

## **Registered Managers' Legacy Mentoring Programme 2023/24**

### **Frequently Asked Questions**

#### **What is the North Yorkshire and York Legacy Mentoring Programme?**

We have been successful in obtaining one year's funding to deliver- a mentoring programme for Registered Managers working in social care. We very much hope that we will be able to demonstrate that providing mentoring to registered managers helps them feel valued, supported and in turn helping the retention of the social care workforce.

We are delighted that from 1<sup>st</sup> December 2023, we are able to extend our support to Registered Managers working within Residential homes and domiciliary care services.

#### **What is a legacy mentor?**

Legacy mentors are experienced registered managers, usually in late career, who provide coaching, mentoring and pastoral support to registered managers working in nursing home settings.

They provide essential professional advice, education and guidance and pass on a 'legacy' to the next generation. They play a crucial role in supporting staff health and wellbeing and career progression.

#### **How can I have a mentor?**

If you are a registered manager that would benefit from some mentoring then you would be able to submit an expression of interest form to become a mentee through our mentoring programme.

#### **What is the time commitment of a mentoring programme?**

The frequency, structure and length of the partnership will be agreed with the mentee, but it is typically up to 1 hour per week, with learning and development activities between meetings. Our pilot programme runs until the end of September 2024. Your mentoring journey will depend on your mentoring needs.

#### **What is expected of a Mentee on the programme?**

Mentees are expected to:

- take responsibility for managing their own development.
- set clear, realistic objectives and initiate learning and career development activities.
- be responsible for scheduling meetings and rescheduling them if needed.
- be open to feedback from mentor and receptive to innovative ideas.
- show consideration for their mentor's time.

- adhere to confidentiality of mentoring partnership.
- maintain the commitment to the mentoring partnership
- advise the Support Team of any breakdown in the mentoring relationship.

### **Do I need to participate in mentoring in my own time?**

We hope that nominated individuals/ owners will see the value of the mentoring programme and will support you having time, within your working week, to attend mentoring.

We also understand that some individuals may prefer to have their mentoring sessions away from the work environment. During your first meeting with the Mentor, you will agree how you can get the best out of your mentoring experience.

### **What will happen if I apply?**

Once we have received your application, we will review it to check that you are eligible to join the programme. If you are, then you will be emailed and provided with the details of the Legacy Mentor so you can make contact with them.

The Legacy Mentor will discuss with you how the mentoring relationship should work, agree the boundaries with you and, identify your mentoring objectives.

### **What if the relationship with the Legacy Mentor breaks down?**

We hope that our registered managers value the relationship with the Legacy Mentor. However, there may be circumstances where we need to revisit the arrangements that have been put in place. If you are unhappy and would like to discuss any concerns please contact [yhs-tr.legacymentoring.socialcare@nhs.net](mailto:yhs-tr.legacymentoring.socialcare@nhs.net)

### **What happens to the information you have collated about me during and after the Legacy Mentoring programme?**

Please be assured that we take the confidentiality of your information seriously. Any notes that may have been taken during your mentoring discussions will be securely destroyed at the end of your mentoring programme, unless agreement is reached with you to take another course of action.

Information will be held in both written format but also electronically. Examples of electronic formats will include:

- mobile phones and telephone held calendars.
- Electronic folders and files held on a secure IT network. These files will only be accessible to the Mentoring programme team.
- A mentoring e-portfolio. Access to this portfolio is restricted to protect your confidentiality.

During the course of the mentoring programme we will retain the following personal information about you:

- Your Name
- Your preferred email address (personal or work)
- Your telephone contact number
- Your professional body registration number and date of qualification (if relevant)
- Your professional body revalidation date (if relevant)
- Date you commenced as a registered manager
- Your employer details
- Equality and diversity monitoring
- Data collected as part of the pre, mid and post mentoring surveys.

This information is retained for the following purposes:

- To ensure we maintain accurate records regarding your mentoring journey during the programme and to help you prepare for your professional career.
- To ensure that we are able to contact you should the Mentor be unable to meet with you as planned for a mentoring appointment.
- To ensure that we are able to provide evaluation of the mentoring programme to both the local Integrated Care Board and, to NHS England. Please be assured that any data used will be anonymised and you will not be identifiable.

At the end of the mentoring programme, we will retain some anonymised data about the outcomes of your mentoring programme so that we can help to identify themes emerging from the programme so that we can help and support other groups of nurses.

If at any point you do not wish for the legacy mentoring programme to hold information about you, you should make the Legacy Mentoring programme team aware of your wishes by emailing [yhs-tr.legacymentoring.socialcare@nhs.net](mailto:yhs-tr.legacymentoring.socialcare@nhs.net)

**I have other questions about this, who can I contact?**

If you have any further questions about the legacy nurse mentoring programme, please do contact us, and we would be happy to help:

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