Mentoring Agreement

**Please complete the mentoring agreement and return to Andi Martin (andi.martin@ubc.ca).**

**NB:** All members of a mentoring pair should sign one copy of this 2-page agreement. Once signed, copies of the form can be made for each member of the pair.

**This is the only document that we will ask you to share with us.**

**MENTORING FORMAT & PLAN:**

It is helpful to discuss and agree upon expectations and the format of mentoring sessions at the outset. Modifications can be made as needed during the program. Please take some time to discuss your expectations with your mentor.

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| Mentoring Format & Plan |
| How frequently do you intend to meet over the next 8 months? |
| Approximately how long do you intend these meetings to be? |
| Where/how will you meet (in person, teleconference or a combination of both)? |
| Who will be responsible for scheduling meetings? |
| How will the agenda for your meetings be set? |
| What resources will you need to make your meetings successful? |
| What is your preferred mode of communication between mentoring sessions? |
| What topics or issues are “out of bounds”? (e.g. lending money or discussing financial matters) |
| Any other requirements or expectations? |

**AGREEMENT TERMS:**

We agree to openly discuss - at any time during the mentorship relationship - areas of success or weakness, and actions that we will take moving forward. We understand that UBC OBGYN can be approached at any time for assistance in all matters relating to the mentorship relationship, including any difficulties that may arise.

We acknowledge that this is a no-fault agreement and that there may come a time when either party wishes to end the relationship early. Should this occur we agree to give the other party as much notice as possible, and we will make an effort to reflect on the relationship and take positive actions to benefit from the relationship as much as possible.

We also agree to be bound by a duty of confidentiality and will:

1. Keep conversations confidential and not to reveal information disclosed during the mentoring relationship to a third party;
2. Respect the mentor’s or mentee’s right to confidentiality except when this right conflicts with your responsibility to the law, or when the maintenance of confidentiality would result in significant risk of substantial harm to themselves or others; in such cases, you are responsible for taking all reasonable steps to inform the mentor or mentee that confidentiality will be breached; and
3. Maintain confidentiality beyond the 12-month term of this formal mentoring relationship.

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| --- | --- | --- |
|  | Name | Signature |
| Mentor |  |  |
| Mentee |  |  |

**You can return the signed agreement to UBC OBGYN department by email.**

**Email:** andi.martin@ubc.ca