

# Mentor Criteria

**To become and continue to be a mentor on the South East Mentoring Network, applicants must fulfil the following criteria:**

- ✓ You hold an ILM5 or ILM7 (or equivalent) qualification in Coaching and Mentoring or you have completed a mentoring workshop of minimum 2 days that included mentoring theory, models, tools and techniques, skills practice and reflective practice;
- ✓ All mentoring offered through the register must be FREE of charge.
- ✓ Mentors consent to our **Best Practice Agreement**:
  - To have undergone NHS South East Leadership Academy training or evidence of equivalent development;
  - Maintain your Mentoring Register profile (including a photograph) and keep it up to date with all activity;
  - Mentor at least 2 clients at any one time, meeting every 6-8 weeks\*;
  - Regular reflection, CPD and supervision;
  - Champion and promote ethical mentoring as outlined here: <http://www.globalcodeofethics.org/>;
  - Share best practice and support the development of new mentors;
  - Be committed to undertake a mentoring relationship when approached, or update system profile and contact the NHS South East Leadership Academy team when unable to continue to mentor.

**A mentor who is part of the NHS South East Leadership Academy Mentoring Register will be expected to:**

- ✓ Adhere to the standards and guidelines for practice outlined by the [EMCC Code of Ethics](#);
- ✓ Maintain the focus on the mentee's learning goals;
- ✓ Contract and set expectations effectively with their mentee;
- ✓ Prepare relevant action items for all mentoring meetings;
- ✓ Role-model effective leadership practices;
- ✓ Apply adult learning principles and flex style to meet the needs of the mentee;
- ✓ Offer truthful and relevant feedback as appropriate;
- ✓ Create an environment that supports exploration, reflection and change;
- ✓ Make appropriate referrals to other resources when they are not the best source for additional assistance;
- ✓ Participate in regular CPD and Supervision and update their record accordingly;
- ✓ Participate in NHS South East Leadership Academy regional audits and evaluations of mentoring as and when required;
- ✓ Respond to mentees' requests for mentoring promptly (where possible within a week).

### NHS South East Leadership Academy registered mentors can expect:

- ✓ A network across NHS South East Leadership Academy which will provide an opportunity to share best practice and ongoing learning;
- ✓ To be part of a professional learning community;
- ✓ A clear framework of expectations to deliver their services and competencies;
- ✓ Access to ongoing relevant and topical continuous professional development;
- ✓ Access to a supervision programme provided by qualified and able supervisors;
- ✓ A platform to match mentees with mentors.

### Next Steps

If you have read this information and are happy that you fulfil the criteria to become a mentor as part of this network, the next stage is to get you registered. Please [click here](#) and choose the '*register as a mentor*' to get started. Your \*application will be assessed to ensure it meets the above criteria before approval. You will receive a notification confirming that you have been accepted onto the South East Mentoring Network. If you have any questions please email: [nhsi.selll@nhs.net](mailto:nhsi.selll@nhs.net)

\*Please note - your personal details will be held in line with Information Security and GDPR and will only be used by the NHS South East Leadership Academy for occasional communications about coaching/ and mentoring. You can ask us to remove these from the records at any time by emailing [nhsi.selll@nhs.net](mailto:nhsi.selll@nhs.net)