

AOSpine Mentorship Scheme Agreement

Completing a 'Mentorship Agreement' at the start of the mentorship scheme is fundamental to ensuring both the Mentor and Mentee are clear about their personal and professional expectations of the scheme.

The Mentorship Agreement needs to include the following:

- Purpose of the mentoring (from the point of view of the Mentee)
- Main goals
- Frequency of meetings
- Duration of meetings
- Contact between meetings – will there be any? If so, how frequently, by what means
- Confidentiality – expectations and limits/boundaries
- How to deal with any issues / changes in circumstance

Feedback is vital throughout the scheme and the agreement can be used as a basis for this feedback.

The Mentoring Agreement can be altered to suit the individual's needs, providing that changes are made in agreement with both Mentor and Mentee.

Mentor Name	
Mentee Name	
What areas will be covered in this mentoring process?	
Frequency of virtual meetings	
Duration of virtual meetings	
Communication format between meetings, e.g. email, phone calls	
Communication frequency between meetings, e.g. ad hoc, only specific days	
Confidentiality and boundaries during the Mentorship Scheme	

Date of agreement:

We hereby agree that the information contained is a fair and accurate summary of the mentoring purpose and process as agreed on the above date.

Mentor signature:

Mentee signature: