

## Mentorship Working Relationship Policies

This document sets out the policies governing the professional relationship between the Mentor (the clinician) and the Mentee, with a focus on safety, privacy, and mutual respect. These policies are designed to foster a supportive, legally compliant, and psychologically safe environment for mentorship.

### 1. Purpose and Scope

- These policies apply to all mentorship activities, whether conducted in person, online, or via other communication channels.
- The aim is to ensure a clear, ethical, and safe framework for both parties, in line with UK law and best practice in healthcare mentoring.

### 2. Patient Information Safety

- **No patient-identifiable information** should be shared by either party during mentorship sessions, unless anonymised and strictly necessary for educational purposes.
- Any discussion of clinical cases must remove all details that could directly or indirectly identify a patient.
- Both parties must comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 regarding the handling of any personal or sensitive data.

### 3. Building a Psychologically Safe Relationship

- The mentorship relationship is based on mutual respect, trust, and confidentiality.
- Both Mentor and Mentee are expected to foster an environment where questions, concerns, and mistakes can be discussed openly without fear of judgement or reprisal.
- Discrimination, harassment, or bullying of any kind will not be tolerated.
- Either party may raise concerns about the relationship or process at any time, and these will be addressed promptly and sensitively.

### 4. Privacy Rules (UK Law)

- All personal data shared in the context of mentorship will be treated as confidential and processed in accordance with UK privacy laws.
- Information about the Mentee's professional or personal circumstances will not be disclosed to third parties without explicit, written consent, except where required by law (e.g., safeguarding concerns or legal obligations).
- Both parties agree to use secure communication channels (e.g., encrypted email, secure video platforms) for all mentorship interactions.

### 5. Information Governance

- The Mentor and Mentee will adhere to NHS and professional body guidelines on information governance, including the Caldicott Principles and GMC guidance.
- Any records or notes taken during mentorship sessions will be stored securely, with access limited to the Mentor and Mentee.
- Data will be retained only as long as necessary for the purposes of mentorship and will be securely deleted or destroyed thereafter.

### 6. Safe Keeping of Data

- Electronic data will be stored on password-protected devices or secure cloud services compliant with UK data protection standards.
- Physical documents (if any) will be kept in locked storage accessible only to the Mentor.
- In the event of a data breach, both parties will cooperate fully to mitigate risks and comply with reporting obligations under GDPR.

### 7. Rules of Engagement

- The mentorship relationship is voluntary and may be ended by either party at any time, with reasonable notice and a commitment to a respectful conclusion.
- Sessions will be scheduled at mutually convenient times and locations, with clear boundaries regarding contact outside agreed hours.
- Both parties agree to provide honest feedback and to approach the relationship with a spirit of learning and professional development.

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- 8. Review and Amendments

- These policies will be reviewed annually or as required to reflect changes in law, regulation, or best practice.
- Amendments may be made by mutual agreement, with written confirmation from both parties.
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By entering into this mentorship relationship, both Mentor and Mentee agree to abide by the above policies, ensuring a safe, respectful, and productive experience for all involved.

Information Commissioner's Office (ICO) – Guide to Data Protection

General Medical Council (GMC) – Confidentiality: Good Practice in Handling Patient Information