

Setting and agreeing 'ground rules' for mentoring

Set some ground rules before embarking on a mentoring relationship, these will:

- 1 Provide a structure for developing your mentoring relationship
- 2 Clarify your expectations for mentoring
- 3 Clarify your role and responsibilities
- 4 Encourage discussion around any boundaries to mentoring
- 5 Clarify any issues of confidentiality within the mentoring relationship

These can also be used during mentoring sessions if anyone strays outside the agreed 'rules'

OPTING-OUT

Mentoring relationships only work effectively if they meet the needs of both parties. There must be mutual respect, trust, openness, a willingness to share stories, insights, wisdom etc. so, both parties are happy with the relationship. If, for whatever reason, it doesn't work out it's best to have an opt-out agreement which either mentor or mentee can use to suspend meetings.

GROUND RULES TEMPLATE

Below are some points you can include in your mentoring relationship ground rules. Adapt these according to your needs.

The template should be:

- Agreed and shared at the first meeting
- Discuss and reviewed regularly to ensure that it is still relevant
- Signed by you (optional)

Mentoring ground rules

THIS DOCUMENT COVERS A MENTORING RELATIONSHIP BETWEEN _____ & _____.

MENTORING SESSIONS ARE

- Open, honest, supportive, non-judgmental discussions which take place in a quiet, private place with no interruptions
- Confidential; however, maintaining confidentiality regarding issues raised/discussed during the session should not compromise the mentor with respect to the GPhC standards of conduct, ethics and performance or other relevant ethical guidelines. If the mentor feels that their duty of care to avoid harm to patients overrides the requirement for confidentiality then they may take appropriate steps, with the full knowledge of the mentee

WE HAVE AGREED *Insert text in the boxes*

- The scope our mentoring sessions will include
[Redacted]
- The boundaries of our mentoring relationship are *(e.g. personal vs. professional issues)*
[Redacted]
- We will withdraw from the mentoring relationship in the following situations *(e.g. due to personality clashes)*
[Redacted]
- We will follow-up sessions and actions by *(include methods of communication and how this will happen)*
[Redacted]
- We will review actions by *(include methods of communication and how this will happen)*
[Redacted]
- We will follow-up sessions and actions by *(include methods of communication and how this will happen)*
[Redacted]
- The frequency of mentoring sessions will be
[Redacted]
- The duration of mentoring sessions will be
[Redacted]
- The format of mentoring sessions will be *(e.g. telephone or face to face)*
[Redacted]
- We will cancel mentoring sessions in the following situations
[Redacted]
- We will inform each other of cancellations and changes to sessions by *(include methods of communication and how this will happen)*
[Redacted]
- We will commit to turn up on time for an agreed session, regardless of the degree of progress that has been made.
- We will contact each other in-between meetings in the following situations
[Redacted]

Mentoring ground rules (continued)

AS A MENTOR I WILL

Please tick all statements that apply

- Demonstrate a commitment to the development of my mentoring skills
- Refer to another mentor if I feel I have reached my limitations to help (this will take place in consultation with my mentee)
- Explain the role of the mentor and explore the expectations of my mentee
- Be objective and non-judgmental; I am not there to assess my mentee's performance
- Explain the need for any notes written during a mentoring session, what will happen to these notes and how my mentee can gain access to them
- Have protected time allocated for mentoring sessions and any preparation required.

AS A MENTEE I WILL

Please tick all statements that apply

- Retain ownership of my own development

Will take responsibility for my Personal Development Plan (PDP) to:

Identify my learning and development needs

Plan how to meet these needs

Undertake the development activities identified in my plan

Document this
- Be honest, demonstrate commitment to my development, be prepared and have thought about my development before any mentoring sessions in order to fully benefit
- Inform my mentor if I am not able to share personal information during mentoring sessions.