**Academic Intersectionality Mentoring in Medical Schools**

Matching process, code of practice and confidentiality agreement

The following process and principles apply to all those taking part in the AIMMS scheme as mentors, mentees or peer support.

Please complete the section at the end to confirm you agree to abide by these principles.

**Eligibility**

There are no formal eligibility criteria to take part in AIMMS as a mentor, mentee or through peer support, other than being a woman from an ethnic minority background working in academic medicine or health.

Keeping your training through your employer up to date is recommended however, particularly in equality, diversity and inclusion.

**The matching process**

Mentors’ brief biographies will be shared on the AIMMS website.

Mentees will be asked to review mentor biographies and express preferences for three mentors. Depending on mentors’ availability, the AIMMS project team will select one of these and make the match. Alternatively, mentees can ask the project team to match them without expressing preferences. The team will put each pair in touch and ask each person to confirm they are comfortable with the match.

The mentoring relationship will have an initial duration of ideally 6 months, but this can be extended by agreement. Either party can be released at any time without giving a reason by informing the scheme.

**The mentor/mentee relationship**

Once the mentor/mentee match has been made, the relationship will be managed by the mentors and mentees. To make sure both parties have a valuable experience and form an effective relationship, it is recommended mentors and mentees discuss and agree in advance:

* How often they will meet, for how long and where/how
* What is and what is not in the scope of your mentoring discussions.
  + We suggest that personal or health problems are not within the scope, or recommending/finding a post for a mentee
* If or how contact will take place between mentoring sessions
* How confidentiality will be maintained and in what circumstances information can be shared outside the mentoring relationship e.g. with permission or if required by law (see below)
* Whose responsibility is it to set the date of the next meeting
* What each person will have done by the time you next meet
* Whether there could be any conflicts of interest between the mentor/mentee role and other roles and responsibilities held by mentors/mentees. Any concerns should be discussed, and if appropriate raised with the AIMMS project team

It is crucial that the mentor/mentee relationship is founded on mutual trust and respect for confidentiality. Information disclosed as part of the mentoring relationship should be kept confidential unless permission has been given to share it. The only exceptions to this are if disclosures are necessary for legal reasons. Disclosure may also be necessary for reasons of personal safety. See ‘Confidentiality agreement’ below for further details.

Mentors and mentees must also be confident that each party can commit the required time to the relationship. If the time commitment becomes difficult, please discuss this with the AIMMS project team who will assist.

**Supporting resources and training**

The Academy of Medical Sciences has a wealth of [supporting resources](https://acmedsci.ac.uk/grants-and-schemes/mentoring-and-other-schemes/mentoring-programme) for mentors and mentees, and has given AIMMS permission to promote and use these as part of the AIMMS scheme. The resources include:

* Information on different models of mentoring
* Top tips for choosing a mentor
* Good mentorship
* Effective relationships
* Mentoring contract
* Mentoring skills YouTube videos, including preparing for your first mentoring meeting

**Reviewing the mentoring relationship**

The mentoring relationship will have an initial duration of 6 months, but this can be extended by agreement. At the end of the relationship, mentors and mentees are encouraged reflect on what they have learned and how their practice and career may have changed as a result of taking part in mentoring.

**Evaluation of the scheme**

The scheme will be evaluated to help improve it for the future and to gauge its effectiveness. Mentors and mentees will be asked to take part by providing feedback on their experience of the scheme. Further information about the evaluation is available separately.

**Employer and professional regulatory procedures**

The AIMMS scheme is unable to hold responsibility for issues relating to conduct during/arising from the mentoring relationship. In the unlikely event that a mentor/mentee acts unprofessionally, youremployer and professional regulatory procedures will apply.

**CODE OF PRACTICE AGREEMENT**

Please check the following box to confirm your agreement with the above principles:

I agree to abide by the AIMMS code of practice outlined above.

**CONFIDENTIALITY AGREEMENT**

It is important that mentors and mentees feel comfortable sharing information with their mentoring partner and that confidentiality is paramount.

The recipient of the confidential information undertakes that they shall keep all confidential information confidential at all times, not disclose (whether directly or indirectly) the confidential information or allow it to be disclosed in whole or in part to a third party, and take and maintain reasonable measure to ensure the confidentiality of the confidential information.

The recipient’s obligation to maintain confidentiality of the confidential information does not apply to any information which the other party has stated in writing that the information does not need to be treated as confidential information; or which a party is required to disclose by judicial, administrative, governmental or regulatory process in connection with any action, suit, proceedings or claim or otherwise by applicable Law, including the Freedom of Information Act 2000 or the Environmental Information Regulations 2004I; or for reasons of personal safety.

The recipient may disclose confidential information if they have received written consent from the other party to do so.

You should take care not to share confidential information about other people including patients. The principles relating to probity, integrity and confidentiality in your employer and professional regulator conduct agreements will apply.

Please check the following boxes to confirm your agreement:

I agree not to disclose within mentoring discussions any confidential information about other people or patients

I agree not to disclose confidential information that is discussed within mentoring discussions without the explicit consent of the parties involved, except where it is required for legal reasons, or reasons of personal safety

Name:

Email address:

Signed:

Date: