



The Academy of  
Clinical Science and  
Laboratory Medicine

## **Mentoring Guidelines Framework**



The Academy of  
Clinical Science and  
Laboratory Medicine

## **Engagement & Advancement Advisory Body**



The Academy of  
Clinical Science and  
Laboratory Medicine

## **TABLE OF CONTENTS**

<b>MENTOR REQUIREMENTS</b>	<b>3</b>
<b>MENTOR GUIDELINES</b>	<b>4</b>
<b>ROLES OF A MENTOR</b>	<b>5</b>
<b>MENTEE REQUIREMENTS</b>	<b>6</b>
<b>MENTEE GUIDELINES</b>	<b>7</b>



## **MENTOR REQUIREMENTS**

### **1. Professional Qualification**

- Recognised degree with relevant experience will be considered

### **2. CORU Registration**

- CORU State Registered Medical Scientist
- Or CORU application in progress up

### **3. Academy Membership**

- Valid Academy membership number required

### **4. Knowledge and Experience:**

- Mentor candidates must have in-depth knowledge and experience in the area in which they wish to mentor in and be in good professional standing. It would also be expected that each candidate actively participates in various CPD activities. This is dependent on the career stage of the mentor, both advanced and early career mentors are encouraged to apply.
- The skills that an early mentor (<5 years working post-qualification) would be expected to include some of the following; interview and job application experience, the experience of attaining CORU registration, attaining a postgraduate qualification, experience of having completed training in their department, experience of starting and participating in an out-hours service.
- The skills that a more established mentor (>5 years of experience) should include some of the following: experience applying and interviewing for promotional posts, experience of having attained Academy fellowship for qualifications, have attained a postgraduate qualification, are actively engaged in research, have experience in interviewing and training staff, personnel management, lab equipment and stock management, quality and accreditation preparation.
- The lists above are intended to be guidelines and applicants are expected to have attained some of the skills and experiences, not having all skills are not grounds for excluding candidates.



## **5. Desirable Skills:**

- Enthusiasm for Medical Science
- Willingness to Teach
- Communication skills
- Organisational skills
- Professionalism

## **MENTOR GUIDELINES**

Mentors are required to participate in the following:

### **1. Mentors Training Workshop:**

- The Academy will provide Mentoring training for all mentors. This training is mandatory before the commencement of the mentoring programme.

### **2. Initial Mentor & Mentee Induction:**

- Signing of a mentoring contract between both parties.

### **3. Active Meetings (Up to 2 hours per month per mentee)**

- The mentor must have at least one active contact (e.g. face to face meeting on zoom, etc.) and at least one passive contact (e.g. email, SMS, phone call) per mentee per month

### **4. Duration of Mentor Programme (3-6 months):**

- The mentor must commit to the 3-6-month duration of the mentoring programme. After the initial two active contacts, feedback forms will be distributed to both parties for evaluation and submitted to the Academy. After the six-month period, both parties can review and assess any further mentoring requirements.

### **5. Closing Meeting:**



The Academy of  
Clinical Science and  
Laboratory Medicine

- A final evaluation and feedback will be completed by both parties and submitted to the Academy.

## **ROLES OF A MENTOR**

- Support, respect, challenge and facilitate the journey of the Mentee. The fundamentals of mentoring include listening, skilled questioning and feedback.
- Organise meetings/communication with mentee during the mentoring period, as outlined in the guidelines. It is mandatory that mentors follow up with commitments agreed with their mentee in a timely fashion.
- Mentors should gauge the expectations of the Mentee and agree the scope of the mentor/mentee relationship at an early stage in the process.
- Provide direction towards reference documents to help the mentee to research the career pathway that they are interested in. The mentor should only have to point the mentee towards these resources and not feel obliged to send the documentation directly themselves. A non-exhaustive list includes:
  - Job description documents
  - College prospectus
  - Academic/professional governance body's documents (e.g. CORU/Academy)
  - Further education websites or documentation (short courses/certificates or diploma courses) – mentor must assess and ensure they are sending credible and trustworthy resources.
  - Powerpoint presentations
  - Academic Youtube videos/vlogs
  - Social media contacts of active, credible and influential medical scientists
  - Professional blog posts
- The mentor may put the mentee in touch with or provide contact details of a colleague which may be able to help with discussing a particular area of a career pathway/ provide shadowing opportunity.
- The mentor may provide advice on filling out documentation, but it is not the mentor's responsibility to proof-read or take an active role in the preparation of professional documentation such as job application/CV/professional licensing documentation.



The Academy of  
Clinical Science and  
Laboratory Medicine

- Mentors can discuss their personal career experiences if they so wish and their choices in academic and professional development, but this is not a mandatory requirement.
- Mentors can describe the different types of CPD events/tasks that can be done to make up their CPD portfolio with reference to CORU requirements. Mentors can also recommend the learning advantages of certain types of tasks (e.g. attending conferences ☐ networking, essays/article writing ☐ research skills, scientific writing skills).
- If the mentor has completed the process, or is very familiar with a process, then they can provide advice and a personal account of their experience. A non-exhaustive list of processes include:
  - Job interviews (e.g. competency based interviews)
  - CORU registration
  - Applying for Academy fellowship
  - HCPC application in UK
  - Applying for post-graduate study or research and funding (e.g. MSc, MBA, FRCPath, PhD)
- Mentors can provide advice on how to enrich a mentee's CV or to help them stand out at job application. These can include short course opportunities, professional opportunities in their employment such as asking to learn new techniques/technologies, IT, quality, health and safety, scientist training, research, logistics & stock control etc.), volunteering etc.
- **\*Disclaimer\***: All meetings between Mentor and Mentee are confidential.

## MENTEE REQUIREMENTS

### Professional Qualification

- Recognised degree

### CORU Registration

- CORU State Registered Medical Scientist
- Or CORU application in progress up

### Academy Membership

- Valid Academy membership number required



## **MENTEE GUIDELINES**

Mentees are required to participate in the following:

### **Expression of Interest Form**

- Mentee must complete an expression of interest application and submit to the Academy.

### **Initial Mentee & Mentor Induction**

- Signing of contract between Mentee and Mentor. The Mentee must arrive prepared to disclose their career goals and interests. Mentee must also discuss their expectations of what they want to achieve upon completion of the Mentoring programme.

### **Active Meetings (Up to two hours per month)**

- The mentee must attend at least one active contact (e.g. face to face meeting on zoom, etc.) and at least one passive contact (e.g. email, SMS, phone call) with their Mentor per month. It is the responsibility of the Mentee to participate in scheduled meetings with their Mentor. Professionalism and punctuality is mandatory.

### **Reflective Journal**

- Mentee must keep a reflective journal for the Mentor Programme.

### **Duration of Mentor Programme (3-6 months):**

- The mentee must commit to the 3-6-month duration of the mentoring programme. After the initial two active contacts, feedback forms will be distributed to both parties (i.e Mentee and Mentor) for evaluation and submitted to the Academy. After the six-month period, both parties can review and assess any further mentoring requirements.

### **Closing Meeting:**



The Academy of  
Clinical Science and  
Laboratory Medicine

- A final evaluation and feedback will be completed by both parties and submitted to the Academy. The Mentee's reflective journal will help them review their experience with the Mentor Programme.