



THE NATIONAL CENTER FOR HEALTHCARE LEADERSHIP'S

MENTORSHIP PROGRAM

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THE NATIONAL CENTER FOR HEALTHCARE LEADERSHIP MENTORSHIP PROGRAM – CODE OF CONDUCT

Please read this document in its entirety, date, and sign electronically.

General Information and Guiding Principles

This code of conduct governs the behavior of participants during their voluntary mentorship process. All voluntary participants (voluntary, meaning mentor or mentee) in the mentorship program shall read the Code of Conduct in its entirety to understand the standards of behavior expected. The primary purpose of a mentorship is for a mentor to foster the professional success of a mentee.

Guiding Principle for Mentors

The Mentor shall strive to act in the best interests of the mentee. In practice, any course of action will usually present specific advantages and disadvantages, and the optimum course of action will often not be clearly defined. Under no circumstances, however, shall the mentor further other interests by intentionally advising the mentee to follow a course of action that is clearly detrimental to the best interests of the mentee. For example, the mentor shall not place the interests of the mentor, the mentor's employer, a professional society, a sponsor, or any other party above the interests of the mentee.

Guiding Principle for Mentees

The Mentee is ultimately responsible for the Mentee's own actions. The Mentor provides guidance for pursuing a specific course of action. This guidance will be based on the Mentor's specific knowledge, experience, preferences, and biases. Mentees are encouraged in partnership with their mentor to identify target SMART goals tied to healthcare leadership competencies (see the NCHL Health Leadership Competency Model 3.0) for the purpose of professional development. In practice, any course of action will usually present specific advantages and disadvantages, and the optimum course of action will often not be clearly defined. The responsibility for choosing a specific course of action belongs to the Mentee, not to the Mentor.

Code of Conduct for Mentors and Mentees

As a participant, I agree to abide by the Codes of Conduct. I agree that if I violate any rule of the Code of Conduct, NCHL may suspend or terminate my participation as a mentor or mentee in this program.

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- The mentor's role is to respond to the mentee's needs, guide their professional development, and foster opportunities for areas of opportunity identified by the mentee.
- Mentors must be aware of any current law(s) and work within the scope of the law. Neither party shall infringe upon confidentiality of their employer or clients in a way that could be considered unethical. Both parties are responsible for adhering to the highest code of ethical conduct throughout the relationship
- Participants are responsible to exercising care in the treatment of all electronic data shared by the other party and ensure that such information is not disclosed to any unauthorized person
- Participants must adhere to respective facility policies for email communication and professional communication
- Mentors and mentees should respect each other's time and set clear expectations for the relationship. Participants should attend all scheduled meetings with their program partner on time, communicate clearly, and respond to communications within a reasonable time frame
- Mentors and Mentees agree to set clear boundaries, goals, and objectives for the relationship
- The mentee must accept increasing responsibility for managing the relationship; the mentor should empower the mentee to do so, and must generally promote the learner's autonomy
- Either party may dissolve the relationship at any time. We encourage participants to reach out to NCHL staff for assistance at any time so I don't think Smart goals
- Mentors need to be aware of the limits of their own competence in the practice of mentoring and the scope of their role as a mentor
- The mentor will not intrude into areas the mentee wishes to keep private until invited to do so.
- Mentors and mentees should aim to be open and truthful with each other and themselves about the relationship
- The mentoring relationship must not be exploitative in any way
- Mentors cannot act as an advocate, witness, or provide advice on disputes in which the mentee is involved. Providing strategies for coping is acceptable. The mentee and mentor agree to speak about challenging work experiences in a respectful way as to not negatively impact the professional relationships either party has developed outside of the mentorship program.
- Mentors and mentees will maintain their professional competence through participation in continuous professional development

I acknowledge that I have read and will abide by the Code of Conduct of the NCHL Mentorship program

Date: _____

Signature: _____

Name: _____