



## Requirements/Reference Information for Approved ITMP Mentors

### Mentor Obligations to the Objective of the Program:

*To enhance the exchange of information and body of knowledge of dermatologic surgery amongst the International community of dermatologic surgeons*

- ❖ Mentors must understand that there is to be no exchange of funds from Host to Mentor in return for lectures, surgical demonstrations, reading suggestions or other information/expertise provided by Mentor.
- ❖ Mentors must sign and submit to ASDS the [ASDS Agreement and Release of Liability form](#).
- ❖ Act in good faith and in accordance with the best interest of the ITMP program.
- ❖ Discharge their responsibilities diligently and mentor others.

### Mentor to Complete Prior to Visit:

- ❖ Submit your list of area(s) of expertise and your list of procedures you are capable of teaching to your intended Host for review in advance for planning of lectures, scheduling of procedures, etc. during the visit.
- ❖ Evolve the teaching schedule with the Host.
- ❖ Confirm if there are any forms required by the Host for completion prior to visit (temporary licensure, insurance coverage, staff privileges, etc.).
- ❖ Obtain any necessary forms required for travel (visa, passport, etc.) and ensure all other international travel requirements are satisfied (inoculations, etc.).
- ❖ Confirm length of your stay and teaching schedule.
- ❖ Confirm your lodging and local transportation arrangements with the Host (to/from airport; to/from lodging to Host, etc.).
- ❖ Confirm any professional supplies that must be brought for your surgical demonstrations.
- ❖ Research and be sensitive to any local customs, protocols or procedures to assist you with a successful visit.

### During your Visit:

- ❖ Note the names of all physicians and others you interact with; any or all may become life-long colleagues.
- ❖ Identify and begin recruitment of additional Mentors and venues for the ITMP program.

### Following your Visit:

- ❖ Send notes to your Hosts to thank them and any other individuals as appropriate.
- ❖ Complete [ASDS post-visit evaluation](#). Write a brief recap of the visit including the observed benefit of your visit and an explanation of your personal outcome of the visit for ITMP communications and publications. **It is vital to hear from you about your experience to benefit others in the program and for the future promotion of the ITMP.**
- ❖ Send one to three photos of your visit to ASDS for ITMP communications and publications.