

# 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 in 12 months, 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.

In addition to the above criteria, all External coaches and mentors are required to have a suitable indemnity cover in place to provide coaching/mentoring via the South East Register.

By External coaches and mentors we mean those who do not currently work and have never worked for the NHS or an organisation delivering NHS funded care.

Coaches and mentors who currently work or have in the past worked for the NHS or an organisation delivering NHS funded care do not require their own indemnity cover.

**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.

### Important Information

- ✓ Please be reminded that coaching and mentoring is free of charge to NHS staff and staff delivering NHS funded care, and that under no circumstances should these coachees/mentees be charged for coaching and/or mentoring services. Coaching and Mentoring Register members found to be charging or offering private coaching will be removed.
- ✓ All CPD and Supervision opportunities will be given to NHS staff as a priority, however where we have capacity, we will ensure places will be made available to non-NHS coaches on a first come, first served basis.
- ✓ Coaching relationships will be typically between 4-6 sessions for between 60-120 minutes each. This should be contracted between the coach and the coachee.
- ✓ The SELA will not reimburse the individual for expenses including travel, postage and telephone expenses. Neither will the purchase of any equipment in support of your coaching role be reimbursed.

### 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 here > [Coaching and Mentoring Hub : NHS Leadership Academy](#) 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: [✉](mailto:england.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



**Leadership Academy**

**South East**

✉ [england.selll@nhs.net](mailto:england.selll@nhs.net)