

## **Mentorship program agreement ForKidS**

The purpose of this agreement is to assist you in documenting mutually upon goals and parameters that will serve as the foundation for your mentoring relationships. This agreement is expected to be altered to meet individual needs. The following should be discussed and agreed upon by mentor and mentee.

### **1. Rights and duties of mentee and mentor**

#### **A. Mentee**

The mentee has the right to:

- Engage in a relationship with a mentor which is based on a developmental approach to capacity and skills development and is rooted in a non-authoritarian participative mode of interaction.
- Participate in a mentorship which is based on a minimum contact time over a specified period.
- Terminate the mentee-mentorship agreement according to subsection 3.

The mentee must:

- Be a resident in training with a medical degree and the aim of becoming a pediatric surgeon.
- Be a member of the Forum of young Kid's Surgeons Switzerland (ForKidS).
- Enter into an agreement with a mentor as arranged by the Forum of young Kid's Surgeons Switzerland (ForKidS).
- Meet with the mentor in the agreed frequency.
- Take advantage of the training and development opportunities available to him or her.
- Demonstrate willingness to participate.
- Take responsibility for his or her own self-development and show effort to the mentor.
- Make an effort to become a competent communicator with the ability to communicate their ideas, concerns and problems with the mentor.

#### **B. Mentor**

The mentor has the right to:

- Claim the engagement of the mentee.
- Terminate the mentee-mentorship agreement according to subsection 3.

The mentor must:

- Be hold the specialization in pediatric surgery and be a member of the SGKC.
- Provide unbiased feedback.
- Solicit the mentee's ideas whilst encouraging them to find their own solutions.
- Assist mentees in his or her goals agreed upon.
- Present her or himself as a role-model.
- Mobilize the mentee's ability to deal with situations/solve problems and assist them in establishing their authority.
- Conduct her or his responsibilities and interactions with the mentee in strictest confidence.

**2. The Period:**

A proposed mentoring relationship can span anything from 12 months to 24 months. The agreed period will last \_\_\_\_\_ months with the option to extend the mentoring relation if both parties agree.

**3. Feedback to ForKidS**

Mentor and mentee will receive a Feedback form for the mentoring program once a year. They agree to fill out the form and sent it back to (mentoring.forkids@sgkc-sscp.ch) to help ForKidS improving the mentoring program.

**4. Termination of the agreement**

This mentorship agreement terminates:

- On the termination date as stipulated.
- Relationship termination clause: If either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

**5. Agreed area of mentoring:**

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**6. Goals** (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.)

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**7. Steps to achieve goals as stated above** (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.):

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**8. Meeting frequency and duration** (frequency (at least 2x/year), duration, and location of meetings):

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**9. Plan for evaluating relationship effectiveness**

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**10. Confidentiality: Any sensitive issues that we discuss will be held in the strictest of confidence.**

**11. Space for additional/personalized agreement:**

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We, the undersigned parties, understand that this Agreement is binding. We agree to the rights and duties as stipulated above.

Date:.....

Mentor:.....

Mentee:.....