

ORTHOPAEDIC TRAINING PROGRAMME

MENTORSHIP AGREEMENT

This agreement is made between:

(Mentor) _____ **and** **(Mentee)** _____

This agreement will outline the establishment of a voluntary mentoring relationship in order to support the growth, development and peer support of the trainee through creating a safe space to facilitate exploration and reflection of the demands of being a registrar.

The following principles have been discussed and agreed:

Code of Ethics

Mentor's Profile and experience

Confidentiality agreement

- **Mentoring areas of discussion** have been discussed; established and will be documented within each session.
- **Timetable** – it is agreed to hold a formal mentoring session (either face to face, telephone or virtual as agreed) for mentee of between *15 - 60* minutes duration every *four to six weeks* (or as close as possible/as negotiated). There will be opportunity to agree to discuss topics on an ad-hoc basis between sessions.
- **Confidentiality** – To support openness, honesty and to build trust, Confidentiality will be maintained between Mentor and mentee. Any aspect of Mentoring which the Mentor believes to be important for the Mentee to share outside the session, will be highlighted and a way forward agreed. The Mentor will only share agreed information with the Training Programme Director/other external bodies, should there be a concern for the safety/wellbeing of a Trainee; patient, or the subject of the issue require escalating as required by law.
- **Feedback** – An anonymous feedback mechanism will be in place for the Mentor and Mentee. This information will be collected by a member of the Medical Education Team at the Royal Orthopaedic Hospital, to continuously monitor and review the success of the Mentorship Programme.
- **Preparation and Commitment**

Mentee: Mentor Sessions are led by the Mentee. It is agreed that the Mentee will be motivated and committed to the Mentorship process by preparing for each session with:

- Areas of discussion (issues, concerns, positive feedback received etc)
- A short de-brief of previous discussions/issues

Mentee has agreed to be committed to Mentoring and to help the process with a willingness to:

- be open-minded
- challenge self
- set goals
- take action
- be persistent
- have self-belief

Mentee gives the Mentor permission to challenge self-inhibiting attitudes or ways of thinking and behaving and will take full responsibility for themselves and any actions they undertake which might result from Mentoring.

Mentor: The Mentor agrees to be ready to work with Mentee at the agreed time, be open-minded, congruent, non-judgmental, focused and empathic. Mentor will provide support through effective listening, high quality questioning, assertiveness, constructive challenging to assist in the mentee's development. The Mentor will use their own previous experiences to offer guidance to the mentee.

(Mentee) **Date**

(Mentor) **Date**