

CAT Policy for Mentoring Scheme.

Definition:

Mentoring is a learning relationship. It works best when a mentee identifies a topic he or she wishes to expand on. The mentee provides the expertise on the source issue. The mentor provides the expertise of a framework on which to explore the issue.

The framework to be used is Egans Skilled Helper Model.

This is a recognized model.

It takes the mentee through three stages

- Developing the story and identifying a value item to work on
- Brainstorming ways to work on this
- Brainstorming an action plan

The scheme during its development is in the first instance is for CAI trainees. As the scheme evolves we hope that consultants would elect to undergo mentoring. If a consultant approaches us for mentoring, this would of course be facilitated under the same operating conditions.

Development of scheme

CAI trainees are setting up the scheme. Ideally there will be consultant involvement. We recognise that certain conditions of our work namely the transient nature of our posts, the geographical variation, and the number of years we have left on the scheme are less than ideal for establishing what we hope to be a permanent tool for Irish Anaesthetists to use.

Qualifications and Supervision of mentors

Mentors have undertaken a training course under the auspices of the AAGBI.

Mentors undergo supervision, and have a support system via the AAGBI.

This supervision is initially an informal monthly meeting between the local mentors. Cases are discussed but no names or identifying features are to be discussed.

The nature of supervision is for the mentors to feedback to each other on their performance in the process.

In the event that the mentor feels he/she needs advice on improving performance we will have a means of contacting the AAGBI for further advice. Contact point Nancy Redfern.

Mentors will undergo a refresher course at the AAGBI.

Operating conditions

Information regarding the mentor system will be available on the college website.

This will include a description of the system, our code of conduct document, how to access the system, and information regarding the mentors.

A mentoring session can be arranged by a potential mentee by emailing the official mentor email

mentor@coa.ie

A mentor will then get in contact with the mentee to arrange the session.

Mentoring works best if the mentee is informed about the process, and has a clear topic for discussion.

Mentees will be emailed a code of practice document prior to the first session.

This is our version of informed consent.

The mentee is asked to prioritize and keep the scheduled appointment.

The mentor and mentee will agree working arrangements at the first session.

The first appointment will not last more than one hour.

During the first session the framework will be outlined to the mentee.

Further appointments will be arranged as necessary.

It may take a number of sessions for a mentee to appreciate benefit. We suggest that if a mentee feels the first session is not useful that they follow the framework for three sessions to give the process a chance to work for them.

The scheme is voluntary.

Mentees choose to opt in.

Taking part in mentoring may be suggested to a doctor by a supervisor or colleague. Mentoring is not mandatory. All the evidence regarding mentoring suggests it is most effective when the mentee chooses to take part and engages with the programme.

This scheme is not an official forum for logging a complaint.

The Mentor will not investigate/ pursue/inform College/ or bear witness to any complaint brought forward.

Notes are not kept.

Mentors do not report back to the CAI.

Mentoring is not for everyone, this is absolutely an opt in process, and a mentee is not under obligation to engage in the process, and is free to walk away at any stage.

Confidentiality

The scheme is confidential, with exceptions as outlined below.

Any information which is divulged indicating an intention to self harm, or which is not in keeping with Irish Medical Council guidelines will require further action. Normally the mentor and mentee would agree what actions are needed and the

timescale; only if the mentee was unwilling to address the problem would the mentor act alone, in accordance with the Irish Medical Council guidelines.

Disclosure of such information may mandate that the mentor checks that the mentee has engaged with any agreed actions.

The mentees College Tutor may need to be informed depending on the issue – particularly in the area of patient safety.

Information discussed during the session, will not be discussed outside the session. Mentors understand that they cannot “unlearn” information about a mentee. However information discussed during a mentoring session is privileged, and a mentor would not divulge same to any forum at a later date, (reference/ interview panel etc)

Issues beyond the Mentors remit

The mentor may not be able to respond to every issue. There may be more appropriate avenues to help a mentee with certain items (bullying/sexual harassment/ addiction issues/ mental health). There is a directory of useful contact numbers to provide information about suitable sources of help in these instances. Suggestions would be provided to the mentee.

Audit and Quality Control

We will keep a record of our activity. This record will not include names, it will include new or return appointment, face to face appointment or over phone etc., the geographical area of the participant, trainee or consultant.

We will ask mentee to provide a feed back assessment so that we can audit and continuously improve our programme.

Information is kept for audit purposes, and so that we can plan the best way to develop the service in the future.

The future

The scheme is under development. To start with, it will only be available in person in Dublin. Skype or facetime sessions can be arranged for those mentees not in Dublin.

We anticipate that as we roll out the practice, we will gain a clearer understanding of what is necessary to provide a mentoring system to the trainees. We will continue to refine and develop the system.