

# The Pharmacy Practice Research Trust



Medicines & People

Turning Knowledge Into Know-How

## How to make the e-mentoring experience work for you

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The Pharmacy Practice Research Trust encourages those participating in the e-mentoring scheme to read the information below to help individuals get the best out of their mentoring relationship.

**All participants in the one-to-one research e-mentoring scheme must respect the confidentiality of any matters discussed during the relationship.**

### Getting started:

- Discuss any expectations for the mentoring relationship and agree goals towards which both parties want to work.
- Agree the frequency and regularity of contact, and the preferred form of contact.
- Agree any boundaries, for example, if you do not want someone contacting you at work.
- Agree at the outset a time when both parties will collaborate to review and reflect on the arrangement, discuss as openly as possible what has been more and perhaps less successful, and collaborate on deciding whether to terminate or renew the arrangement (creating revised terms for its continuance).
- Both parties should take equal responsibility for progressing the mentoring relationship.

### Making it work:

- It may take longer than initially expected to develop a good relationship using e-mentoring – be patient and respect each other's time and other responsibilities, ensuring that neither party imposes beyond what is reasonable.
- Be aware of conflicts of interest which may exist and manage these appropriately.
- Either party may terminate the relationship after discussing the matter with one another and ensuring mutual respect and understanding of the conclusion.
- Where appropriate, both parties should share responsibility for the winding down of the relationship.
- Please inform the Trust if your mentoring relationship ceases for any reason.
- The Trust cannot reimburse any expenditure.

For further information please contact:

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