West Kent Peer Mentoring Service

Mentee Information

**Contents**

[**Mentee Fact Sheets**](#MenteeFactSheet)

[How will this benefit you](#WhybeaMentee)?......................................................................................... 3

[What is a Mentor?](#WhatisaMentor)  …............................................................................................ 3

[Where and when does this take place?](#WhereandwhendoesMentoringtakeplace) .................................................................. 3

[How does the service work?](#HowdoesMentoringwork) .................................................................................... 3

[How do I join the Project?](#HowdoIjointheMentoringProject) ........................................................................................4

[What if I am not happy once I join?](#WhatifIamnothappyonceIjoin)  ........................................................................ 4

Criteria for Mentees............................................................................... 5

West Kent Peer Support Mentoring Service Team.

Email: [wkccg.wkentraininghub@nhs.net](mailto:wkccg.wkentraininghub@nhs.net)

Caroline Wells – West Kent Peer Mentoring Service Manager

**Tel:** 07393 761860

**Email:** [c.wells2@nhs.net](mailto:c.wells2@nhs.net)

**Mentee Fact Sheet**

**How will this service benefit you?**

Mentoring has been used as a means of supporting and developing staff in higher education for some time. There is increasing interest in the value of this activity for General Practice, particularly at a time of change and stress in the profession as a whole. There are many potential benefits:

1. Mentees appreciate receiving the undivided attention of a fellow professional, who, whilst not a member of their practice, understands the complexities of their system and working environment , without being closely involved with particular agendas.

2. Mentees find these sessions facilitate their professional development, help clarify educational needs, and offer a measure of personal support for them in their work. Does it enhance well-being?

3. Mentors find the experience of mentoring rewarding; it challenges and extends their own professional development. Mentees frequently use their own experience of being mentored to go on and become Mentors themselves.

**What is a Mentor?**

A Mentor is an established GP, Practice Nurse Practice Manager (or in the future, other Health Professional), and respected peer, who offers, through an on-going professional relationship with his or her Mentee, opportunities to develop, stimulate and maintain their professional development by:

• Discussing any current professional concerns

• Providing space and time to reflect on, and evaluate their work

• Helping to identify further learning needs

• Offering help and support with personal and professional development

All Mentors in the WKPMS team are appropriately trained, and supported in their work by the WKPMS Project Team and other experienced Mentor colleagues. They are all bound by the ethical code of confidentiality in both a personal and professional capacity. Mentors are accountable to the West Kent Education Network (WKEN).

**Where and when do these sessions take place?**

The decision as to how often you meet with your Mentor is for you both to decide, based on your individual requirements. Generally, meetings should take place 4 or 5 times a year and the meetings normally last 1 – 1 ½ hours over a period of 12-18 months. The meeting place is a mutually convenient one - although your Mentor might suggest a 'neutral' meeting place, away from the hassles of the workplace. As mentoring sessions are considered a professional activity, social venues are usually avoided.

**How does the WKPMS work?**

As the mentee, you decide the content and agenda of your session – your Mentor is there to facilitate your thinking, not control it. You do not have to have a specific

'Problem' to ask for support - the work is focussed on developing your professional well-being, to support you in getting the best out of your working life.

**How do I join the WKPMS Project?**

If you would like to participate in this project, please complete the Mentee Application Form, and return it to the West Kent Peer Mentoring Service Team, who will then process your application and put you in touch with a proposed Mentor.

Please note that we aim to match a Mentee with a Mentor within two weeks of receipt of the application form. This time period allows for basic checks to ensure the matching is appropriate. We ask all potential mentees to declare whether they are subject to professional or criminal proceedings to ensure we are able to respond to their needs appropriately. Such a declaration may lead to a senior member of the WKPMS Team telephoning to ensure they understand the professional boundaries inherent within the programme.

**What if I am not happy once I join?**

If for any reason you are unhappy with the Mentor you have been allocated, please let the WKPSMS Team know, by completing the appropriate forms, and you will be put in touch with a different Mentor.

If you have any issues in your relationship with your Mentor that are causing you difficulties and that cannot be resolved in discussion with your Mentor, you should initially follow these steps:

* Inform the WKPMS Manager

**Criteria for Mentees**

1. Following the initial meeting with his/her Mentor, the Mentee must complete and return the *Report after first WKPMS Session* sheet. In this, he/she will indicate if they wish to continue further meetings, or be allocated a different Mentor.

2. At the end of each of the meetings, the Mentor and the Mentee will complete together and sign a *Recording Sheet Report* (supplied by the Mentor) giving **outline** details of the session and this will be returned to the WKPMS Team.

3. At the conclusion of each meeting, the Mentee and the Mentor will review their position and decide whether to arrange further meetings.

4. At the end of the mentoring sessions the Mentee will be required to complete and return an ‘Exit Evaluation’ questionnaire giving feedback on their WKPMS experience.

5. All information supplied to the Mentor Team is **Confidential** and will be availablein an anonomous formatonly to the WKPMS Team. Mentors are accountable in terms of their standards, on-going education, development and commitment as a Mentor to WKEN.

6. The Mentor/Mentee sessions should be documented and included in the individuals Personal Development Plan (PDP) portfolios and presented as part of the documentation for their Annual Appraisal. How much content - does this not conflict with confidentiality?

7. Mentees should be prepared to travel a reasonable distance, if necessary, to meet their Mentor.

8. Participating in the WKPMS scheme as a Mentee implies a commitment to the process.

9. If Mentees declare current professional or criminal proceedings they should be willing to discuss their circumstances, in confidence, with a senior WKPMS Team member.