

## **Default Question Block**

### **Stanford's Medical Scribe Fellowship (COMET) Mentor Expectation Form (2021 - 22)**

The Stanford Medical Scribe Fellowship, also known as the COMET Program, is a one-year post-baccalaureate program designed for highly motivated students interested in pursuing a career in the health professions. Fellows are trained in medical terminology and clinical documentation. They work side-by-side with clinicians as experienced medical scribes.

COMET fellows are selected after a rigorous application process that identifies academically strong candidates, with excellent interpersonal and leadership skills, who are looking for an intensive direct patient care experience before applying to medical school, physician assistant school, nursing school, or other graduate school in the healthcare field. Scribing is an unparalleled way to build clinical experience and be immersed in medicine. The COMET Program provides fellows with invaluable career mentorship from clinicians, as well as the opportunity to engage in research or other scholarly pursuits.

One of the goals of the COMET Program is to support our fellows' professional growth. COMET fellows may participate in part-time job opportunities in addition to their regular scribing duties. At the end of the program year and based on performance, fellows are eligible for a one-year long leadership role as COMET Chief Scribes overseeing teams of our scribes.

The COMET leadership team is composed of Chief Scribes, Program Lead, Director Emeritus, Executive Director, and Assistant Director.

### **Program Expectations for Fellowship Mentors**

#### **Fellowship support:**

Mentors and their clinics or departments are welcome to provide further support to the COMET Program by offering interested fellows throughout the COMET Program any opportunity to enhance their clinical experience, exposure, and learning. This includes, but is not limited to, inviting outside fellows to shadow other mentors in a different clinic or specialty for a set amount of time and offering a session where fellows can tour the respective clinic to learn more about the clinic's specialty and focus.

### **Mentorship:**

COMET fellows are typically paired with one to two clinicians that serve as the COMET fellows' mentors. The pairings typically span 13 months, with the option of extending for an additional year if the mentor and fellow mutually agree to continue the partnership and if the fellow stays on as a second-year scribe.

Provide mentorship for the COMET fellow by guiding them in their interests and pre-health professional goals. Provide teaching during clinical sessions during which fellows are scribing- this includes, but is not limited to, bedside teaching, sharing clinical facts, teaching exam maneuvers when appropriate. Provide regular constructive feedback regarding the clinical notes that have been scribed, immediately after or soon after a clinical session. Provide application support for the fellow, which can include and is not limited to, letters of recommendation and personal statement review. For any concerns regarding mentors' and/or fellows' responsibilities or ability to meet program expectations, contact the COMET leadership team in a timely manner. Complete and submit any surveys sent by COMET leadership team regarding the fellows' performance in a timely manner.

### **Research and Academic Pursuits:**

Research is optional for the fellows and can be pursued outside of scribing commitments. Fellows are encouraged to pursue research if they desire. The scope of the research projects and the fellow's role should be appropriate for post-baccalaureate pre-health professional students. The time the fellow spends on the research should not exceed 20 hours per week, on average.

Encourage fellows to pursue research projects that they are interested in. Provide guidance in designing an appropriate research project. If mentors have ongoing existing research projects that would be suitable for fellows to participate in, mentors can invite fellows to join their work. Provide opportunities and guidance for submission to appropriate local, regional, and/or national conferences. Provide guidance if research project leads to publications, or direct fellow to appropriate resources.

## **Logistical Details and Support:**

We are very grateful for the investment that our faculty mentors and scribe fellows make into the COMET Program. Many of our mentors and scribes go to great lengths to support each other. This section details expectations in order that everyone's time and commitments may be well respected.

Please give notice to the fellow, as soon as possible, for any absences (i.e. PTO, sick leave, meetings). This helps our fellows avoid using resources to travel to clinic to find that they are not to be working with their mentor that day. Many of our fellows take classes, have children to care for, and have other jobs outside of the fellowship. Fellows should not be expected to stay beyond one half-hour (30 minutes) after their shift ends- please explicitly offer them the opportunity to leave. While fellows may often choose to stay longer, they should not be required to if this is beyond their shift time commitment. Fellows may have absences for professional school interviews, significant events, or illness. Please excuse their absences in these cases. If fellows find themselves being absent beyond a reasonable number of shifts, they are expected to coordinate with mentors and chief scribes ways they can make up these shifts. Fellows are asked to notify their mentor, chief scribe, and COMET's associate director of any absence as soon as possible and with reasonable notice. If the fellow has communicated to only the mentor about an absence through email, please forward this email to the chief scribe and the associate director. Fellows have 1 to 3 meetings per month, usually held at the Stanford main campus during lunchtime. Please allow sufficient travel time for the fellow to be on time to the meeting and to return to the site. This may mean the fellow will not be available to scribe for the mentor for some patient encounter(s) of a shift.

## **Attestation**

At the end of each clinic note that a COMET fellow has supported you in, the fellow will attest that they scribed the note. It is then required that the healthcare provider include their own scribing attestation.

A sample attestation that you can use is in the smart phrase ".SCRIBEMD" and is written below:

"I, (provider name), personally performed the entire service and the documentation is accurate and complete. I have edited the note which was scribed for me by \*\*\* (scribe's name).

(Provider name or signature)"

**By submitting this form, I am agreeing to uphold the expectations of being a COMET faculty mentor. Please type your name in the box below.**

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