



The Cochrane Knowledge Translation (KT) mentoring scheme is open to anyone within Cochrane who has, or is planning, a KT project or activity. We are looking to include people across different languages and cultural contexts.

What is Knowledge Translation (KT) mentoring in Cochrane?

KT mentoring in Cochrane is a structured, sustained relationship between two colleagues, in which the person more experienced in a specific area of knowledge translation (mentor) uses their knowledge, experience and understanding to support the development of specific KT practices that will be used in the mentee's Cochrane KT work.

The mentor and mentee will work on a 1:1 basis to discuss the specifics of the KT activity or project and the learning and development needs of the mentee. More information on "[What is knowledge translation in Cochrane?](#)" is available on our website. Examples of KT activities include, but are not limited to:

- developing and/or evaluating a KT strategy for your Cochrane group,
- identifying and developing strategic partnerships with key stakeholders for your group,
- running a Cochrane prioritisation process,
- creating programmes for building capacity in target audiences to use Cochrane evidence,
- strategies for involving consumers or other stakeholders in the development and dissemination of a Cochrane Review (co-production)
- developing and implementing a plan to produce user-friendly summaries of Cochrane Reviews in different languages.

The scheme is not designed to mentor authors through the process of completing a Cochrane Review.

What are the benefits of working with a mentor?

Delivering projects can be challenging. Sometimes having the experience of someone who has done similar things before can make a difference. The mentor might help the mentee by:

- Providing advice to support the delivery of a successful KT project;
- Developing personal knowledge of, and skills in, knowledge translation;
- Improving confidence in delivering KT projects;
- Providing networking opportunities and contacts.

The conversations between mentee and the mentor are collaborative and confidential

As a mentee, what will happen during the pilot scheme?

Using the application forms, a mentor will be identified to match to your needs. The mentoring will be 'mentee led' which means that you will be responsible for contacting the mentor and for thinking about what it is that you want to achieve. You and your mentor will discuss the outcomes of your work together and the best method and frequency of communication. Together, you will also agree how you will use the time, and the limits to involvement.

Ideally, you will meet with your mentor for about 60 to 90 minutes per month for six to nine months from November 2020, but this will depend on the length of your project. You will agree how often to meet (one meeting per month or several shorter meetings), and whether to meet on-line (e.g. via Skype, or other online meeting software), via telephone.

Training tools and resources about being a KT mentee will be offered to you. There will be the opportunity to 'meet' with the other mentees and advice will be available on how to begin and end mentoring relationships, and what to do if there are any problems.

Who is eligible for the scheme?

Anyone who has a specific Cochrane KT project or activity running between November 2020 and June 2021 is eligible to apply for the scheme. The participants should be committed to reflecting on their own practice, eager to engage in learning new skills, developing knowledge and sharing these skills with colleagues. The participants must also be willing to participate in an evaluation at the end of the scheme to try to help improve the process.

Who will the KT mentors be?

The mentors will be people with experience of delivering KT projects. They may be from within Cochrane or from an external organisation. They will have volunteered to spend time with you and have committed to attending at least six mentoring sessions over a period of six to nine months.

How do I apply to be a mentee?

To apply, you will need to complete this application form (<https://www.surveymonkey.com/r/6NYVXYV>) by **Wednesday 30th September 2020**.

If there are more mentee applications than mentors, we will try to select projects for geographical, topic and cultural variation from across Cochrane. We will also try to prioritise projects aiming to develop skills in involving stakeholders (including consumers) in KT work and those running evaluation of knowledge translation work.

Applications will be matched based on the details of the mentee's project and the experience of the available mentors. We will also take into consideration preferred language, time-zones and any other factors identified through the application process.

All applicants will be notified of final decisions by the end of **October 2020**.

Where can I go for more information?

If you can't find the answer to your questions on the [Cochrane KT learning resources website](#) then you could attend one of our webinar "question and answer sessions" on

- [Tuesday 15th September, 08:00 \(UK time\)](#)
- [Tuesday 15th September, 16:00 \(UK time\)](#)
- [Thursday 24th September; 09:00 \(UK time\)](#)
- [Thursday 24th September; 16:00 \(UK time\)](#)

or contact Karen Head (khead@cochrane.org).