



Guide for Mentors – International Medical Graduates

What is mentoring?

There are many types and styles of mentoring, but for our purposes at College, we have defined it as

A one-to-one collegial relationship between a more experienced and a less experienced professional. Based on mutual trust and respect, this relationship combines openness and confidentiality with active listening and constructive feedback to work toward clear and defined goals regarding personal and professional growth.

Why mentoring?

Mentoring is a powerful tool for learning and both personal and professional growth. It has been widely and successfully used in academic and medical contexts, and has been shown to be particularly valuable in times of transition and change. By taking on a role as a mentor, you are an important part of the College's support structure for International Medical Graduates adjusting to a new country and a new medical system.

The research shows that just some of the benefits for both mentors and mentees include:

- Personal growth and professional development
 - Increase in critical reflection
 - Networking and sense of professional community
 - Increased professional satisfaction
 - Change facilitation
 - Development of knowledge and skills
- (Erich et al, 2003)

What are my roles and responsibilities in the mentoring relationship?

International Medical Graduates benefit from assistance in orienting themselves to the Australian health system, practising medicine in Australia and Australian culture.

You may be taking on the role of an academic or a personal mentor, or you may be taking on both roles. Generally, a mentor can play many roles, but the most crucial can be summed up in three words: support, vision and challenge.

- 1) **Support:** a trustworthy listening ear, a confidential "sounding board"
- 2) **Vision:** help as your mentee clarifies his/her goals and take steps to achieve them
- 3) **Challenge:** open, honest and evidence-based feedback.

As part of the College's duty of care and for the purposes of accountability, we do require the following commitment from mentors:

- 1) Be prompt in responding to communication from your mentee, and attend agreed meetings (at least once a month for an hour at a time).
- 2) Read the Mentoring Handbook.
- 3) Attend two training webinars for mentors (more information to follow).
- 4) Complete the following brief documentation at key points in the mentoring relationship and return these to College:
 - **Early stage mentoring:** Mentoring Agreement, Professional Inventory, Workplace Inventory, First Meeting
 - **Intermediate stage mentoring:** Intermediate Meeting, Mentee Feedback
 - **Final stage mentoring:** Final Meeting, Evaluation Meeting, Mentee Feedback

Some key principles to keep in mind:

- Communicate directly, honestly and respectfully with your mentee
- Ensure that responsibility for decisions and actions rests ultimately with the mentee
- Be clear about your goals and what you hope to gain from the mentoring relationship
- When giving feedback to the mentee, try and give specific examples to support your viewpoint
- Take the initiative to raise topics that you perceive as important for your professional and personal development
- View mentoring as an opportunity to reflect on your own learning
- Maintain confidentiality.

What should I expect from my mentee?

Your mentee should meet with you individually on a regular basis (at least once a month for about an hour at a time). Your mentee should respond to phone calls and emails promptly, and attend meetings you have arranged together.

How do we get started?

Your mentee should take the initiative to contact you. If this does not happen within a month of the mentee commencing training, please inform the State Director of Training (DoT).

In your first meeting, you and your mentee should complete the Mentoring Agreement together and the Professional and Workplace Inventories to help you clarify your mutual goals and expectations. (See other attachments.)

How long is the program?

The program starts within a month of the mentee's commencing training and finishes with the end of their time in the training program. The mentoring match may be reviewed once a year for mentees upskilling for more than 12 months.

What College resources are available to me in my mentoring?

As a mentor in the College's formal mentoring program, you will be able to access the TAEDEL404A Mentor in the Workplace module on the eLearning portal.

You will also be able to access IMG-specific resources on the eLearning portal under IMG Resources. This is also a helpful place to direct IMG mentees for orientation to the Australian health care system, practising medicine in Australia and life in Australia.

You can also claim CPD points for your time spent in mentoring activities: Category 1 → Level 2 → STA → SUPM.

To be formally accredited for your time as a mentor, please contact the College's Mentoring Co-ordinator, Grace Ragnarsson (phone 02 8741 4110 or email grace@demcollege.edu.au). You may be eligible for the unit TAEDEL404A Mentor in the Workplace, which is part of the Certificate IV in Training and Assessment qualification.

What if the mentoring doesn't work out?

For whatever reason, despite the best of intentions, not all mentoring relationships work out. Always raise issues with your mentee first, and if these cannot be resolved, please see your state's Director of Training (DoT). If the mentoring relationship is still not working, then it can be dissolved at the DoT's discretion.



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

Mentoring Agreement

Mentor: _____ Mentee: _____

Broad goals

Our broad goals for this mentoring relationship are: _____

Our ground rules

We have discussed our expectations and protocols for working together and we are committed to honoring the following ground rules:

Roles

The mentor agrees to:

- Support the mentee's learning in a safe and supportive environment
- Challenge the mentee appropriately through encouraging critical thinking and stimulating self-reflection
- Work with the mentee towards the mentee's ongoing growth and development
- Be considerate of the mentee's wellbeing
- Attend all mentoring training sessions provided by College.

The mentee agrees to:

- Take responsibility for their learning, for their actions and decisions
- Take the initiative to raise issues they perceive as important for their professional and personal development
- Maintain an attitude of open-mindedness with regard to suggestions and ideas discussed during mentoring meetings
- Be committed in working toward the agreed goals.

Confidentiality

We will maintain a professional and ethical mentoring relationship and agree to keep confidential the content of mentoring sessions. If an issue arises in our mentoring relationship, it will be discussed with the other person first. The state Director of Training (DoT) will be the first port of call if we cannot resolve an issue between ourselves.

Signed by: _____ Signed by: _____
(Mentor) (Mentee)

Mentors are requested to email a signed copy of this Agreement to the College Mentoring Co-ordinator (grace@demcolledu.au) within two weeks of signing.