



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 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

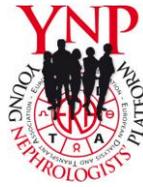
1. *Length of ERA-EDTA YNP Advisory Program:*

- 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:*



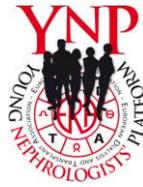
- The participants communicate primarily via electronic means (E-mail, Skype, messenger, teleconferences, telephone, etc.).
- The approach, time, and communication means should be chosen based on a mutual agreement between the participants.
- As a general rule, communication will be held in English; 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.

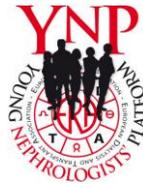
B. Agreement

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 (1st, 2nd and 3rd 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.