

Health Economists' Study Group (HESG)

The UK Health Economics Association

Early to Mid-Career Mentoring

Mentoring Contract

2021-22



When starting a mentoring relationship, it is important to ensure that the mentor and mentee hold the same expectations. This includes expectations about the purpose of the mentoring relationship (e.g. the mentee's goals that will direct the conversation), practical arrangements (e.g. when and where to conduct the mentoring sessions), and potential issues that might arise (e.g. conflicts of interest). To avoid future misunderstandings, it can be useful to discuss and agree on the foundation of the working relationship, in the form of a Mentoring Contract. We recommend that the mentor and mentee read the HESG Mentoring Handbook and this Mentoring Contract prior to their initial meeting and that the topics outlined here are discussed during the first meeting.

Mentoring contract

	Mentor	Mentee
Name:		
Contact details:		
Date:		
Procedural agreements		
Duration of meetings:		
Frequency of meetings:		
Venue for meetings:		
Who will note-take?		
What to do in event of cancellations:		
Procedure for following up on meetings e.g. memtee to keep notes:		
Reporting & confidentiality:		
Procedure for termination of relationship:		
Professional agreements		
Specific mentoring goal(s):		
Expectations of the scheme:		

You may want to think about or discuss the following in your first meeting

1. Establish the purpose of the mentoring relationship:

- What do you understand as the overall intention of the mentoring relationship?
- What do you want to achieve from the relationship?
- What are the boundaries of the relationship?
- How is mentoring support different from research supervision, appraisal and counselling?
- What are the roles and responsibilities of the mentor and mentee?

2. Possible discussion topics:

- Career aims
- CVs and interview techniques
- Interpersonal and communication skills
- Assertiveness
- Time management and prioritisation
- Obtaining membership of professional bodies
- Part-time lecturing
- Team working
- Appraisal
- Potential limits or conflicts of interest
- Personal issues (if appropriate to discuss?)
- Work-life balance

3. Practical arrangements:

- The frequency and methods of contact i.e. face-to-face, telephone or more likely Zoom or Teams meetings at the moment
- Location and duration of meetings
- Confidentiality