
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## **B. Agreement**

1. The Head of the Department or the advisee's direct superior should agree with the participation of the advisee in the ERA-EDTA Advisory Program. Her/his signature and stamp will be required to complete the *Advisee Application Form*.
2. If by any chance the advisee has an internal (in-house) mentor (supervisor/tutor), she/he will be requested to sign an agreement (*Internal Mentor Agreement Form*), indicating she/he is informed about the program and supports the participation of the advisee in taking part in it. Internal mentor and external advisor are encouraged to contact/communicate in favour of the advisee.
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4. After a first match, both the advisee and the prospective advisor will have initial conversation(s) after which the advisee will decide if she/he would like to pair up with that particular advisor and the advisor can then decide if she/he feels the same way. Either party is totally free to accept or reject the advisor-advisee pairing proposal at this time.
5. It can be possible that the advisee will contact more than one advisor prior to making the final decision.
6. Once there is an agreement of acceptance between the advisee and the advisor, they will both notify the YNP Board of their intention to proceed with the program. Both the advisee and the advisor will be requested to sign an agreement term (*Advisee Agreement Term* and *Advisor Agreement Term*).
7. The Head of the Department or the advisee's direct superior will be informed about the participation of the advisee in the ERA-EDTA YNP Advisory Program by means of an official letter from the YNP Board that will clearly indicate the name of the advisee's advisor.
8. The relationship between the advisor and the advisee should be informal, and the program may be adapted/moulded to the advisee's interests based on mutual agreement between the two participants;



9. The advisor and the advisee should agree on approach, time, and communication means;
10. Expectations on the advisee/ advisor role should be discussed before starting the program;
11. Participants are advised to discuss and review the advisee's goals and issues/themes that he/she wants help with;
12. Both the advisor as well as the advisee agree to follow the Program Rules and to provide feedback as to how the relationship is progressing, finally they also agree to submit the program evaluation forms at regular intervals as requested by the YNP Board.
13. All information (professional and personal) should be treated as confidential or at the level of confidentiality discussed and agreed upon.
14. The relationship between the advisor and the advisee should be completely independent of internal/local matters as well as of cultural influence; it should in fact be based on broader external perspectives and/or knowledge
15. If there is any question or concern about their advisory relationship, participants should contact the YNP Board.

### **C. Program Evaluation**

To evaluate the effectiveness and usefulness of the program, participants should complete a *Program Evaluation Form* at mid-term and at the end of the program. The form should also be completed at the end of each advisory relationship.

The method that will be used for the evaluation will follow the GROW model: both the advisor and advisee write down the Goal of the e-meeting(s) and the Reality of accomplishments, describe the Options, end with a Wrap-up that lists the milestones in the progress that has been made so far.

The YNP Board will also be in charge of preparing an end of program report form that must be submitted both by the advisor as well as by the advisee: the best or more significant reports will then be submitted to the ERA-EDTA Council, so that they can be used by the Society for advertising and/or publication purposes.



**Appendix IV**

**ERA-EDTA YNP  
Advisory Program**

**Advisee Application Form**

Thank you for your interest in the ERA-EDTA YNP Advisory Program. Please read all of the requirements and duties on *Instructions for the Advisee* before applying. After completing this form, please return a scanned version of the signed form together with your background and experience information in your CV (pdf files) to: YNP@ERA-EDTA.ORG

<b>Personal data</b>	
Name:	
Date of birth:	
Language(s) spoken:	
Date of primary medical qualification	
Address:	
Phone:	
Email:	

<b>Level of training</b>
<input type="checkbox"/> Medical student <input type="checkbox"/> Resident trainee <input type="checkbox"/> Fellow trainee <input type="checkbox"/> Post-doctoral fellow <input type="checkbox"/> Junior faculty <input type="checkbox"/> Non MD students/trainees/fellows <input type="checkbox"/> Other:
Do you have an internal (in-house) mentor (supervisor/tutor) at your Institution/Hospital?
<input type="checkbox"/> Yes, I do <input type="checkbox"/> No, I don't
(In the case of an affirmative answer, the internal mentor should sign the <i>Internal Mentor Agreement Form</i> )

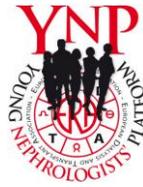
<b>Main areas of focus</b>
Primary area of interest ( <i>check as many as apply</i> ):
<input type="checkbox"/> Clinical work



<input type="checkbox"/> Basic science research <input type="checkbox"/> Clinical research
Clinical interests:
Research interests:
Further key points of interest:

<b>Motivation</b>
What topics would you like to cover during the ERA-EDTA YNP Advisory Program? ( <i>check as many as apply</i> )
<input type="checkbox"/> Insights on informal structures and processes in the clinical and/or scientific system <input type="checkbox"/> Discussion about research themes <input type="checkbox"/> Advice on soft skills (time management, self-organization, etc.) <input type="checkbox"/> Admission to a network and relevant contacts <input type="checkbox"/> Admission to advisor's ongoing projects <input type="checkbox"/> Motivation and advice on career planning <input type="checkbox"/> Personal advice on managing a family and a career <input type="checkbox"/> Feedback on strengths and weaknesses <input type="checkbox"/> Clinical discussion <input type="checkbox"/> Other:

<b>Preferences</b>
Please list your first, second and third choice of potential advisors: ( <i>a list of available advisors is provided on the ERA-EDTA YNP website</i> )
1 <sup>st</sup> choice: 2 <sup>nd</sup> choice: 3 <sup>rd</sup> choice:



Would you like to share any further ideas, wishes or proposals with us?

**I hereby declare that the information I have provided in this application is true, correct and completed to the best of my knowledge. I agree to the storage and usage of my data for the ERA-EDTA YNP Advisory Program, and by the ERA-EDTA for advertising and publication purposes. The transmission of my data occurs through my consent.**

Place, date

Signature of the advisee

Name, address and email of the Head of Department or advisee's direct superior

Stamp and signature of the Head of Department or advisee's direct superior



## Appendix V

### ERA-EDTA YNP Advisory Program

#### Advisor Application Form

Thank you for your interest in the ERA-EDTA YNP Advisory Program. Please read all of the requirements and duties on *Instructions for the Advisor* before applying. After completing this form, please return a scanned version (as pdf file) of the signed application to: YNP@ERA-EDTA.ORG

<b><i>Personal data</i></b>	
Name:	
Date of birth:	
Language(s) spoken:	
Office address:	
Phone (work):	
Email:	

<b><i>Current employment</i></b>	
Organisation:	
Department/faculty:	
Profession titles:	
Position:	
Years of appointment:	

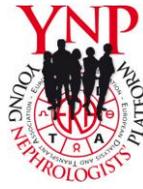
<b><i>Main areas of focus</i></b>	
Primary area of interest ( <i>check as many as apply</i> ):	
<input type="checkbox"/> Clinical work <input type="checkbox"/> Basic science research <input type="checkbox"/> Clinical research	
Clinical interests and expertise:	



Research interests and expertise:
Further key points of interest:

<b>Motivation</b>
Level of advisory role preferred
<input type="checkbox"/> Medical student <input type="checkbox"/> Resident trainee <input type="checkbox"/> Fellow trainee <input type="checkbox"/> Post-doctoral fellow <input type="checkbox"/> Junior faculty <input type="checkbox"/> Non MD students/trainees/fellows <input type="checkbox"/> All of the above
I am available to begin participating in the program on the following date(s): <i>(please note that the duration of the ERA-EDTA YNP Advisory Program can range from 9 – 12 months)</i>
What topics would you like to cover during the ERA-EDTA YNP Advisory program? <i>(check as many as apply)</i>
<input type="checkbox"/> Insights on informal structures and processes in the clinical and/or scientific system <input type="checkbox"/> Discussion about research themes <input type="checkbox"/> Advice on soft skills (time management, self-organization, etc.) <input type="checkbox"/> Admission to my network and relevant contacts <input type="checkbox"/> Admission to my ongoing projects <input type="checkbox"/> Motivation and advice on career planning <input type="checkbox"/> Personal advice on managing a family and a career <input type="checkbox"/> Feedback on strengths and weaknesses <input type="checkbox"/> Clinical discussion <input type="checkbox"/> Other:

Please provide a short biography on yourself including titles, career development, and major areas of expertise and/or interests (to be published on the ERA-EDTA YNP webpage)



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Would you like to share any further ideas, wishes or proposals with us?

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**I hereby declare that the information I have provided in this application is true, correct and completed to the best of my knowledge. I agree to the storage and usage of my data for the ERA-EDTA YNP Advisory Program, and by the ERA-EDTA for advertising and publication purposes. The transmission of my data occurs through my consent.**

Place, date

Signature of the advisor



## Appendix VI

### ERA-EDTA YNP Advisory Program

#### Internal Mentor Agreement Form

Thank you for your interest in the ERA-EDTA YNP Advisory Program. Please read all of the information about the program on *Instructions for the Advisee* before signing. A scanned version (as pdf file) of the signed form should be returned together with *the Advisee Application Form* and CV to: YNP@ERA-EDTA.ORG

I, [name of the internal mentor], as internal mentor (supervisor/tutor) of [name of the advisee] at [name of the Department/Institution/Hospital] declare that I am aware about her/his intention to participate as an advisee in the ERA-EDTA YNP Advisory Program of the ERA-EDTA and that I know the aims and rules of the program as well as the roles and responsibilities attributed to the advisee. I fully agree with her/his participation and give her/him all my support.

Place, date

Signature of the internal mentor

Signature of the advisee

Name, address and email of the  
internal mentor

Stamp and signature of the Head of  
Department or advisee's direct superior



## Appendix VII

### ERA-EDTA YNP Advisory Program

#### Advisee Agreement Form

Thank you for your interest in the ERA-EDTA YNP Advisory Program. Please read all of the information about the program on *Instructions for the Advisee* before signing. A scanned version (as pdf file) of the signed form should be returned to: [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG)

I, [name of the advisee], agree to have [name of the advisor] as an advisor and carry out the roles and responsibilities as set forth in the *Instructions for the Advisee*. In addition, I declare that I'm aware about the aims and rules of the program as well as about the roles and responsibilities attributed to my advisor.

Place, date

Signature of the advisee



## Appendix VIII

### ERA-EDTA YNP Advisory Program

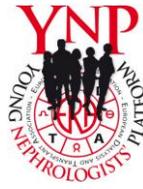
#### Advisor Agreement Form

Thank you for your interest in the ERA-EDTA YNP Advisory Program. Please read all of the information about the program on *Instructions for the Advisor* before signing. A scanned version (as pdf file) of the signed form should be returned to: [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG)

I, [name of the advisor], agree to serve as an advisor for [name of the advisee] and carry out the roles and responsibilities as set forth in the *Instructions for the Advisor*. In addition, I declare that I'm aware about the aims and rules of the program as well as about the roles and responsibilities attributed to my Advisee.

Place, date

Signature of the advisor



## Appendix IX

### ERA-EDTA YNP Advisory Program

#### Progress Evaluation Questionnaire

Thank you for taking part in the ERA-EDTA YNP Advisory Program. Please complete this questionnaire and return a scanned version of the signed document to: [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG)

- 1) How frequently have you talked with your advisor or advisee?
  
- 2) What challenges are you facing now in your advisory relationship?
  
- 3) What do you like most and least about the program?
  
- 4) How could you be more effective as an advisor or advisee?
  
- 5) If you could change anything about the ERA-EDTA YNP Advisory Program, what would it be?

**I hereby declare that the information I have provided in this application is true, correct and completed to the best of my knowledge. I agree to the storage and usage of my data for the ERA-EDTA YNP Advisory Program, and by the ERA-EDTA for advertising and publication purposes. The transmission of my data occurs through my consent.**

Place, date

Signature



**Appendix X**

**ERA-EDTA YNP  
Advisory Program**

**Program Evaluation Form**

Name of the advisee:					
Name of the advisor:					
Date:		<input type="checkbox"/>	Mid-term evaluation	<input type="checkbox"/>	End of the program evaluation

Please complete this form and return a scanned version of the signed evaluation form to:  
YNP@ERA-EDTA.ORG

<b>Goals</b>
What was/were the pre-determined goal(s) of the e-meetings?
<b>Reality of accomplishments</b>
What have you accomplished or felt most successful about during the ERA-EDTA YNP Advisory Program?
What new knowledge, skills or experiences have you gained as a direct result of the ERA-EDTA YNP Advisory Program?
<b>Options</b>
What are your continuing goals for the ERA-EDTA YNP Advisory Program?

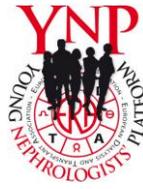


What obstacles stand in your way?
<b>Wrap-up</b>
List the milestones in the progress of the ERA-EDTA YNP Advisory Program

**I hereby declare that the information I have provided in this application is true, correct and completed to the best of my knowledge. I agree to the storage and usage of my data for the ERA-EDTA YNP Advisory Program, and by the ERA-EDTA for advertising and publication purposes. The transmission of my data occurs through my consent.**

Place, date

Signature



## Appendix XI

### ERA-EDTA YNP Advisory Program

#### Participation Release

Dear [name of the Head of Department/advisee's direct superior],

It is a pleasure to inform you on behalf of the Young Nephrologists' Platform's (YNP) of the ERA-EDTA that [name of the advisee] officially participates as an advisee in the Advisory program of this Society. She/he will have the opportunity to exchange experiences and knowledge with [name of the advisor], [Advisor's country of residence], who will serve as her/his advisor for the next 9 to 12 months under the supervision of the YNP Board and ERA-EDTA Council.

If you have any questions, concerns or feedback about the program, please contact the YNP Board via the email address [YNP@ERA-EDTA.ORG](mailto:YNP@ERA-EDTA.ORG).

Finally, I would like to thank you for supporting the advisee's initiative to participate in this program, giving her/him the possibility of a unique, interesting and fruitful experience.

Yours sincerely,

{Name}  
Chair of the YNP