Mentoring contract

Parties involved:

Mentor

Mentee

Duration of mentoring arrangement: 3 months 6 months

Meeting frequency: Meeting duration:

Expectations of the mentor:

- To work with the mentee to identify their goals and actions required to support their training and personal development
- To meet the mentee on a regular basis appropriate to their needs. This may be on a monthly basis initially.
- To keep in contact with the mentee even if there occasions when they do not respond to me

Expectations of the mentee:

- To work with my mentor on identifying what I want to achieve in terms of my training and development
- To work on my goals with support from my mentor
- To respond quickly to contact from my mentor
- If I have to cancel a meeting, I will give my mentor at least 24 hours' notice.

Discussions during meetings are confidential. Information is not to be shared or disclosed to any third party.

The only exemption to the duty of the mentor's confidentiality will apply in respect of any information disclosed by the mentee relating to any illegal act or threat to patient safety. In the event of such a situation the mentor must tell the mentee at the time of discussion that they are unable to maintain confidentiality.

Signed: Mentor

Signed: Mentee

Date:

A copy of this document should be held by both parties.