

# SESAM Mentoring Programme

## INFORMATION, APPLICATION, IMPLEMENTATION

The SESAM Mentoring Programme is a working alliance in which individuals work together over time, on a one-to-one basis, to support the personal and professional growth, development, and success of the relational partners through the provision of career and psychosocial support. This mentoring programme focuses on building leadership / education / expertise pipelines by providing the opportunity for the mentee to gain exposure and mentorship opportunities from senior healthcare simulation experts.

The SESAM Mentoring Programme will provide a framework within SESAM to establish collaborative problem solving / improvement goals to work on over a 2-year period.

## APPLICATION AND ELIGIBILITY

Mentors and mentees should be active members of the Society and able to attend the Mentoring Programme Reception and associated activities at the Annual Meeting whilst participating in the programme.

Mentors may mentor up to three mentees at one time (within this programme).

Mentors and mentees agree to respect the values of the Mentoring Programme and the confidentiality of their partnership and dialogue.

We are actively seeking those with an interest in the following areas:

**Leadership . Research . Management . Education . Innovation . Policy**

<b>Mentor Benefits</b>	<b>Mentee Benefits</b>	<b>Societal Benefits</b>
<p>Personal satisfaction of knowing that someone was helped.</p> <p>Professional development, including as a Mentor.</p> <p>Increased commitment to own field of interest and profession.</p> <p>Opportunities for self-reflection and self-renewal.</p> <p>Appreciation of a new perspective.</p>	<p>Opportunity to promote personal growth and wellbeing.</p> <p>Increased desire to pursue a career in a field of interest.</p> <p>Networking opportunities.</p> <p>Career coaching and support.</p> <p>Problem-solving guidance and support.</p> <p>Mentee-centric approach.</p>	<p>Both mentor and mentee will have access to the Mentoring Programme Reception at Annual Meeting.</p> <p>Both mentor and mentee will get a certificate at the end of the Mentoring Program during the SESAM Annual Meeting Awards Ceremony.</p>

## VALUES AND EXPECTATIONS

This program aims to provide all participants with a framework to establish and maintain productive mentoring relationships within the SESAM community and beyond. Both mentors and mentees are responsible for the success of the mentoring relationship. To accomplish this, both mentor and mentee must be dedicated to the following values:

- **Integrity** Sharing true and valid information is essential to establish a healthy mentoring relationship. Speaking honestly and aligning expectations should be the standard to a successful program. Review the responsibilities of mentor and mentee in this guidance and define other tasks or procedures. Both mentor and mentee's relationship, agenda and needs should be promptly disclosed at the first meeting.
- **Respect** Respect one another's time, experience, background, and space. This program will not tolerate inappropriate behaviour including breaking of the values, manipulative and neglectful behaviours, or abuse of any kind by either mentor or mentee.
- **Confidentiality** What is and is not confidential should be discussed and agreed upon. Do not disclose details of your conversations to outside parties without explicit permission.
- **Accountability** Agree on a method of communication outside of individual meetings. Mentors and mentees should keep goals and deadlines in check. Both are accountable to pursue the defined agenda and goals.
- In addition to these shared values, a set of responsibilities should be defined in mutual agreement by both parties in the beginning of the programme.

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## ROLES AND RESPONSIBILITIES

Mentor responsibilities:

- Create a psychologically safe environment for mentee-centred development conversations.
- Commit to facilitating, guiding, and supporting the mentee.
- Provide advice to the mentee, share experiences on specific activities and project(s) based on his/her expertise and provide guidance to resources.
- Share responsibility of initiating contact with the mentee.
- Help build the mentee's professional network.
- Willing to coach the mentee in the development of their career through a process of planned experiences and assignments.

Mentee responsibilities:

- Create a psychologically safe environment for mentee-centred development conversations.
- Being receptive to learning and being guided by the mentor.
- Being open to discuss career plan and develop their career through a process of planned experiences and assignments.
- Share responsibility of initiating contact with the mentor.
- Willing to take initiative and actively participate.
- Being open to new suggestions and challenges suggested by the mentor.
- Notify the mentor of problems and concerns.

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### I. Implementation

Mentees and mentors' applicants to the SESAM Mentoring Programme should fulfilling the respective forms at the SESAM website.

The Mentoring Programme Reception will take place at the SESAM Annual Meeting to set the ground rules and discuss programme' guidelines and expectations.

Mentors and mentees will have the opportunity

to meet individually at the Mentoring Programme Reception, to share their expertise, experience, goals, and expectations.

At the end of the SESAM Annual Meeting, both the mentee and mentor will complete and sign the Mentoring Agreement and Mentee Development Plan (MDP) (ANNEX 1), that confirms their commitment to the program and to one another. The SESAM Mentoring Programme starts here.

## II. Monitoring and Evaluation

A feedback form will be sent twice per year to mentors and mentees to facilitate regular programme review. Mentors and mentees should complete and return it to SESAM by the given deadline.

Mentoring practices may be highly variable. Mentors and mentees are free to contact each other as they wish, either in person or online, but SESAM encourages both to attend the SESAM Annual Meeting and to use it as a meeting venue.

After 6 months from the program initiation, it is recommended to have a Follow-Up Meeting to review the agreement and the MDP. This meeting should be focused on any issue or concern on the establish relationship and strategies to overcome these.

At the end of the Mentoring Program, a Program Completion report will be sent to all mentors and mentees to complete and submit at a given deadline.

Mentors and mentees should report any questions or concerns about the program or participants to the SESAM Mentoring Program at any point in the process. A “no-fault divorce” strategy is foundational in this programme and no consequence will occur if exiting the Mentoring Programme is the only solution for the paring.

**Gustavo Norte**

**1 May 2023**

# APPLICATION FORM

## Mentee Application Form

**First Name:**

**Last Name:**

**Gender:**

**Age:**

**Nationality:**

**Email Address:**

**Address:**

**Working Country:**

**Current job title:**

**Company/Organization:**

**Experience with simulation:** <1 year   1-5 years   5-10 years   >10 years

**Role in the simulation activities:** (e.g., facilitator, program manager, sim center director)

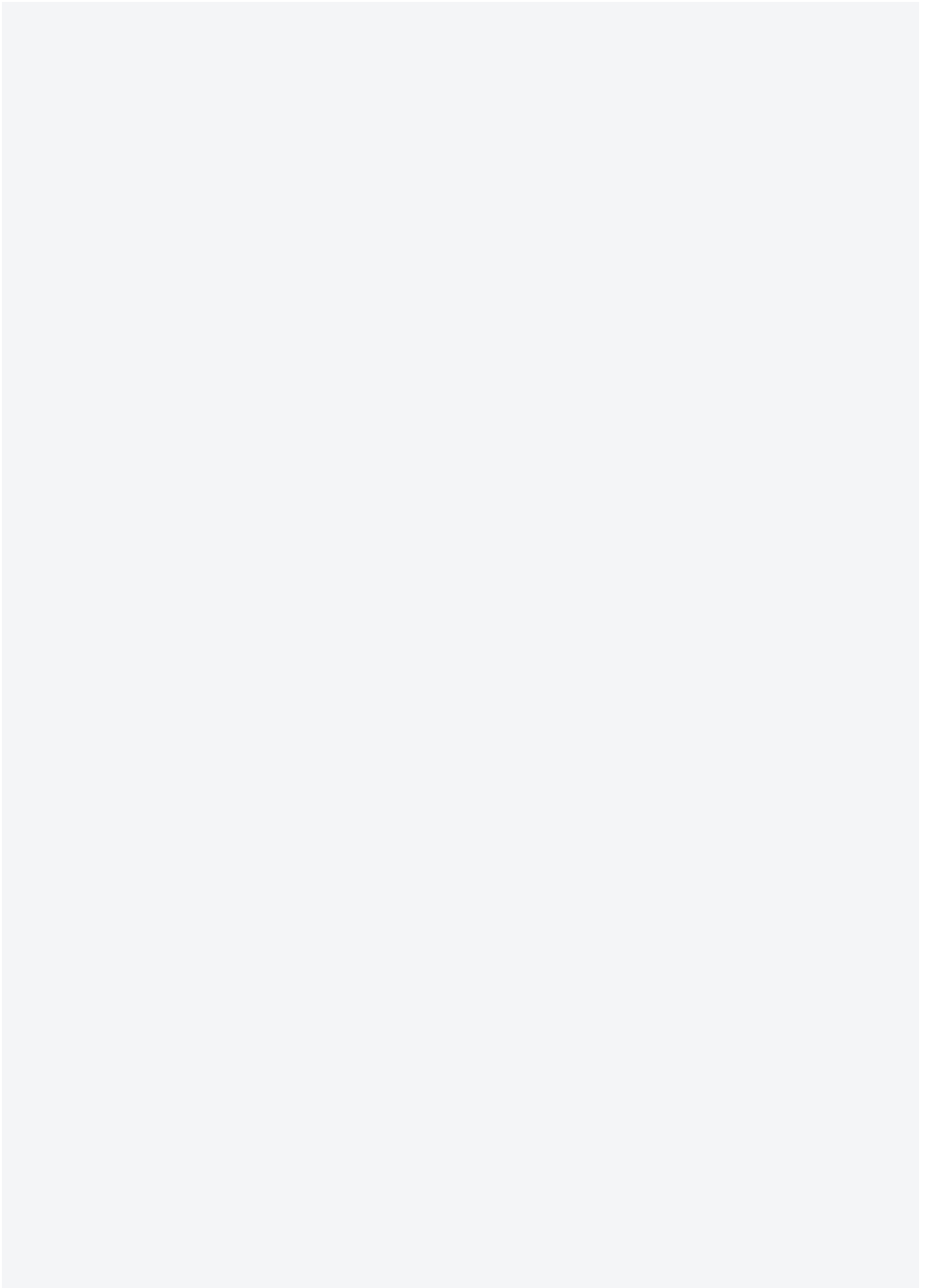
**Areas of Interest:** (multiple selection) - Leadership, Research, Management, Education, Innovation, Policy,

Other: \_\_\_\_\_

**Social Media address (LinkedIn)**

**What is your motivation to become a Mentee in the SESAM Mentoring Programme?** (max. 200 words)

**What is your Plan for success?** Describe your 3 development needs in order of priority  
(max 5 lines per development need)



## Mentor Application Form

**First Name:**

**Last Name:**

**Gender:**

**Age:**

**Nationality:**

**Email Address:**

**Address:**

**Working Country:**

**Current job title:**

**Company/Organization:**

**Experience with simulation:** <1 year 1-5 years 5-10 years >10 years

**Role in the simulation activities:** (e.g., facilitator, program manager, sim center director)

**Areas of Interest:** (multiple selection) - Leadership, Research, Management, Education, Innovation, Policy,

Other: \_\_\_\_\_

**Social Media address (LinkedIn)**

**What is your motivation to become a Mentor in the SESAM Mentoring Programme?** (max 200 words)

**Please briefly describe what you hope to contribute as a Mentor at the SESAM Mentorship Programme:**