

## MB ChB Professional Mentorship Programme

### Faculty of Health Sciences, University of Bristol, Academic Year 2022 -23

#### 1. Aim of the Programme

The purpose of the Professional mentorship scheme is to ensure there is someone who knows our individual students and has a holistic view of their academic, professional and personal development during the student's university life.

The aims of the Professional Mentorship Scheme are:

- To provide a sustainable network of Professional Mentors to support the personal and professional development of medical students;
- To be part of and help nurture a community of staff and students within the Bristol Medical School.

#### 2. Role of Professional Mentors

To work with a group of students throughout their undergraduate career; to encourage and have longitudinal oversight of the personal and professional development (PPD) of each medical student within the group;

To meet with each student three times per year to review their PPD and record attendance and outcomes of these meetings in the ePortfolio; to communicate in between meetings using electronic media / telephone. See section 6 for further detail;

To monitor an ongoing and largely student generated record of academic and personal achievements;

To enquire about and encourage career thinking; to have an overseeing role pointing students to colleagues and other contacts;

To signpost students with pastoral problems to other members of staff and services e.g. Senior Tutors, Student Wellbeing Support\*, Student Health Service, Year Leads/Programme Directors/Academy Dean, Student Finance Office, etc. as appropriate;

To alert the Senior Tutors and/or the Student Wellbeing Service\*/emergency services as appropriate if you believe that the health or conduct of a student represents a threat to themselves, to others or patient safety;

To provide an academic reference for final year students applying to the Foundation School.

\* <https://www.bristol.ac.uk/students/support/wellbeing/request-support/>

Professional mentors are not expected to:

- Provide extensive pastoral care in the event of a personal difficulty, exam failure or appeal. Such issues are referred to the Senior Tutors and/or faculty office.

- Be the supervisor of the student's elective in year 5. Many mentors are willing to do this but students should ask you formally if you are prepared to do this.

### 3. Recruitment and criteria

#### Professional mentors will have:

- An enthusiasm to encourage and nurture the next generation of doctors
- A willingness to support the personal and professional development of individual students
- An interest and experience in teaching medical undergraduates
- A commitment to enhancing the experience of medical undergraduates through regular support and feedback and recording meeting attendance and outcomes
- A general understanding of the Bristol undergraduate curriculum

#### Professional mentors will be:

- Medically trained and in practice in the wider Bristol area covered by the University's undergraduate medical programme including the Clinical Academies and General Practice  
*And/or*
- Teaching on or taking a lead role in an aspect of the undergraduate medical programme

### 4. Support for Professional Mentors

Induction: All new mentors are expected to attend an induction session at the beginning of the Academic year (September – early October). This will be repeated at different times to suit working patterns of mentors over the course of a few weeks.

Meeting Guide: this outlines the key points/areas to discuss at which meeting/contact point for each year of the programme. The ePortfolio meeting record contains similar prompts and will also form a framework for Personal and Professional Development.

Information on the medical programme: details of the structure of the curriculum, assessments - formative and summative, skills development, the ePortfolio, contact details for our senior tutors and other support services is provided.

Mentor evenings and events: these will be held approximately twice a year. Attendees will be awarded CPD points for attendance.

Contact points: the Professional Mentorship Scheme is led and organised by Dr Jane Williams and Gail Kiddle ([med-myprogress@bristol.ac.uk](mailto:med-myprogress@bristol.ac.uk)) who provide day to day leadership and support and can help with any queries relating to the role of the professional mentor. We will do this directly or liaise with you and the wider medical school.

### 5. The ePortfolio – a framework for Personal and Professional Development (PPD)

All medical students will have an ePortfolio which is student-driven. It is automatically shared with their Professional Mentor. Professional mentors will have their own access to the ePortfolio and have oversight of their students' ePortfolios and progress with activities.

The ePortfolio forms a comprehensive record of a student's journey through medical school and the university. Students are asked to update their ePortfolio regularly including, reflective practice, academic and personal achievements, clinical and other skills development and their annual Team Assessment of Behaviour (TAB) takes place within the ePortfolio. Some work-based activities and processes are recorded directly in their ePortfolio (e.g. TAB, Work Based Assessments such as Mini-Cex and Case-Based Discussions). From September 2021, year 3 students will record their clinical and procedural skills within the ePortfolio.

*Mentors are not expected to have detailed knowledge of these activities, processes or procedures; students will have been directly observed by clinicians, GPs and other health professionals as appropriate to the activity or procedure whilst on placement. The role of the professional mentor is to have oversight helping students identify their strengths and weaknesses and supporting the student in formulating next steps in their development.*

The University of Bristol has introduced a Personal Development Planning and Skills Framework across all Faculties. The Professional Mentorship scheme aims to nurture individual student's talents and interests to maintain diversity in the medical workforce. The meetings and conversations students have with their professional mentors provide the framework for personal and professional development and an opportunity to review their ePortfolio to provide constructive and meaningful feedback on their performance, development and progress.

Students may need to allow access to others from time to time to view some of their activities (e.g. GP tutors, GMC for evidence of core competencies). Access is always password protected but it follows that care should be taken to ensure that the content is what the writer would be happy for others to see at some stage in the future. It is repeatedly emphasised to students that patient identifiable information must not be kept in the ePortfolio, and if done so could trigger a Student Concern Form.

## **6. Meetings with students**

Students are responsible for arranging meetings with their professional mentors. The exception to this is the first meeting when they arrive at Bristol. We ask that you get in touch with them in the first few weeks to introduce yourself and to arrange a meeting. During their first year, you may find students need to be encouraged to arrange their meetings with you. Students are asked to meet with you 3 times a year and are followed up if meetings are not recorded in their ePortfolio.

Prior to the first meeting, students complete their personal details (including a photograph) and any reflections or activities in their ePortfolio. The first meeting is a Welcome meeting and should be scheduled for around 45 minutes. Mentor and student should discuss preferred arrangements for communication.

Mentors should meet with their students 3 times per year to coincide with key points of the student's current year of study. Meetings should be scheduled for around 30 minutes (with the exception of their first welcome meeting). As a student progresses through the programme spending increasing amounts of time at the Academies, GP and other clinical settings, arranging face to face meetings can be impractical. Emphasis is placed on the quality of the meeting / conversation and ensuring a record is made in the ePortfolio rather than the mechanism of the meeting. Skype/FaceTime and other electronic means of communication are acceptable. Meetings (formal conversations) are part of developing professionalism. We do ask that in year 1, all meetings are face-to-face so the student and

mentor can get to know each other. *During the pandemic, communication has largely been online. From September 2021 we hope meetings will take place in-person if both parties are comfortable and would like to do so. The university is continuously monitoring the situation and we will advise accordingly.*

We also ask that mentors maintain regular contact with their students in between meetings to 'check-in' with them.

Whilst it is the student's responsibility to arrange meetings (with the exception of year 1), on occasions a student might fail to get in touch. Please do email them in this instance and let Jane Williams or Gail Kiddle know if you don't get any response.

We are committed to making mentorship a positive experience for all participants and the relationship students develop with their professional mentors is highly valued by the student body and the University. Being a professional mentor is an enriching and satisfying experience and we know from student feedback that students gain a great sense of belonging when they have a good mentor relationship.

## 7. Intercalation and suspension of studies

Please keep in email contact with any students who have intercalated or suspended studies. Students who intercalate will have a personal tutor assigned as part of that programme. We do ask that you have one meeting during the year with any students that intercalate. As above, please do maintain regular electronic communication with them.

## 8. Recognition

Professional Mentors, unless already members of university staff, are given the title of **Associate Status**. Please apply by emailing [med-myprogress@bristol.ac.uk](mailto:med-myprogress@bristol.ac.uk). CPD points are available for attendance at Mentor events and other Faculty events which you are invited to (e.g. The Faculty's Teaching and Learning Conference and seminars). Letters confirming your role as a Professional Mentor can also be supplied for appraisal purposes.

## 9. Mentor recruitment

The aim of the scheme is for students to be with their professional mentor for the duration of their studies (typically 5 or 6 years). Please make sure you can commit to meeting with students at least 3 times each academic year, providing feedback on their ePortfolio and maintain electronic contact with them in between meetings. The allocation of mentors to students is the responsibility of the MB ChB Programme. This allocation will only be changed in exceptional circumstances. Inevitably, mentors may need to hand their students on (retirement, sabbatical, maternity leave). We are always looking for new professional mentors – please encourage colleagues who may be interested to contact the scheme using [med-myprogress@bristol.ac.uk](mailto:med-myprogress@bristol.ac.uk).