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# Hugh Cairns Mentoring Scheme

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## **Information Booklet for Mentors and Mentees 2019/20**

Hugh Cairns Surgical Society 2019/20



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# Introduction

The Hugh Cairns mentoring scheme is a new joint initiative between the Hugh Cairns surgical society (HCSS) and the Oxford Surgical Collaborative for Audit and Research (OxSCAR). Our aim is to provide Oxford medical students who are interested in a surgical career and are entering their final year a surgical trainee as a mentor.

Mentoring can be described as: "The process whereby an experienced, highly regarded, empathic person (the mentor) guides another individual (the mentee) in the development and re-examination of their own ideas, learning, and personal and professional development. The mentor achieves this by listening and talking in confidence to the mentee.

We believe that for mentees, this scheme will provide an invaluable boost to professional & personal development ahead of pursuing a surgical career. For mentors, we believe that this scheme will offer a great opportunity to reflect and improve teaching and communication skills as well as having a pair of student who are keen to get involved in extra-curricular research in their specialty.

Booklet by  
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# Expectations

For both:

- The relationship should be in confidence and similar in nature to that of a student and a teacher
- There will be a five month mentoring window from July 2019 to November 2019
- There should be at least two face to face meetings in this time (which may be over skype)
- There should be a mutually agreed set of goals and outcomes to the relationship
- The relationship will conclude in November, however both parties may elect for the mentor to become an educational supervisor for the mentee's final year

For the mentor:

- Allow the mentee to set the agenda for the meetings and respond to it appropriately
- Meetings should be protected time, avoid cancellations / postponements
- Act with an open and non-judgemental manner
- Actively listen and constructively challenge
- Complete reading and e-learning specified later in this booklet

For the mentee:

- Define and communicate the agenda
- Be reliable, make the meetings and put agreed actions into place within the agreed timeframes
- Be open-minded, willing to change and motivated to make the most out of the opportunity

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## Key Dates

**Term dates:** 6<sup>th</sup> year begins 1<sup>st</sup> July 2019

**Holidays:** 21<sup>st</sup> June – 1<sup>st</sup> July 2019

7<sup>th</sup> – 29<sup>th</sup> September or 21<sup>st</sup> Sept – 13<sup>th</sup> October

**FPAS deadline:** 11<sup>th</sup> October 2019

**Finals dates:** Mid-End Jan 2020

## Mentor Resources

These are some materials, which we recommend mentors to go over for guidance:

- <https://www.rcseng.ac.uk/library-and-publications/rcs-publications/docs/mentoring-good-practice/>
- Create an account with <https://www.e-lfh.org.uk> and complete the online medical mentoring course. Access via OpenAthens.

## What makes a good mentor?

Mentor's will all have their individual style and personality but here are some top tips for how to be a good mentor:

- Be approachable
- Be confident
- Question, challenge whilst encouraging the mentee to develop
- Be open minded, non-judgmental and objective

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- Respond to the mentee's agenda to avoid imposing your view
  - Set and maintain boundaries and realistic expectations during this scheme

Remember that being a mentor is a great responsibility as it is a position of trust. Mentors must take the relationship seriously and ensure they are competent to fulfil the role. This will include keeping up to date with knowledge related to training programmes.

## What makes a good mentee?

The mentee must:

- Agree and maintain boundaries with the mentor, including the aim and purpose of the mentoring relationship.
- Define the mentoring agenda
- Be reliable in the relationship
- Be self-motivated; complete any actions agreed with the mentor within agreed timeframes.
- Be open to challenge; respond with an open mind, willingness to work to change attitudes and behaviours if needed.

The mentors have given up very valuable time to support medical student who are keen on surgery. It is the mentee's responsibility to be mindful of this. We also would encourage Mentee's to attend the OxSCAR meetings as a form of networking and to show support for their mentors.

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## Life After Mentoring

As stated previously, the scheme will end in November, but we are hopeful that many of the relationships will continue with the mentors becoming final year education supervisors. These are self-arranged but official supervisors within the medical school.

There is the capacity of the mentor also providing careers advice in future.

The mentee will also have opportunities to get involved in OxSCAR quality improvement projects (QIPs) and collaborative research. Mentors and mentees are highly encouraged to attend OxSCAR meetings for further network building.

We will hopefully expand the scheme the following year. Mentors can be mentors again for the next final year intake. For mentees, they can be near-peer mentors when we expand the scheme to include fourth years.

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## Agreement

The following points should be agreed in the first meeting:

- Frequency of meetings
- Dates of meetings
- Length of meetings
- Communication between meetings (agree on methods and frequency)
- Mentee goals
- Whether the mentor would be happy to be an educational supervisor

A formal contract can be found in Appendix C of <https://www.rcseng.ac.uk/library-and-publications/rcs-publications/docs/mentoring-good-practice/>

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## Evaluation

This year, we will predominantly evaluate the scheme through uptake and feedback from mentors and mentees. Please do send us any feedback as the scheme progresses if you have any suggestions or tweaks for us to make. This is key as this is a pilot year for the scheme.

We'll also be surveying the clinical school for surgical career intentions and perceptions of careers support at medical school. This will provide a baseline to measure the impact of the mentoring scheme in subsequent similar surveys.