

Association of British Clinical Diabetologists

The National Diabetes Consultant Mentorship Programme Steering Committee

Mentorship Relationship Guide

The purpose of the programme is to provide all newly appointed consultants in Diabetes and Endocrinology access to advice and support by ABCD accredited Mentors.

Roles and responsibilities of Mentees, Mentors, the programme committee, Eli Lilly and ABCD are laid out in the main document (website) and must be understood and accepted.

Mentee and Mentor selection requires: attendance at a orientation event; submission of a statement of intent including confirmation of an understanding of the purpose, rules and regulations of the programme; engagement in the agreed process; the subsequent provision of feedback and evaluation; and attendance annually at a review (calibration) meeting. Selection is at the final discretion of the programme committee.

Matching between Mentees and Mentors is a primary choice of the Mentee but Mentors are under no obligation to accept a Mentee. The matching process will be mediated by the officers of the programme. No direct contact should occur between Mentee and Mentor until approved by the officers.

Preliminary agenda setting is by agreement between Mentee and Mentor and will be according to the framework laid out in “NDCMP - Framework for a Mentoring conversation” (website).

The duration of the formal relationship is expected to be between 1 to 2 years

The nature of contact time will be agreed between Mentee and Mentor with the expectation that the first meeting will be face to face and that subsequent meaningful contact will occur at least quarterly.

Note or record keeping of the content and outcome of meetings is a requirement and should be agreed between Mentee and Mentor and a guiding framework is laid out in “NDCMP - Framework for a Mentoring conversation” (website).

The boundaries of the relationship are limited to matters relating to professional roles. Personal matters are open for discussion so long as they pertain to and are relevant to the professional role.

Confidentiality is to be maintained by both parties but the relationship is not secretive. The pairings will be known to the programme officers who will seek review of progress on a quarterly basis. Any matters that significantly raise concern or impact on patient safety, health, personal risk or probity may be reasons to terminate the relationship. They must be reported to and discussed with the nominated officers of the committee (Chair or Deputy Chair) who must offer overview and guidance. It is a core responsibility of Mentees and Mentors, as independent and respected senior medical professionals, to maintain ethical probity at all times.

The Mentee or Mentor must seek advice from the nominated officers of the committee (Chair or Deputy Chair) in the event of any concern.

The relationship can be terminated by either the Mentee or Mentor at any time or at the discretion of the programme committee. Whilst it is advisable that a reason should be given by the terminating party, there is no obligation to do so unless it relates to matters of personal, patient or public safety or probity. The terminating party must confirm that it does not relate to such matters.