



## ANZCA and FPM CPD Program

### Mentoring guideline

Paired activity

Category 1  
Practice evaluation  
Reviewing  
performance

#### Purpose

This guideline assists CPD participants complete the mentoring activity.

#### Activity description

Mentoring is a reciprocal learning relationship in which two colleagues (mentor and mentee) agree to work collaboratively toward achieving mutually defined goals which will develop the mentee's skills, abilities, knowledge and thinking. The colleagues meet regularly to work on a plan to develop the mentee's skills. Skills may be clinical or non-clinical (clinical support) or both, and sessions may be virtual or face to face.

To start a mentoring relationship, the mentee should find a mentor - a trusted, experienced, often senior colleague with the right expertise who is available to meet regularly. The mentor may be from a different specialty than the mentee. Both the mentor and mentee can count the time they spend on mentoring towards their professional development, but the mentor and mentee do not both need to be ANZCA and FPM CPD participants.

#### Related documents

- [Mentoring CPD verification form](#)

#### Approach

##### Steps

Time period	Steps	Complete
<b>Prior to the mentoring relationship</b>	The mentee selects and formally approaches a potential mentor, based on the skills to be developed or strengthened. Consider a colleague who has relevant expertise and capacity to meet regularly at a mutually agreed frequency (e.g., every three months).	
	The mentor agrees to engage in a mentoring relationship with the mentee through a formal mentoring agreement (which can be email from the mentor confirming willingness to engage in the mentoring relationship, kept for the mentee's records).	
<b>During the mentoring relationship</b>	The mentor and the mentee develop objectives and a plan to enhance or strengthen one or more skills.	
	The mentor and the mentee regularly meet to review the mentee's progress and provide additional guidance and support. During the intervals between meetings, the mentee should note any perceived obstacles and progress made for discussion at the following meeting.	
	The mentor and mentee diarise their meetings to include in the annual Mentoring CPD verification form.	

Time period	Steps	Complete
<b>Concluding the mentoring relationship</b>	<p>The mentor and the mentee consider when to conclude the mentorship based on the objectives reached.</p> <p>Each participant should feel empowered to finalise the mentoring relationship.</p>	

### Receiving feedback: for the participant

CPD activities are intended to promote supportive conversations that assist you to reflect and advance your practice. Engaging in a feedback conversation may on occasions challenge you and raise uncomfortable thoughts and feelings. If this occurs consider seeking out a trusted colleague or friend for support. Confidential wellbeing support is freely available through the college, details can be found on the [website](#).

### **ANZCA and FPM CPD portfolio recording**

Both mentor and mentee can record this activity under:

Category 1 Practice evaluation – reviewing performance: *Mentoring*, with the *Mentoring CPD verification form* uploaded as evidence.

One CPD verification form per meeting can be used or you can upload one form for the full calendar year.

Do not upload details of issues discussed or email communications.

### **Optional related activities**

#### **1. Critical reflection**

A mentoring relationship is enhanced by each colleague reviewing their professional relationship and progress outside the regular meetings. You may choose to undertake a Category 1 Practice evaluation – reviewing performance *Critical reflection* activity on the mentoring sessions and develop a plan for practice change. This facilitates ‘closing the loop’ by reflecting on specific actions participants can undertake to improve their practice.

### **Change control register**

Version	Author/s	Reviewed by	Approved by	Approval date	Sections modified
1	G Goulding T Tay	CPD team DPA Education D Devonshire M Castro	CPD Committee	October 2023	Created