Mentoring Agreement

## Mentor: ………………………………………

## Mentee: ………………………………………

## *On the initial mentoring meeting please review and discuss the following agreement. This document can be filled in electronically and emailed to* IMGpeermentors@gmail.com *by the mentor, with the mentee cc’d into the email conversation.*

## Logistics

Preferred method(s) of contact (email, phone, etc)

Mentor: **………………………………………**

Mentee: **………………………………………**

We will aim to meet (frequency) **……..…………. for ………………..duration**

The mentor will be responsible for setting up the initial session. Further sessions will be decided jointly by the mentor and mentee. Initial meetings might be more frequent, followed by a reduction in frequency as the mentoring needs decrease. Meetings can be arranged in person or online via video calls.

Session preparation:

*The mentee understands the agenda or topics for discussion for the mentoring session will be their responsibility.*

The duration of the mentoring relationship will be for 4 months, with an option to continue for a further 2 months with both parties’ agreement. (Maximum formal duration is 6 months) The advised frequency of meeting is 2 weekly for the first 2 months, followed by monthly for the next 2 months.

## Boundaries

As mentoring is provided for both personal and professional development there are no subjects that cannot be discussed.

The mentor is happy to be contacted between sessions. The best way to contact them is

**…………………………………………………………………………………………………..**

They are happy to be contacted by phone at the following times:

***…*………………………………………………………………………………………………….**

After the mentoring relationship has finished that the mentor will not participate in peer review or selection committees assessing the mentee. The mentor will not actively engage in discussions concerning the mentee’s promotion or appointment. They will not provide a reference for the mentee even after the relationship has finished.

## 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 except if information is disclosed which is illegal; which raises concerns regarding their health and wellbeing that are related to fitness to practice and the mentee refuses to seek help; or 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.

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

## No blame divorce

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.

The mentor agrees to notify the scheme organisers at IMGpeermentors@gmail.comwhen the mentoring relationship ends or gets renewed.

IMGpeermentors@gmail.comcan also be contacted for escalating concerns.

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| --- |
| Date **………………………………** |
| **Mentee**: **……………………………………… Mentor……………………………………….** |