

COACH RESOURCE TOOLKIT FOR MENTEE: A Wealth of Resources

Clinic Culture	Leadership Development	Informatics	Work/Life Balance	National Advancement	Research	Education	Clinical & Technical Skills
<p>Internal: Cleveland Clinic Academy Understanding and Demystifying the Cleveland Clinic Health System</p> <p>Institutes at CC: Principles and Current State</p> <p>Strategic Planning: The Process and the CC Vision</p> <p>OPSE Leadership Rotation</p> <p>OPSA</p> <p>WPSA</p> <p>List of Mentors</p> <p>References: CCF Policy and Procedure Manual Corporate Compliance</p>	<p>Internal: Toastmasters</p> <p>Leading in Health Care</p> <p>Cleveland Clinic Academy-Course Catalog</p> <p>List of Mentors</p> <p>Public speaking</p> <p>External: Black women physicians</p> <p>References: AMA</p>	<p>Internal: Cleveland Clinic Academy-Course Catalog -Using SharePoint for practical purposes</p> <p>eCleveland Clinic Epic Training</p> <p>IT Self-Study Training Webcasts</p> <p>-Outlook</p> <p>-GoToMeeting</p> <p>Microsoft Office Online Training Tutorials</p> <p>Microsoft Office DVDs</p> <p>List of Mentors</p> <p>External: -Computer Software Training Demos -Guru Technical Workshops</p> <p>References: -See supporting toolkit slide</p>	<p>Internal: Employee Wellbeing Resources</p> <p>Office of Diversity -CC Diversity Toolkit</p> <p>Geriatricians/ Eldercare services</p> <p>Courses Center for leadership and learning</p> <p>Cleveland Clinic Academy</p> <p>Childcare services</p> <p>List of Mentors</p> <p>External: -See supporting toolkit slide</p> <p>References: -See supporting toolkit slide</p>	<p>Internal: List of Mentors</p> <p>External: IDSA- Infectious Disease Society of America</p> <p>NFID- National Foundation for Infectious Diseases</p> <p>Society for Healthcare Epidemiology of America</p> <p>References:</p>	<p>Internal: Alumni Library Workshops</p> <p>Office of Medical Editing Services</p> <p>Institutional Review Board</p> <p>Quantitative Health Sciences(QHS) -QHS Skill Finder Application</p> <p>-Collaboration Request Form</p> <p>CMERAD</p> <p>Classes in Epidemiology and Biostatistics</p> <p>Research Program Committee</p> <p>List of Mentors</p> <p>External: -National Institutes Of Health -Robert Wood Johnson Foundation</p> <p>References: -See supporting toolkit slide</p>	<p>Internal: List of Mentors</p> <p>CCLCM Newsletter</p> <p>CCLCM Application Process: General Guidelines</p> <p>CCLCM Checklist for APPOINTMENT as Professor or Associate Professor (Regular Faculty)</p> <p>CCLCM Promotion Process: General Guidelines</p> <p>CCLCM Promotion Application</p> <p>External:</p> <p>References:</p>	<p>Internal: Center For Continuing Education</p> <p>Alumni Library</p> <p>CC MBA Collaborations</p> <p>ACLS/BLS</p> <p>Clinical skills (Physical exam, XR, CT, EKG, Procedures)</p> <p>Cleveland Clinic Academy</p> <p>Medical Grand Rounds</p> <p>Cleveland Clinic Journal Of Medicine</p> <p>List of Mentors</p> <p>External: -Medline -MD consult -Up-to-date -ACP -AMA</p> <p>References: ACP Guidelines</p>

Clinic Culture

Internal Resources

[Cleveland Clinic Academy-Course Catalog](#)

Suggested Courses:

- Understanding and Demystifying the Cleveland Clinic Health System
- Institutes at the Cleveland Clinic: Principles and Current State
- Strategic Planning: The Process and the CC Vision

[OPSE Leadership Rotation](#)

[OPSA-Office of Professional Staff Affairs](#)

[WPSA-Women's Professional Staff Association](#)

[Employee Services-CC Intranet](#)

[List of Mentors](#)

External Resources

References

[CCF Policy and Procedure Manual](#)

[Corporate Compliance](#)

Leadership Development

Internal Resources

[Toastmasters](#)

[Leading in Health Care](#)

[Cleveland Clinic Academy-Course Catalog](#)

[List of Mentors](#)

Public speaking

External Resources

[Black women physicians](#)

References

[AMA](#)

Informatics

Internal Resources

[Cleveland Clinic Academy-Course Catalog](#)

Specific Courses

- [Using SharePoint for practical purposes](#)

[IT Self-Study Training Webcasts](#)

- Outlook FAQ
- GoToMeeting Training

[Microsoft Office Online Training Tutorials](#)

[Microsoft Office DVDs](#)

eCleveland Clinic

- [Epic Training](#)
- [4Corners Remote Access](#)

[List of Mentors](#)

External Resources

- [Computer software training \(External\)](#)
 - Microsoft Office, Crystal Reports, Visual Basic, Dream weaver, etc.

References

[Office 2003 Tips and Tricks](#)

[Outlook 2003 Reference Guide](#)

GoToMeeting Reference Guides

-[Organizer](#)

-[Attendee](#)

Work/Life Balance

Internal Resources

[Employee Wellbeing Resources](#)

[Office of Diversity](#)

[CC Diversity Toolkit](#)

Geriatricians/Eldercare services

Courses

[Center for leadership and learning](#)

[Cleveland Clinic Academy](#)

Childcare services

[List of Mentors](#)

External Resources

- The Medical Marriage: Sustaining Healthy Relationships for Physicians and Their Families (Paperback) by [Wayne M. Sotile \(Author\)](#), [Mary O. Sotile](#)
- Doctors' Marriages: A Look at the Problems and Their Solutions by [Michael F. Myers](#)
- Intimate Relationships in Medical School: How to Make Them Work (Surviving Medical School Series) (Paperback) by [Dr. Michael F. Myers](#)
- [Work/life Visions](#)

References

Caregiver burnout- [Ohio Department of Aging web site:](#)

Fresh ideas about living- *Life Makeovers: 52 Practical Ways to Improve your Life One Week at a Time* and *Take Time for your Life: A Personal Coach's 7 Step Plan for Creating the Life You Want*, both by Cheryl Richardson.

Repacking Your Bags: Lighten your Load for the Rest of your Life, Richard J. Leider and David A. Shapiro.

For help with Stress and Burnout:

The Relaxation and Stress Reduction Workbook, 5th edition, by Martha Davis, Elizabeth Eshelman, and Matthew McKay.

Stress and the Healthy Family, by Dolores Curran.

Stand Like Mountain, Flow Like Water: Reflections on Stress and Human Spirituality, Brian Luke Seaward, Ph.D.

Loretta La Roche's DVDs and CDs—Try *The Joy of Stress* (DVD), *Humor Your Stress: Jest for the Fun of It* (DVD) and *Relax, You May Only have a Few Minutes Left* (CD).

For Support with Parenting:

Survival Tips for Working Moms, by Linda Goodman Pillsbury, Perspective Publishing.

401 Ways to Get Kids to Help at Home, Bonnie McCullough and Susan Monson, St. Martin's Press.

Battles, Hassles, Tantrums and Tears: Strategies for coping with Conflict and Making Peace at Home, Susan Beekman

and Jeanne Holmes.

www.qualityparenting.com - Practical guidelines for turning your ideals into concrete action, with

National Advancement

Internal Resources

[List of Mentors](#)

External Resources

[IDSA- Infectious Disease Society of America](#)

[NFID- National Foundation for Infectious Diseases](#)

[Society for Healthcare Epidemiology of America](#)

References

Research

Internal Resources

[Alumni Library- library workshops](#)

[Office of Medical Editing Services](#)

[Institutional Review Board](#)

Quantitative Health Sciences

[Classes in Epidemiology and Biostatistics](#)

[Collaboration Request Form](#)

[Research Program Committee](#)

[List of Mentors](#)

External Resources

[National Institutes of Health](#)

[Robert Wood Johnson Foundation](#)

References

- Berg, K.M., et al., Demystifying the NIH grant application process. J Gen Intern Med, 2007. 22(11): p. 1587-95.
- Bordage, G. and B. Dawson, Experimental study design and grant writing in eight steps and 28 questions. Med Educ, 2003. 37(4): p. 376-85.
- Gill, T.M., et al., Getting funded. Career development awards for aspiring clinical investigators. J Gen Intern Med, 2004. 19(5 Pt 1): p. 472-8.

Education

Internal Resources

[List of Mentors](#)

[CCLCM Newsletter](#)

[CCLCM Application Process: General Guidelines](#)

[CCLCM Checklist for APPOINTMENT as Professor or Associate Professor \(Regular Faculty\)](#)

[CCLCM Promotion Process: General Guidelines](#)

[CCLCM Promotion Application](#)

External Resources

References

Clinical & Technical Skills

Internal Resources

[Continuing Medical Education](#)

- Text based CME, Web casts, Pod casts
- Department and Medicine Grand Rounds

[Alumni Library](#)

[CC MBA Collaborations](#)

[ACLS/BLS](#)

[Clinical skills \(Physical exam, XR, CT, EKG, Procedures\)](#)

[Cleveland Clinic Academy](#)

[Medical Grand Rounds](#)

[Cleveland Clinic Journal Of Medicine](#)

[EpicTraining](#)

[List of Mentors](#)

External Resources

[ACP](#)

[American Medical Association](#)

[Society of General Internal Medicine](#)

[IDSA- Infectious Disease Society of America](#)

[Society of Hospital Medicine](#)

Medline

MD consult

[Up-to-date](#)

References

[ACP Guidelines](#)