



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: