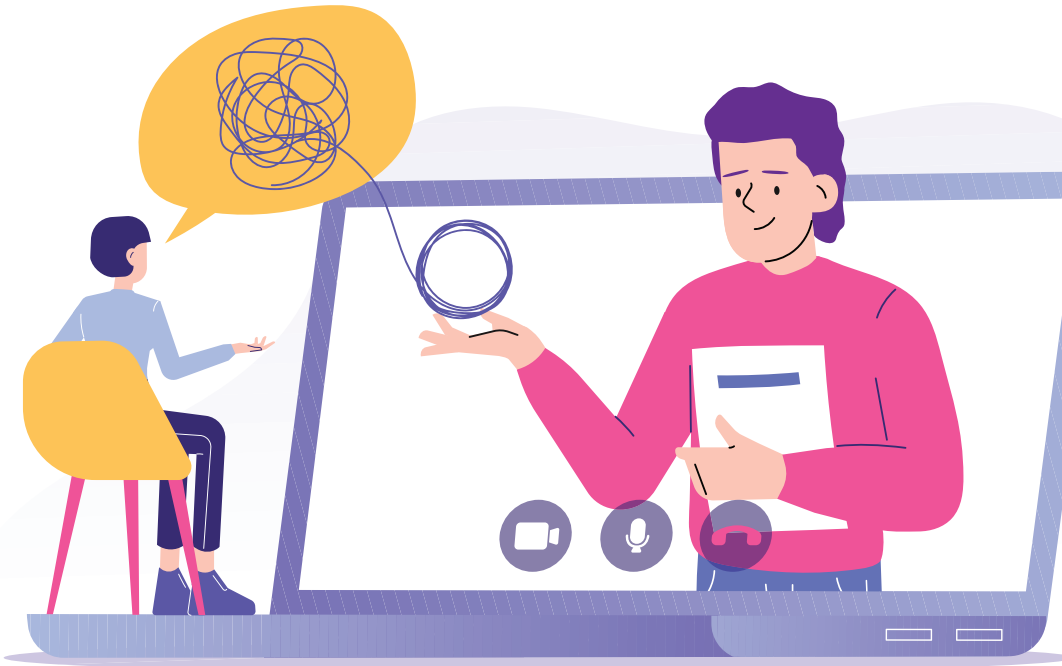




# Guide and FAQs for Mentors and Mentees



For more information, email [mentoring@asme.org.uk](mailto:mentoring@asme.org.uk) or visit our website for a list of all membership benefits and details of how to join online.

[asme.org.uk](http://asme.org.uk)

# Mentors

## **Who can be an ASME Mentor?**

We are happy to consider applications from anyone who has completed the ASME Mentor Training course or who has equivalent experience or training. We are actively recruiting mentors from a diverse array of backgrounds across ASME's membership, from junior to senior, from backgrounds in foundation science to any healthcare profession, from all social and cultural backgrounds and whether working in teaching, scholarship, research, management or in professional support roles. While much more experienced colleagues can bring certain perspectives to a mentoring relationship, near peer colleagues also have much to contribute.

## **How do I access ASME's Mentor Training course?**

Training is free to all individual members of ASME. It is a 2 half-day course (usually mornings) and will run twice a year. More details on upcoming courses can be found here on our events page: [www.asme.org.uk/events/](http://www.asme.org.uk/events/)

## **What is the Mentors directory?**

This is a list of ASME members who have volunteered to act as mentors. The directory can be searched by 'Who I (the mentor) feel I can mentor' and 'Availability'. [www.asme.org.uk/mentors/](http://www.asme.org.uk/mentors/)

## **How do I apply to become a mentor?**

Complete the mentor application form [www.asme.org.uk/forms/mentor-registration/](http://www.asme.org.uk/forms/mentor-registration/)

## **What happens then?**

The Director responsible for mentorship will review your application. They may ask for clarification of some points and when satisfied, ask the office staff to add your name to the directory. We will aim to decide within four weeks of your application. We plan to update the directory annually in January.

## **How to I 'get' a mentee?**

Selection of mentor is mentee centred. We ask mentees to identify three mentors. If you have been identified as a potential mentee, the office will forward the application to you. You will have three weeks to reply (to allow for annual leave) and if we don't hear from you, we will pass the request onto the next mentor and tell you we have done this.

## **What do I do when I am allocated a mentee?**

The office will email both mentor and mentee giving each the others email address.

## **I'm still not sure. Can I talk to someone about becoming a mentor?**

Of course, the responsible director will be happy to discuss mentoring with you. Contact them through [mentoring@asme.org.uk](mailto:mentoring@asme.org.uk)

## **And what, if anything, will I get out of being a mentor?**

That very much depends on you. The potential rewards for mentors are varied and range from 'passing it (the support you received from others) on', to the collegiate relationships which can grow from mentoring someone to the feeling of helping our community develop or the joy of helping someone succeed. They may be intangible but they are still important.

# Mentees

## **What is mentoring?**

We think of mentoring as an offer of support by the mentor to the mentee about their professional life. The support is mentee centred and concentrates on helping the mentee identify solutions which are likely to work for them in their professional life. It can be short term and focused on a particular issue or longer term.

## **What can mentoring do for me?**

A mentor makes a commitment to spend time with you and to come to understand both you and where you are on your career journey. In developing that understanding, you will better understand yourself, your career and where you can take that. A good mentor will not give you 'solutions' for the challenges you face but will help you find the resources which will help you meet them.

## **Who may ask for mentorship?**

We are offering mentorship to any individual member of ASME who feels that they would benefit from supportive conversations with a colleague.

## **How do I ask for a mentor?**

Apply by completing the online form [www.asme.org.uk/mentorship-application/](http://www.asme.org.uk/mentorship-application/)

## **What happens next?**

The ASME office will review your application and pass it to the first named mentor who is available. While we try to keep mentor availability up-to date and flag mentors who are currently unavailable, this can change at short notice. We give that mentor three weeks to reply (to allow for annual leave). If they decline or do not reply, we then pass the request onto the second named mentor and then the third after another 3 weeks or if they decline. Because we need to allow mentors time to respond the allocation process may seem slow but we will keep you informed at each stage. If all three selected mentors are not available, the responsible director will get back to you and discuss your next steps.

## **What happens when I am allocated a mentor?**

The office will email both mentor and mentee giving each the others email address.

# Mentors and Mentees

## What happens when a mentee is allocated to a mentor?

The office will email both mentor and mentee giving each the others email address.

## What do I do next?

It is up to the mentor and mentee to contact each other and arrange their first 'meeting' which can be in person or virtually. We suggest that this should be for 60 to 90 minutes, and at a time when neither will be interrupted.

## What can I expect of the first meeting?

The first meeting is very important. As well as your first chance to get to know each other, it is the time when you need to set your agenda, how you will work, how often you will meet and (perhaps) how long this mentoring relationship will last. These need not be set in stone and can all be revisited but it is important to identify the first work you plan to do together in advance.

## What preparation do I need to do?

We encourage the mentee to think about what they want to get from mentorship and the mentor to review the Programme Guide.

## How long should meetings be?

This depends on the mentor and mentee but 60 to 90 minutes is usually sufficient.

## How often do we need to meet and for how many times?

This will depend on the work you agree to do together. This could be focused on a single 'event' in the mentee's professional life and the relationship could be short term with several meetings in quick succession. On the other hand, the work may concern a broader skill set and the same number of meetings could be spread out over a longer timescale.

## Are mentoring relationships time limited?




We do not specify a time limit to any relationship: the relationship could last for as long as both mentee and mentor agree to continue. However, as professional lives develop, needs change and it is normal and desirable for mentees to seek mentorship from others. We see this as growth and therefore success rather than failure of the relationship.

## I am concerned about my mentor/mentee: to whom should I go?

In the first instance, contact the Director of Career Groups via email on [director-careergroups@asme.org.uk](mailto:director-careergroups@asme.org.uk) who will contact you to discuss the issues. We will contact you within 7 days but if the director is on leave, there may be a slight delay. If the issue concerns the director responsible for mentorship, contact the Chair [chair@asme.org.uk](mailto:chair@asme.org.uk) or President [president@asme.org.uk](mailto:president@asme.org.uk)

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