

Mentoring Scheme

Ground Rules for Mentors and Mentees

Each mentoring session should last about 90 minutes, and takes place up to four times, within six months.

All Mentors and Mentees are required to sign a **Mentorship Agreement Form**.

The Mentor must ensure that accurate and retrievable records of meetings should be made, with copies made available for both Mentor and Mentee.

The meeting place is a mutually convenient one for Mentor and Mentee. As these sessions are considered a professional activity, social venues such as restaurants, cafes and pubs/bars are strongly discouraged.

All Mentors and Mentees will be bound by the **ASiT Mentoring Code of Conduct** and must use this as a basis for their mentoring relationship.

Either party may dissolve the relationship. Ideally, however, both parties are responsible for the smooth winding-down of the mentorship relationship once it has achieved its purpose.

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ASiT Mentoring Agreement

It is essential that a Mentoring Agreement is completed at the start of the mentorship process. This provides clarity to the process, outlines the content of the mentoring sessions and ensures the time commitment and expectations are clear to both Mentor and Mentee.

The main points that need to be discussed initially between Mentor and Mentee, and should therefore be contained within the Mentorship Agreement are:

1. Purpose of the mentoring (from the point of view of the Mentee)
2. Main goals
3. Venue(s) of meetings
4. Frequency of meetings
5. Duration of meetings
6. Contact between meetings – will there be any? If so, how frequently, by what means
7. How long will the mentoring relationship is expected to last
8. Confidentiality – expectations and limits/boundaries
9. How to deal with any issues / changes in circumstance

The Mentorship Agreement can then form a basis of any reviews and feedback throughout the mentorship process.

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Once the Mentor and Mentee have agreed the items of the Mentoring Agreement, this then needs to be documented with both parties receiving a copy.

The following example agreement can be used as a guide for Mentor and Mentee. A downloadable version can be found on the ASiT website. Please feel free to add any additional points you feel are appropriate to your individual Mentoring Agreement.

ASiT Mentoring Agreement - example

The Mentoring Agreement will form the basis of the ongoing mentoring relationship. Mentorship is a fluid process and alterations, if required, can be made to any aspect of the Agreement, providing that changes are made in agreement with both Mentor and Mentee.

MENTOR NAME	Helen McKay ST6 ENT
MENTEE NAME	Jason Turner CT2
What areas will be covered in this mentoring process?	<ul style="list-style-type: none"> Review current career plan and discuss future options How make most of operative training opportunities Improve research output How to achieve a healthy work/life balance Improve time management skills
Frequency, duration and location of meetings	<ul style="list-style-type: none"> Bi-monthly, 60 min duration Meet in Harchester General cafeteria / ENT SpR Office if vacant
Duration of mentoring (if known)	We envisage this mentoring process will last for 10 months. This will take us up to the time where JT will move on to a ST3 post and may leave the region. If JT

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remains in the region it will be reviewed as to if the mentoring process will continue. HM will give as much notice as possible if she is no longer able to continue in her role as mentor

Communication between meetings

Email will be used in-between face-to-face meeting where necessary. Additional face-to-face meetings may be mutually arranged if necessary

Confidentiality and boundaries

We both agree to adhere to confidentiality as outlined within the ASiT Mentoring code

Date of agreement

9th June 2012

We hereby agree that the information contained is a fair and accurate summary of the mentoring purpose and process as agreed on the above date.

Mentor signature: *Helen McKay*.....

Mentee signature: *Jason Turner*.....

ASiT Mentoring Code of Conduct

It is the role of the Mentor to respond to the needs of the Mentee and to provide the best possible support to the Mentee.

The Mentor must not impose their own agenda, but respond to the agenda of the Mentee.

The Mentee must accept increasing responsibility for managing the relationship and the Mentor should empower them to do so and must generally promote the learner's autonomy

Mentors and Mentees should respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.

Mentors and mentees should aim to be open and truthful with each other and themselves about the relationship itself.

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The Mentor must ensure that their level of experience and knowledge is at an appropriate level to meet the needs of the Mentee.

The Mentor and Mentee must ensure that they have the attributes required to act in accordance with the ASiT Mentoring Code.

The Mentor must maintain and enhance their skill set by participating in relevant mentorship training provided by ASiT.

The Mentor and Mentee must ensure that the mentoring relationship reflects the context within which the mentoring is taking place.

The Mentor must ensure that the Mentee's expectations are understood and how these expectations are to be met.

The Mentor must create an environment in which the Mentee has the opportunity to learn.

The Mentor will operate at all times within the limits of their own competence, and when the limits of competence have the potential to be exceeded, must refer the Mentee to a more experienced Mentor, or support the Mentee in seeking the help of an appropriate professional.

The Mentor or the Mentee must be aware of a conflict of interest, be it of a professional, academic, emotional or personal nature. Any such conflict should be dealt with quickly, effectively and appropriately to ensure there is no detriment to any party or to ASiT.

The Mentor and Mentee must be aware of any current applicable law and work within the law. They must not encourage, assist or collude with others and must not engage in conduct that is dishonest, unlawful, unprofessional or discriminatory.

The Mentee must not exploit the Mentor in any manner, including, but not limited to, financial or sexual matters. The Mentor must ensure that the mentoring relationship lasts as long as is beneficial for the Mentee.

The relationship between the Mentor and the Mentee is based on confidentiality. Anything discussed within the mentoring relationship is private. There are certain

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exceptions to this, which need to be agreed at the start of the mentorship process.

Information can be disclosed if:

- Both parties agree that the Mentor can speak to a third party about an issue or problem that may benefit the Mentee. The Mentor and Mentee will agree who the Mentor will speak to and the boundaries of the discussion.
- The Mentor believes there is convincing evidence of serious danger to the Mentee or others, especially patients, if information is withheld. In such an event, the Mentor is obliged to report the issue to the ASiT Mentoring Scheme Coordinator, in addition to any appropriate authorities.

The Mentor and Mentee must understand that maintenance of agreed level of confidentiality continues beyond the termination of any mentoring relationship.

The mentor will not intrude into areas the mentee wishes to keep private until invited to do so.

The Mentor must conduct themselves in a way that promotes diversity and equal opportunities.

Should either the Mentee or the Mentor feel that the other party is not operating within the code then they should raise this with the Mentor or Mentee if appropriate, or the issue should be discussed with the ASiT Mentoring Scheme Coordinator.