

Mentoring Contract examples

The following are template contracts that mentors and mentees can use to clarify their mentoring relationship boundaries and ground rules. They are not exhaustive but should retain key elements as outlined in the RCPCH Standards for Mentoring (www.rcpch.ac.uk)

Mentoring Contract A - Mentees

Ground Rules

Your mentoring relationship is expected to comply with some basic ground rules and an ethical confidentiality code.

Ground rules for meeting your Mentor are included below for your information:

- We suggest that you meet your Mentor around four times during the year, although if you both want to meet more frequently, feel free to do so.
- We suggest that in the first instance, you should initiate contact with your mentor.
- Each mentoring session should ideally last between 60-90 minutes.
- The meeting place must be mutually convenient.
- It is suggested that the meeting place is 'neutral territory' for both parties.
- It is suggested that Mentee and Mentor discuss, and clearly define any involvement of any third parties within the mentoring relationship (if applicable)
- If you need to cancel the meeting, you will give 48 hours' notice
- You, as a Mentee, are encouraged to set the agenda for the meetings. It is the Mentor's role to respond to the agenda and issues of the mentee - thus the agenda for each session should be set by the mentee in advance. This will ensure that both parties benefit as much as possible from the sessions.
- Mentee and Mentors should agree what is reasonable in terms of communication outside of sessions.

Ethics & Confidentiality Guidelines

- **Autonomy of Mentee:** Mentors should aim to gradually promote the mentee's autonomy over the duration of the programme. At the end of the programme, the mentee should be more confident and independent.
- **Limitations:** It is important that Mentors remain aware of their limitations and recognise when they need to refer their Mentee to other sources of information and support.
- **Truthfulness:** Both parties should aim to be open and truthful with each other.
- **Confidentiality:** The information discussed in each meeting should remain confidential between the Mentor and the Mentee. If at any stage the Mentor feels that they have been told information that they strongly feel should be shared with a third party due to e.g. patient safety or Mentee safety concerns, they must inform their Mentee first before breaking confidentiality.
- **Respect:** Mentors and Mentee's should respect each other's time and other responsibilities, ensuring they don't impose on what is reasonable.
- **Ending the Relationship:** Either party may dissolve the relationship - if this happens it is the Mentor's responsibility to inform the Mentoring programme lead or other relevant individual. If either party want to end the relationship but would prefer not to do it directly, they can contact the programme administrator/programme lead or equivalent and they will do this for you.

Contract

I have been provided with and read the material provided.

I agree to the following:

- Ethics and confidentiality guidelines
- Ground Rules for meeting your Mentor
- I will reply to all communication with the programme administrator/programme lead and Mentor, whenever possible in a timely fashion.
- I will comply with the expectation of the programme with respect to making every effort to meet my Peer Mentor
- I will complete relevant questionnaires as sent to me by the Programme for the remainder of the Programme

Name:

Signature:

Date:

Please retain one copy and return one copy of this form to: [insert address]

Mentoring Contract A - Mentors

Ground Rules for meeting your mentee

Here are some general ground rules to help your sessions go smoothly:

- As mentors you are expected to comply with the ethical & confidentiality guidelines. It is essential you read this before your first mentoring session. You should also sign the mentoring contract
- We suggest that you meet your mentee around four times during the year, although if you both want to meet more frequently, feel free to do so.
- We suggest that in the first instance, your mentee should initiate contact. If they do not do so within a reasonable time period (for example, before [insert date], you should then make contact.
- Each mentoring session should ideally last between 60-90 minutes.
- The meeting place must be mutually convenient
- It is suggested that the meeting place is 'neutral territory' for both parties.
- Mentors should encourage their mentee to set the agenda for the meetings; it will be useful for them to do this ahead of time for the first meeting.
- The sessions are much more successful if they are mentee led, however, at first you might want to think of a few general topics to cover as a backup.
 - Open questions such as asking the mentee to tell you about themselves and what is important in their career may be useful if dialogue is difficult at first.
- If you need to cancel the meeting, you will give 48 hours' notice
- It is suggested that Mentee and Mentor discuss, and clearly define any involvement of any third parties within the mentoring relationship (if applicable)
- Mentors should clearly explain their role within the mentoring relationship, and define what, and what does not lie within their remit as Mentor.
- Mentee and Mentors should agree what is reasonable in terms of communication outside of sessions.

Ethics & Confidentiality Guidelines for Mentors

- Agenda for meetings: It is the mentor's role to respond to the agenda and issues of the mentee - thus the agenda for each session should be set by the mentee whenever possible. This will ensure that the mentee benefits as much as possible from the sessions.
- Autonomy of Mentee: Mentors should aim to promote the mentee's autonomy over the duration of the programme. At the end of the programme, the mentee should be more confident and independent.

- Limitations: It is important that mentors remain aware of their limitations and recognise when they need to refer their mentee to other sources of information and support.
- Truthfulness: Both parties should aim to be open and truthful with each other.
- Confidentiality: The information discussed in each meeting should remain confidential between the mentor and the mentee. If at any stage you feel that you have been told information that you feel strongly should be shared with a third party due to e.g. patient safety or Mentee safety concerns, you must first inform your mentee before breaking confidentiality.
- Respect: Mentors and mentees should respect each other's time and other responsibilities.
- Ending the Relationship: Either party may dissolve the relationship - if this happens it is the mentor's responsibility to inform the programme organiser. If either party want to end the relationship but would prefer not to do it directly, they can contact the programme organiser who will do this for you.
- Notetaking: The mentor may keep minimal notes to record broad overview, tools and techniques used, actions agreed. These will be available to the mentee. The mentor may keep additional reflective notes of their own learning arising from the session. These do not need to be shared with the mentee
- Escalation: If at any point, mentors feel uncomfortable / out of their depth during the process, we would strongly urge you to make appropriate contact with a programme organiser/mentor supervisor/Head of Trust mentoring programme, senior clinician responsible for local programme, paediatric Head of school if trainee deanery scheme.

Contract

I have attended the formal training aspects of the scheme. I have been provided with and read the material in the information pack/post course pack for mentors. I agree to the following:

- Ethics and confidentiality guidelines
- Ground Rules for meeting your mentee
- I will reply to all communication with the Mentee and Mentoring programme organiser, whenever possible in a timely fashion.
- I will comply with programme requirements with respect to making every effort to meet my mentee
- I will complete relevant questionnaires as sent to me by the Mentoring programme organiser for the remainder of the programme.

Signed:

Name:

Date:

Please retain one copy and return one copy of this form to: [insert address]

Mentoring Contract B - Joint agreement

This is a more formalised agreement which is signed by both the mentor and mentee.

This agreement is between [] ("the Mentor") and [] ("the Mentee")

Mentee Name

Trust

Phone

Email

Mentor Name

Trust

Phone

Email

This agreement commences on []

The programme to be provided by the Mentor to the Mentee is:
1-to-1 Mentoring Programme of [] hours per month for an initial period of [] months (including 1 face-to-face session per month)

The Mentor and the Mentee will arrange mutually convenient sessions based on the above programme.

The Mentoring (which is not consultancy, teaching, therapy or counselling) may address specific business and personal projects and is always based on the Mentee's agenda.

Communication between meetings will be for the purpose of rearranging sessions or clarifying actions/sharing information agreed from the previous session.

The Mentor agrees to:

1. Hold all information provided to the Mentor by the Mentee in strict confidence
2. Hold the Mentee's well-being, growth and agenda as the central focus of the mentoring relationship
3. Maintain a high level of integrity and trustworthiness at all times, and never judge the Mentee
4. Be honest and straightforward in asking questions, making requests and observations and in giving feedback at all times
5. Advise the Mentee of any circumstances that might influence the Mentor's objectivity or judgement
6. Discuss and resolve any conflict of interest with the Mentee's best interest in mind
7. Communicate to the Mentee if at any time the content of the discussion is outside of the boundaries of the mentoring relationship and offer referrals depending on the specific situation

8. Communicate to the Mentee that any issues which pertain to a criminal activity; safeguarding of vulnerable adults and children, or; the emotional well-being of the mentee will be escalated appropriately.

The Mentee agrees to:

1. Ensure the mentoring relationship is powerful by being honest at all times.
2. Communicate to the Mentor and take action if at any time the Mentee believes that the mentoring relationship is not working as desired
3. Meet with, or contact, the Mentor at the agreed time
4. Understand and observe the cancellation policy (Appendix 1)
5. Maintain any materials provided by the Mentor for their personal use only and not to resell, publish or use these outside of the mentoring relationship without the written permission of the Mentor
6. Take full responsibility, at all times, for all decisions and actions taken throughout the mentoring relationship

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above and in the enclosed appendix 1.

On behalf of (“the Mentee”):

| | | |
|-----------|------|------|
| Signature | Name | Date |
|-----------|------|------|

On behalf of (“The Mentor”):

| | | |
|-----------|------|------|
| Signature | Name | Date |
|-----------|------|------|

Appendix 1 to the Mentoring Agreement

Cancellations

If the Mentee needs to cancel or reschedule an appointment for any reason, 2 working days (Mon-Fri) notice is required.

Rescheduled appointments and Planned Holidays

The Mentor will endeavour to meet the needs of the Mentee with rescheduled appointments providing that sufficient notice has been given. In addition it is recognised that both the Mentee and the Mentor will have holidays and other commitments that will need to be worked around. Both parties agree to a level of flexibility to cover these occasions. Rescheduled sessions for holidays will be made up within the terms of the agreement and holidays are not therefore grounds for programme cancellation.

Replacement Mentors

The [Trust/Deanery] reserves the right to replace your Mentor with another Mentor should it, in the opinion of the organisation or the Mentee become necessary.

Liability

The Mentor will work to the highest professional standards to support the Mentee’s decision making. All decisions and actions undertaken by the Mentee are

the sole responsibility of the Mentee. You agree to indemnify and hold harmless your Mentor from and against any loss, cost or expense resulting from your activities.

Confidentiality and Legal Issues

The Mentee should be aware that their confidence is not privileged under law and can be subpoenaed via the Mentor. If the Mentor is uncomfortable holding a Mentee's confidence, the Mentor may consult another mentor in an effort to jointly determine how best to handle the situation. In rare cases if the confidential information is of an 'illegal' or 'dangerous' nature the Mentor is obligated to consult another mentor and/or seek legal advice in order to determine whether to notify the authorities with or without the Mentee's consent. The Mentor will inform the Mentee if this action is to be taken.

This agreement shall be governed by and construed and interpreted in accordance with the laws of [e.g. Scotland / England and Wales]