



Guide to the ICGP Pilot Mentoring Programme 2020/2021

Table of Contents

What is the purpose of the ICGP Pilot Mentoring Programme?	2
What is Mentoring?.....	3
Fundamental principles and features.....	3
What mentoring is not	4
Who will act as mentors?.....	5
How will mentors be accessed and identified within the Programme?	5
Who can be a mentee? How do mentees get involved?	5
How will mentors/mentees be matched?.....	6
What kinds of issues/areas and topics could be involved in mentoring conversations?	6
How does the Mentoring Partnership commence and progress?.....	7
Action Planning/Reflection, Learning Logs': Aids for Insights, Action Planning and CPD	7
Can you withdraw from the mentoring Programme?	8
If required, confidential contact for guidance	8
Insurance	8

What is the purpose of the ICGP Pilot Mentoring Programme?

- Following a comprehensive review, the College approved the ICGP Mentoring Programme in response to a clearly identified membership desire and need.
- A pilot Mentoring Programme has therefore been designed, to be rolled out on a pilot basis over 2020/2021, subject to full evaluation, feedback and review.
- As a central foundation to the initiative the College has defined mentoring as *‘a process whereby a more experienced person (the mentor) acts as a guide to someone less experienced (the mentee) in developing skills/knowledge for his/her professional development’*
- The Mentoring Programme's core purpose is to enable the provision/sharing of informal guidance, insight and wisdom by trained ICGP mentors to participating mentee colleagues, in response to identified areas of professional practice areas and skills.
- The Programme is structured, safe and totally confidential.
- It is entirely voluntary and operates within clear programme and ethical guidelines, with a focus on practical and helpful support.
- A careful matching process will be undertaken within the Programme to give the best chance of a good fit, for productive, useful and safe conversations.
- The pilot Programme has been designed to meet best practice professional standards and acknowledges the value of focused peer support, sharing professional experience and expertise.
- The provision of a Mentorship Programme by the ICGP for its members is consistent with the College's core value:
‘The encouragement and support of members to enable them to maintain a healthy work/life balance and to work towards having a rewarding and valued career’

What is Mentoring?

Fundamental principles and features:

'a process whereby a more experienced person (the mentor) acts as a guide to someone less experienced (the mentee) in developing skills/knowledge for his /her professional development'

- The principle of mentoring is well established in educational and professional development. It is also widely utilised in business and organisational practice.
- There are many aspects of general practice and professional/personal development for which mentoring can be particularly suitable, if positioned carefully, confidentially and safely.
- Mentoring differs from coaching in some subtle, but fundamental ways. Mentoring tends to be longer term, more informal, and with a wider focus. Mentoring is flexible and driven by the needs of the mentee for support, guidance and an objective sounding board at any moment in time.
- Within the mentoring relationship the mentor passes on perspectives and insights, from experience. This generally relies on the mentor having had similar; or different but relevant, professional experiences, challenges and opportunities to the mentee. This enables understanding, empathy, realism; and both practical and informative suggestions to guide thinking, choices and decision making.
- A mentee can expect their mentor to pay attention to their situation, listening actively and objectively but without judgment. Objective and independent exploration of implications, options and potential solutions is a key feature of the conversation, to enable the mentee's own best thinking and decision-making.
- A mentee's desire to learn and improve is an essential element. Mentees will need to be:
 - open and focused on areas of challenge/opportunity; to set clear outcomes for the process;
 - ready to explore what they really want out of their professional practice and work;
 - ready to actively reflect on self-management and how they are resourcing themselves/their practice;
 - committed to carrying out actions;
 - prepared to experiment or change;
 - be able and open to accept constructive feedback and being held accountable to measure their own progress.

- Peer mentoring within a professional sector, as in this case, is always anchored for clarity and safety by clear guidelines and an agreed mutual understanding of roles, responsibilities and expectations which will be available to all participants.

This will be the case within the ICGP pilot Mentoring Programme and:

- Programme's Mentoring Agreement
- Getting Started Guide, and
- Ethical Guidelines

What mentoring is not

- Mentoring is a voluntary, confidential and focused conversation. Mentoring is not compulsory, directive or professional advice. The Programme is not a reflection of the mentor 'reliving' their experience.
- A mentor is a professional role; however, mentors do not take on any liability in respect of any advice furnished. This will be clearly set out in the Programme's Mentoring Agreement.
- Mentoring is not counselling or any kind of therapeutic service.
- Mentoring is also a carefully developed professional relationship with clear boundaries - rather than a personal friendship.

Who will act as mentors?

- ICGP mentors will be College members in good standing and respected and experienced GPs with a number of years' background in professional practice.
- All mentors will undertake professional training in mentoring skills and process, designed specifically around the Pilot Mentoring Programme and provided by the ICGP.
- Mentors will also participate in 3x peer group supervision meetings, to be facilitated by Hannah Carney: Professional Mentor and Executive coach, who has been working with the ICGP in designing the pilot Mentoring Programme.

How will mentors be accessed and identified within the Programme?

- Each participating volunteer GP mentor will provide profile information and confirmation to the Programme Coordinator upon application to the Programme. This confirms:
 - i. that they will respect the essential terms, guidelines and ethos of the Programme: voluntary ethos, confidentiality, data protection and no legal liability;
 - ii. the areas of particular proficiency and/or interest, where they can offer useful insight and guidance.
 - iii. attend the briefing/training workshop provided by ICGP and will also attend the 3x supervision workshops to support the mentors on the Programme.
- A mentor profile is then generated. This will be placed for access and review in the members' section of the ICGP website.

Who can be a mentee? How do mentees get involved?

- Mentees will be GPs, at any stage in their professional career, who feel that they would benefit and get value from the perspective that a fellow GP colleague, acting in the role of mentor, could bring to their thinking. Participation is open only to ICGP members in good standing.
- Each participating mentee will confirm, in their expression of interest form upon applying for the Programme, that they will:
 - (i) respect the essential terms of the Programme; and
 - (ii) identify areas of particular interest, challenge or need, for discussion and best outcomes

How will mentors/mentees be matched?

- Mentee's will be in a position to view mentor profiles and can select an appropriate mentor – to ascertain if available and has capacity.
- Upon receipt of a mentee expression of interest the Programme Coordinator will discuss the mentee objectives with the selected mentor and check availability and capacity.
- Once confirmed; the Programme Coordinator will advise both the mentee and mentor of their respective contact details and ask them to make contact with each other.
- Participation is only open to ICGP members in good standing.

What kinds of issues/areas and topics could be involved in mentoring conversations?

Whilst the priorities and content of the mentoring relationship will be mentee-led, it is anticipated that issues might include the following:

- Career decision making, satisfaction and planning/professional development
- Balancing and prioritising practice and external demands
- Work events and/or significant clinical events
- Clinical competencies and expansion into new areas
- Setting up a new practice; or any transition of change – re-entry to practice or taking over an existing practice
- Patient care and dynamics – Dr/patient relationship and issues
- Team and interpersonal dynamics – business/employment relationships
- Managing difference - conflict/stress management
- Resilience and wellbeing.

Mentoring discussions are not limited to topics listed above; however, topics should be related to issues that affect the mentee's personal and professional practice.

How does the Mentoring Partnership commence and progress?

- The Getting Started Guide, which will be provided to mentors and mentees, provides guidance and a framework for the initial mentoring meeting and conversation.
- A key requirement for clearly agreeing roles and expectations is that both the mentee and mentor discuss and sign up to the Pilot Programme Mentoring Agreement.
- The Pilot Programme's Mentoring Agreement covers and reiterates the core features.
 - a short introduction to the overall ICGP pilot Mentoring Programme
 - mentor / mentee commitment: approach, roles and responsibilities
 - focus: objectives and outcomes for the mentoring partnership
 - mutual expectations and input
 - mentee: commitment - responsibility: active participation for full value
 - operations and convenient arrangements: duration of the mentoring partnership - meetings - scheduling
 - cancellation / rescheduling of meetings
 - records, notes and learning logs/CPD and data protection
 - withdrawal from the mentoring partnership/ request for change.
- Mutually convenient arrangements are then agreed for contact and progress meetings.

Action Planning/Reflection, Learning Logs': Aids for Insights, Action Planning and CPD

- Both mentors and mentees participants will be provided with framework 'learning logs' to help them reflect; and, plan in order to get the most value from the mentoring partnership. The learning logs, reflections and action plans should be completed after each mentoring discussion; and, referred to prior to the next discussion.
- They are designed to assist both recollection, reflection and up to date action planning to establish clear goals, accountability; and, a focus for progress.
- The learning logs will be acceptable for CPD purposes and should reflect the progress, improvement and learnings (or help the mentee identify inhibitors to progress) resulting from the mentoring partnership.

Can you withdraw from the mentoring programme?

- Should either participant feel the mentoring relationship is not providing the value and benefit (for whatever reason), either the mentee or the mentor can end the mentoring relationship at any time, with no fault attributed to either participant. It is open also to the mentor or mentee to seek a change in mentor or mentee, if there are valid reasons and an alternative is possible and available.
- This will follow:
 - (i) communication with each other; as provided for in the Mentoring Agreement; and,
 - (ii) communication and notification to the Programme Coordinator

If required, confidential contact for guidance

- When completing the matching process at the outset of the mentoring partnership the fundamentals and guidelines for the Programme (as referred to in the Programme's Mentoring Agreement) will be reiterated for all by the Programme Coordinator.
- The Programme Coordinator will also be available throughout the process in a totally confidential manner, should either mentor or mentee feel the need for professional or ethical guidance. Mentors will also have the option of exploring any concerns, on a confidential and anonymous basis, in supervision.

Insurance

The mentor role is covered under ICGP Professional Indemnity Policy.