Mentoring Agreement
NESC Mentoring Pilot

The mentoring relationship is a professional relationship. The mentor has been identified as a good role model. The mentor is committed to the success of their colleagues, their own continuing professional development as well as the success of their mentee. Their role as a mentor is to act as a sounding board as they provide support in relation to the mentee’s personal and professional development and day to day practice.

The mentor and mentee will establish a schedule of four meetings at mutually convenient times and venues. (If allocated to ‘group’ mentoring these times and the venue will need to suit all parties.)

The meetings should take place at least monthly and not more often than fortnightly.

The mentor and mentees are expected to give their full commitment to preparing for, attending and participating in these sessions. Additionally, the mentees are expected to commit to actions and afterwards reflect on them.

Mentees will prepare a mentoring ‘learning needs log’ prior to the first session and complete a mentoring ‘learning session log’ after each session. (These will be provided.)

The nature of the mentoring relationship is confidential. However, there may be instances where the information discussed will need to be shared with the mentoring lead. This is particularly important if the mentee expresses concern about issues that may compromise patient safety. The need to share this information further will be pointed out, discussed and agreed between the mentor and mentee before any further action is taken. (This is no different to the situation that applies in the appraisal process, or the duty of care for patients that is already paramount in GMC guidelines.)

As this scheme is a pilot project it is expected that mentors and mentees will comply with the necessary evaluation documentation: a mentoring session evaluation form for each session and a mentoring outcome report form on completion of the four sessions of mentoring.

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Having read and understood the scope of the pilot project, the role and responsibilities of the mentor and the role and responsibilities of the mentee, I can confirm that I have the capacity to attend the mentoring and complete the required actions and reflection as well as the evaluation documentation for the pilot, and I still wish to take part.

Please sign and date:

Mentor  ..............................................

Mentee  ..............................................

Date  ......................

Original to be signed by both parties and sent to NESC.

This document will form an addendum to the mentor’s existing appraisal contract with NESC.

Copy to be kept by each mentor and mentee in their Appraisal Portfolio.