

Guidance for Mentors and Mentees:

- 1) As a developmental mentor, be sure you have no appraisal or supervisory role for your potential mentee
- 2) It is useful for both mentor and mentee to have a basic understanding of Developmental Mentoring.
 - a. We recommend you discuss and share your understanding at one of the first meetings, so you are clear on the purpose of your mentoring relationship
 - b. There are plenty of documents, guides and resources regarding mentoring. We recommend the following as a starting point:
 - i. <https://www.e-lfh.org.uk/programmes/medical-mentoring/>
 - ii. <https://www.rcseng.ac.uk/standards-and-research/standards-and-guidance/good-practice-guides/mentoring/>
- 3) Try to have at least your first meeting with face to face contact in person, or via video-calling platform (eg Skype ©, WhatsApp©) if distance is a barrier
- 4) After your first meeting, agree what mode of contact you are both happy to communicate by. This should be in mutual agreement, and a mode of contact that works for both of you. Some mentors may only be available by phone at certain times, or may only accept phone calls if 'urgent' contact is needed, preferring to communicate at given times in person or by video link. Others may only use WhatsApp for family and friends.

These are examples of the modes of contact you may consider:

- I. Telephone calls
 - II. Video call platforms
 - III. Messaging systems (eg SMS)
 - IV. Email
 - V. Face to Face
- 5) As with any professional relationship, not everyone immediately connects. Both Mentor and Mentee should gain from being in the Mentoring scheme. There is therefore a “**No Blame Dissolution**” option. Either party can inform the **scheme lead** (Natalie Watson, nataliewatson@nhs.net) that they wish to terminate the relationship, and it is up to the dissolving party if they provide a reason or not, and whether this is shared with the other party or not, via the Scheme Lead. This is to protect both Mentor and Mentee, and allow re-allocation, if so wished.
 - 6) We strongly recommend you have a documented and signed **Mentoring Agreement**. This is important to set the framework within which your relationship will operate. It is not an inflexible contract, and so if what you initially agree does not work as well as planned, it is useful that you can refer back to your agreement and adapt it as needed.
We attach a version that you can use, or you can create your own.
 - 7) Note these recommendations for ground rules for your mentoring relationship

Women in ENT Surgery

(adapted from *The Good Mentoring Toolkit for HealthCare*¹):

- a. Purpose and Focus of the meetings
 - b. Expectations (mentor and mentee)
 - c. Commitment to the process
 - d. Importance of Confidentiality, including discussing the circumstances in which 'safety trumps confidentiality'
 - e. Exit/No Blame Dissolution
 - f. Responsibility and process for arranging meetings
 - g. Frequency of meetings
 - h. Length of meetings
 - i. Location of meetings
 - j. Cancellation process and 'rules'
 - k. Documentation or note keeping – how, and what, do you agree can be documented? (e.g. Will you review each other's notes to ensure both are comfortable with content? Do you give a copy of your notes to the other? Do you agree the mentee only will take notes?)
 - l. The [initial] length of the relationship (usually somewhere between 6 and 18 months)
 - m. Discuss if you have any concerns around potential conflicts of interest, and a proposal for navigating this if it should come up
 - n. Any other personal boundaries
- 8) Please be mindful of signposting to other resources or help, for challenges or issues outside the scope of the mentoring relationship; safety of both mentee and mentor is paramount. Please contact the scheme lead for advice or guidance, if needed.

¹ *The Good Mentoring Toolkit for HealthCare* Bayley H, Chambers R, Donovan C Radcliffe www.radcliffe-oxford.com ISBN 1-85775-649-5



MENTORING AGREEMENT

Date:

Mentor:

Mentee:

On the initial mentoring meeting please review and discuss the following AGREEMENT prior to signing. Each party should sign a copy. One stays with the mentee and one with the mentor AND/OR scheme organiser. You can revisit this at any time.

LOGISTICS

- Preferred method(s) of contact
Mentor:
Mentee:
Target length of each mentoring session:
The preference to meet is at..... ; the mentor/mentee/both will be responsible for setting up the session.
Session preparation:
o The mentee agrees to send the mentor a brief agenda for the meeting 24 hours prior to the session including points to discuss and desired outcomes {delete if not required}
Meetings will be arranged 1/2/3 session(s) in advance. (delete as applicable)
Cancellations should be avoided if possible but if necessary both parties will aim to give days notice and inform the other by (insert mode of communication).
The duration of mentoring relationship will be for { insert desired length here, usually 12 – 18 months} with an option to continue for a further {usually 6 – 12 months} with both parties' agreement.

BOUNDARIES

- As mentoring is provided for both personal and professional development there are no subjects that cannot be discussed. However, if any topic is one that cannot be addressed professionally by either party (e.g. it has past traumatic associations), then considering an alternative mentoring arrangement or relationship might be deemed appropriate
The mentor is happy to be contacted between sessions. The best way to contact them is.....
The mentor is happy to be contacted by phone at the following times {eg: Monday to Friday 0900 - 1700}.....
The aim will be to reply to e-mails within
Both parties agree:
- they should not engage in [joint] research activity for the duration of the mentoring relationship
- that after the mentoring relationship ended, the mentor should not participate in e.g. peer review, selection committees (or other similar activities) involving assessing the mentee
- the mentor will not actively engage with discussions concerning the mentee's promotion or appointment
- the mentor will not provide a reference for the mentee even after the relationship has ended



CONFIDENTIALITY

Mentors are bound by a duty of confidentiality and have a duty to not disclose any information to a third party. This is irrespective of the organisational position of either the mentor or mentee.

There are exemptions. All matters discussed are confidential, whilst priority is given to the safety of the mentee, and of patients.

These are examples of the exceptions in which confidentiality may be broken by the Mentor:

- if information is disclosed which is illegal
- if information is disclosed which raises concerns regarding the mentee's health and wellbeing
- if information is disclosed that is related to fitness to practice and the mentee refuses to seek help
- if information is disclosed which raises concerns regarding the health and wellbeing of others.

If there is a need to breach confidentiality the mentee will always be informed prior to doing so. It is understood that breaking confidentiality for the purpose of safety will change the mentor-mentee dynamic, and the relationship is best terminated. There is no reason both mentor and mentee cannot be rematched to someone else.

This commitment to confidentiality endures after the mentoring relationship has ended.

DOCUMENTATION

- Notes will/will not be kept by the mentor.
 - If made, any notes will not contain identifying information and will be stored securely.
- It is the mentees responsibility to keep any desired records/action plans up to date and in a safe place.
- *The mentee agrees to send a short summary of the meeting to the mentor within 72 hours (**Optional** – remove if not required}*
- The mentor is/is not happy for the mentee to audio record the mentoring sessions for their personal use.

NO BLAME DISSOLUTION

If either the mentor or mentee decides at any time that they no longer wish to continue with the relationship they must inform the scheme organiser, and will not be asked to give a reason.

This agreement cannot be changed without prior agreement from both parties.

Signatures

Mentor:

Mentee:

Date: