

BCS Mentoring Scheme FAQ's

General Mentoring Guidance

- What is the BCS Mentoring Scheme?
- Is there a fee associated with using the BCS Mentoring Programme?
- How are mentors and mentees matched?
- Making initial contact
- The first meeting
- Further meetings
- Keeping records

Mentor Guidance

- What is my role as a mentor?
- How do I become a mentor?
- Who are the mentees?
- Can I have more than one mentee?
- How do I match with a mentee?
- Is it okay to reject a request?
- What if my mentoring relationship isn't working well?
- What are the expectations for participating mentors?
- How much time will I need to invest as a mentor?
- Training Requirements

Mentee Guidance

- How do I become a mentee?
- How do I find a mentor?
- Who are the mentors?
- Can I have more than one mentor?
- What should I do if I don't hear from the mentor I requested?
- What if the mentor isn't the right "fit" for my needs?
- Where can I meet with my mentor?
- How long does the mentoring relationship last?

General Mentoring Guidance

What is the BCS Mentoring Scheme?

The BCS Mentoring Scheme sets out to connect cardiac professionals at different stages of their career, where a mentor harnesses their experience and knowledge to support the next generation of cardiovascular professionals. By supporting the development of fellow members, mentors are not only advancing the field of cardiology, but also providing the basis by which they can reflect and continue their own professional development.

The BCS Mentoring Scheme will enable individuals to develop and grow their professional practice, keep up to date with cardiological training, industry changes and the labour market. Both mentors and mentees can offer an invaluable service to fellow members, who with guidance and reassurance may gain the confidence to take that next professional step.

The BCS Mentoring Scheme is an exclusive benefit for BCS members, available at no additional cost.

In the inaugural year, the mentee application process will be open to cardiology resident doctors within one year of CCT and consultant cardiologists within 5 years of first appointment. Please note places are limited. We aim to extend the programme to a wider member group as the programme develops.

The mentoring is facilitated through our mentoring platform, which approved mentors and mentees have access to through the [BCS member platform](#).



Is there a fee associated with using the BCS Mentoring Scheme?

The BCS Mentoring Scheme is a benefit of membership and is available exclusively to BCS members. There is no extra charge to use this resource, but please note that spaces are limited.

How are mentors and mentees matched?

Our mentoring platform matches mentors and mentees based on their personalised preferences and their areas of expertise. Approved mentors and mentees have access to the mentoring platform through the [BCS member platform](#).

When approved mentors and mentees are accepted into the programme, they are asked to fill out their mentoring preferences and a mentoring form (mentors) or mentoring request (mentees), which includes questions on professional experience and preferred mentoring topics. Our mentoring platform will then identify suitable mentors or mentees based on these preferences and criteria.



Required Actions

To start receiving mentoring, create a mentoring request

Start

To ensure a personalised experience, update your mentoring preferences

Update

Making initial contact

The approved mentee makes initial contact with the mentor through a mentoring request on the mentoring platform.

My Requests

Requests that you have received and sent

Create mentoring request

When a mentee 'mentoring request' has been approved by a BCS administrator, the mentee can match with a mentor by using the 'Find mentors' button under 'My Requests'.

My Requests

Requests that you have received and sent

Created mentoring request on Career progression, early career, Leadership
Your request has been approved, press find mentors to start.

Find mentors

View

Create mentoring request

The first meeting

To set up your first session, please click on your mentor or mentee under 'My Connections'.

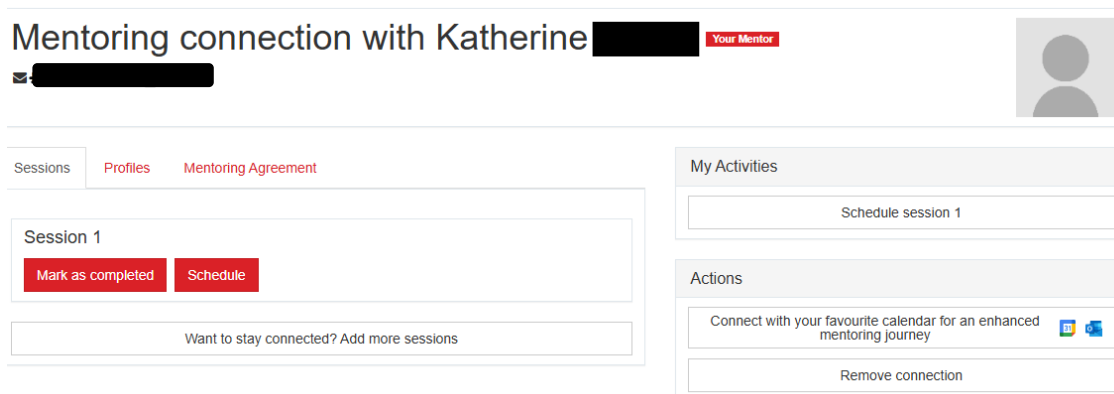


My Connections

Active connections with both mentors and mentees



Both parties will be prompted to read and accept the mentoring agreement prior to scheduling the first session. When both the mentor and mentee have accepted the mentoring agreement, either party can schedule their first meeting under 'Sessions'.

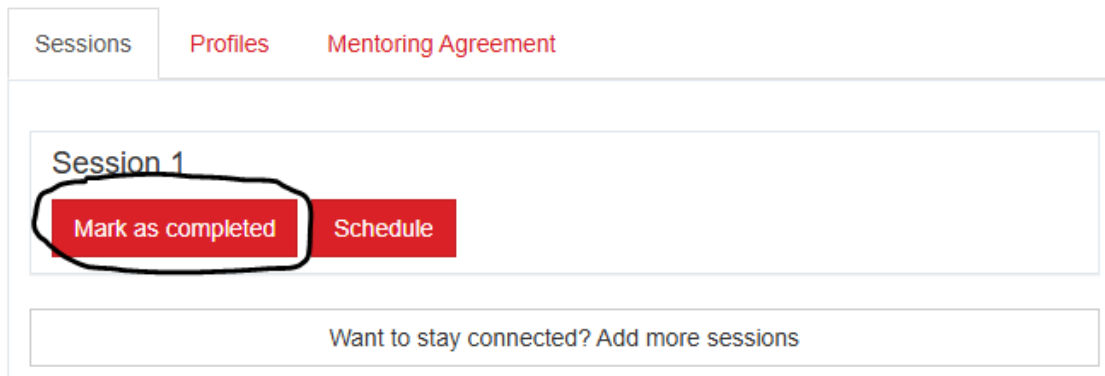


Choose a location where there are no distractions (people, telephones, noise etc.). This meeting will give you both a chance to get to know each other, your backgrounds and careers to date.

If the mentee is not based near the mentor geographically, and if both the mentor and the mentee are happy to do so, you may decide to conduct your communications online, by video conferencing or by phone. The party should agree upon when and where the first meeting should take place.

Setting up a 'look ahead schedule' for the next year is good practice, and can be done through the mentoring platform under 'My Connections', 'Want to stay connected? Add more sessions', even if it needs to be changed later. It may be useful to initially agree on how you expect the mentoring relationship to work and what you both want to get out of it.

When you have completed your first session, please mark it as completed under 'My Connections'.



The screenshot shows a user interface with three tabs: 'Sessions', 'Profiles', and 'Mentoring Agreement'. Under the 'Sessions' tab, there is a card for 'Session 1'. This card contains two red buttons: 'Mark as completed' and 'Schedule'. The 'Mark as completed' button is circled in red. Below the session card, there is a text prompt: 'Want to stay connected? Add more sessions'.

Further meetings

BCS expects mentors and mentees to meet for at least four 1-hour sessions over the period of 12 months. More frequent meetings are optional and may be necessary to review and discuss a particular topic e.g., the benefit of a change in role, an overseas opportunity, or the value of an available training course. It is also good practice to record actions resulting from mentor/mentee meetings that should be resolved before the next session.

Keeping records

We strongly advise that you use the 'My Connections' tab in your Mentoring log in area to ensure all sessions and connections are recorded. The mentee can choose to record their development by using a personal development plan and by making note of actions, particularly where the mentor or the mentee has agreed to do something.

Mentor Guidance

What is my role as a mentor?

As an experienced BCS member you may already be mentoring, or have mentored in some capacity previously. As a mentor, you will support a fellow BCS member through their professional pathway onto their next goal. We anticipate that your mentoring will focus on the areas below:

- Help prepare a mentee for a change of industry or role
- Talking through a mentee's longer-term career development goals and how to achieve them
- Support after returning from a career break
- Longer term development activities to progress into leadership roles
- Advice on how to build their professional network

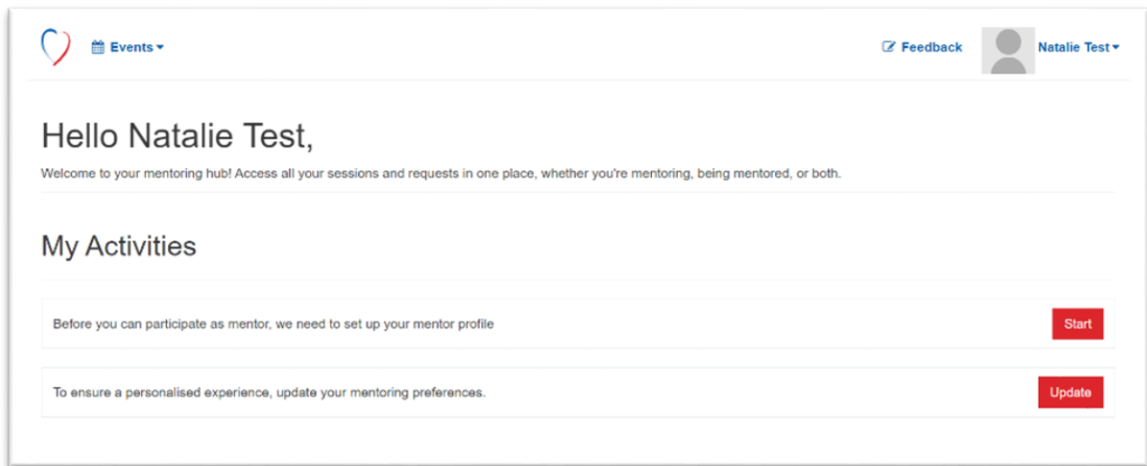
BCS recommends that mentors have a **maximum of 2 mentees** at one time.

How do I become a BCS mentor?

Please email us at academy@bcs.com if you're interested in becoming a BCS mentor.

If we are recruiting for mentors when you contact us, we will then send you a link to the mentoring platform where you can set up your mentoring profile.

1. You must **complete your mentoring profile** in order to start accessing the programme. Completing your profile allows mentees to review your area(s) of expertise, and any other details required when requesting a mentor.
2. Once you have completed your profile, an administrator will review your details, and approve you onto the programme.
3. We also ask that you complete your mentoring preferences.



Who are the mentees?

Mentees are other BCS members who would like you to help support their career development.

Can I have more than one mentee?

BCS recommends that you have no more than 2 mentees at one time.

How do I match with a mentee?

Once you have set up your profile, you will be ready to begin a mentoring relationship. All requests and matches will appear through the mentoring platform in due course. You will also be notified by email when you receive a mentoring request.

A mentee will send you a mentoring request, and you can accept the mentoring request(s) you feel is most appropriate. Any requests that come through look like the below images. You can view and accept or decline using the red buttons.



My Requests

Requests that you have received and sent

Incoming mentoring request from Nancy [redacted] Mentee View
⌚ 5 days left before this request expires

Mentoring request ✕

Mentee name:	Nancy [redacted]
What topics do you seek mentoring on?	Career progression, early career, Leadership, Family life / Work life balance
What is your current post?	SpR at hospital
What year of training/year post CCT are you in?	ST7
What are you looking for in a mentor?	Someone to support me in my transition from SpR to Consultant
Gender	Female
Location	London, UK

DeclineAccept

If you accept the request, your mentee will then appear under your connections.

Members ▾Events ▾

Create mentoring request

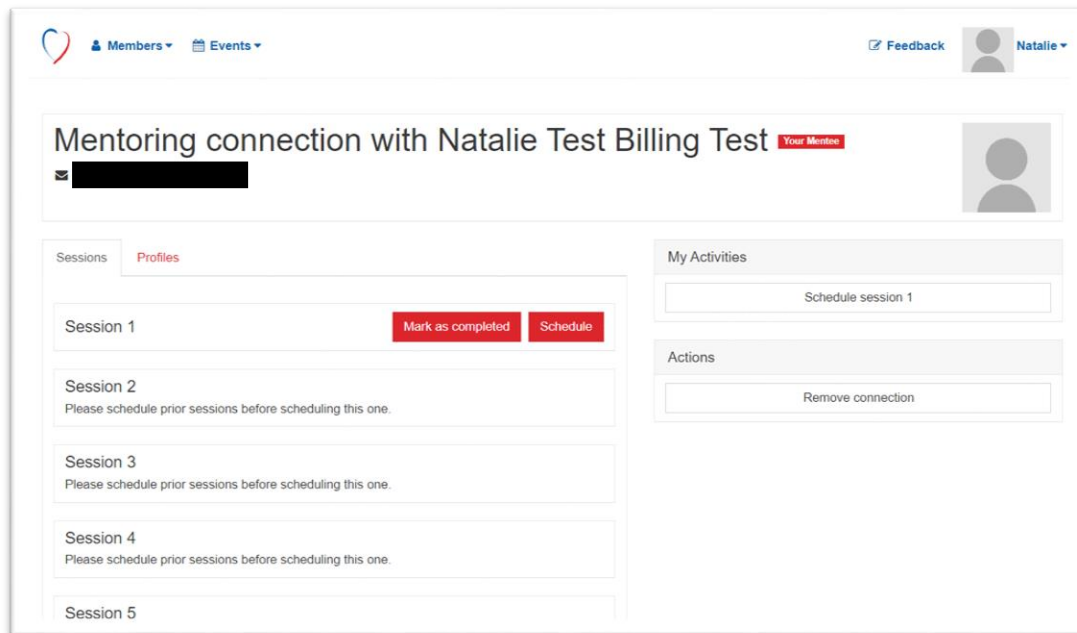
All Connections

Active connections with both mentors and mentees

New Member

Natalie Test
Bling Test

You can click on your connection to schedule your first and subsequent sessions. Please note you and the mentee must both accept the mentoring agreement prior to scheduling your first session. You will be prompted to do so the first time you click on your connection.



Is it okay to decline a request?

Yes, but there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling. If a potential mentee has misinterpreted information in your profile, you may find him/her to be an inappropriate match. If you want to decline a request, simply press the decline button.

What if my mentoring relationship isn't working well?

Sometimes, regardless of the information provided, mentors and mentees don't always "fit." If this happens, we suggest that you discuss your decision honestly and kindly with your mentee. If you feel there is anything you'd like to report to BCS about your mentoring interaction, please do so at academy@bcs.com.

You can remove a connection by clicking on their profile under 'My Connections' and clicking on the 'Remove connection' button under 'Actions'.



Mentoring connection with Jo [redacted] Your Mentee

☑ [redacted]

Sessions Profiles Mentoring Agreement

Session 1

Mark as completed Schedule

Want to stay connected? Add more sessions

My Activities

Schedule session 1

Actions

Connect with your favourite calendar for an enhanced mentoring journey

Remove connection

What are the expectations for participating mentors?

The expectation is that mentors will be allocated one to two mentee, with whom they should meet for at least four sessions, each expected to last an hour, over a period of 12 months. Agreement over frequency of contact to be decided by both mentor and mentee at the first session. They should also be willing to communicate reasonably often by telephone, via teams or similar online platform, (as agreed between mentor and mentee at the beginning of the mentoring year).

We expect mentors to respond to initial requests from mentees in a timely manner, and to provide feedback upon your mentoring experience.

How much time will I need to invest as a mentor?

We recommend that you and your mentee agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to your mentees. The BCS Annual Conference also offers a convenient venue for getting together with your mentees over coffee or lunch.

Training requirements

All new mentors are required to undertake new mentor training. Thereafter, all mentors are required to participate in refresher training every three years to continue their roles. The training is via one of our trusted online E-Learning mentor training services and a link will be sent to you to complete this training before the start of your mentoring relationship.

Once you have completed the training, please email your completion certificate over to academy@bcs.com and we will store this upon your record.

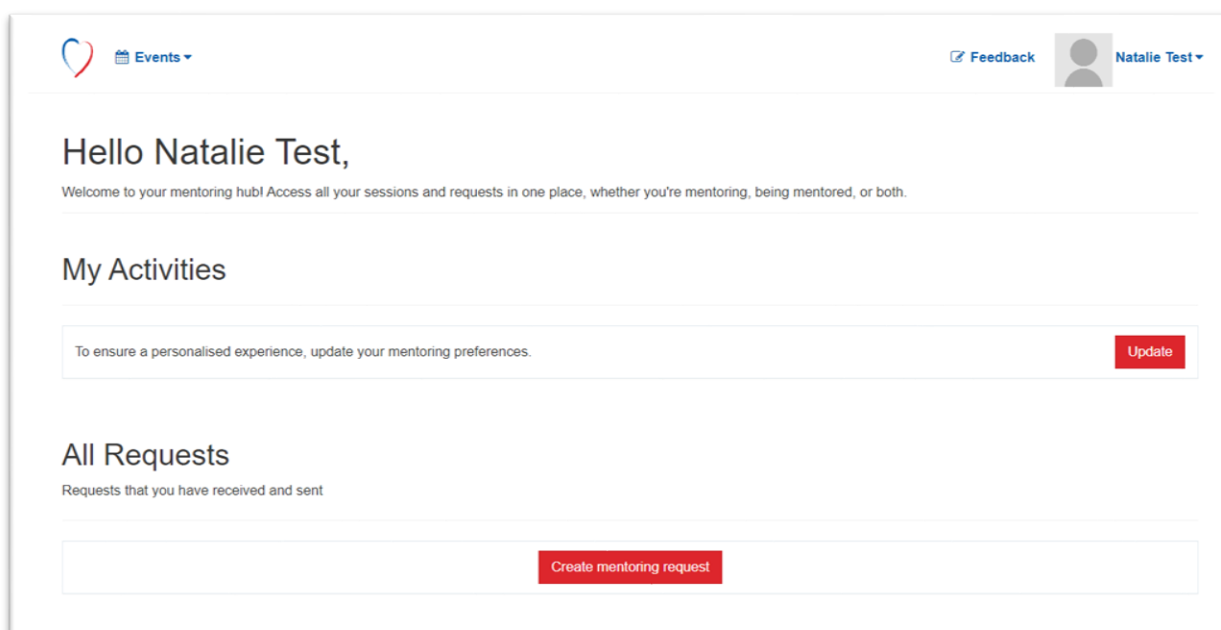
Mentee Guidance

How do I become a mentee?

The BCS [Mentoring webpage](#) will show if we're currently accepting mentee applications and what the application criteria is. If you meet the criteria and are interested in becoming a mentee, please email us on academy@bcs.com.

If your initial request is accepted, BCS will send you a link to the mentoring platform where you can set up your mentee profile.

1. You must **complete your mentoring preferences** in order to start accessing the programme.
2. We then ask that you complete a mentoring request. This request is then sent to our administration team who will accept you onto the programme.



The screenshot shows the user interface of the BCS Mentoring Hub. At the top left, there is a logo and a navigation menu with 'Events'. At the top right, there is a 'Feedback' link and a user profile for 'Natalie Test'. The main content area starts with a greeting 'Hello Natalie Test,' followed by a welcome message: 'Welcome to your mentoring hub! Access all your sessions and requests in one place, whether you're mentoring, being mentored, or both.' Below this is a section titled 'My Activities' with a message: 'To ensure a personalised experience, update your mentoring preferences.' and a red 'Update' button. The next section is 'All Requests' with the subtitle 'Requests that you have received and sent' and a red 'Create mentoring request' button.

How do I find a mentor?

Once you have been enrolled as a mentee by our administration team, you can click on the 'Find Mentors' button under 'My Requests' on the [mentoring platform](#). The most appropriate and similarly matched mentors to your request will appear.



The screenshot shows a user interface for managing mentoring requests. At the top, there is a navigation bar with a logo, 'Events', 'Feedback', and a user profile 'Natalie Test'. Below this, the 'All Requests' section is titled 'Requests that you have received and sent'. It contains a message: 'Created mentoring request on Career progression, early career, Leadership + 1 more. Your request has been approved, press find mentors to start.' with 'Find mentors' and 'View' buttons. A 'Create mentoring request' button is also present. The 'All Connections' section is titled 'Active connections with both mentors and mentees' and shows 'No connections to show'.

You can reorder or 'skip' mentors before sending the request, and the request can be sent to up to three mentors. The top mentor on the list will initially be contacted, and if they decline, the next mentor on the list will be contacted.

The screenshot shows the 'Find mentors for mentoring request' interface. It has a title bar with a close button. Below the title, there is an information icon and text: 'Visible mentors will be requested and can be reordered by dragging, changing the request order. Press 'skip' to replace a mentor.' The main area lists three mentors:

- Katherine** (57% match): Career progression, early career (4), Leadership (4). Education and Academy Co-ordinator. Buttons: Skip, up, down.
- Lizzie** (57% match): Career progression, early career (4), Leadership (4). Buttons: Skip, up, down.
- Thijs** (47% match): Career progression, early career (2), Leadership (4). Software Developer, VeryConnect. Buttons: Skip, up, down.

At the bottom right, there is a red button labeled 'Send request to mentors'.

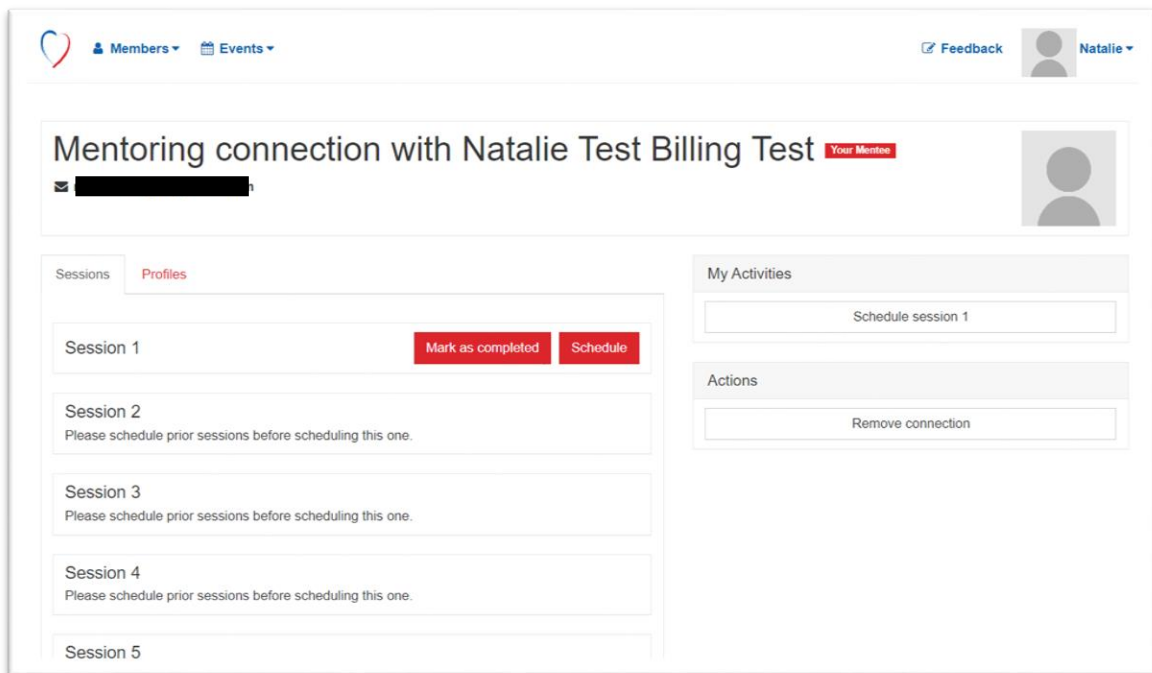
If the mentor accepts your request, you will be notified by email and they will appear under 'My Connections'.

My Connections

Active connections with both mentors and mentees



You can then click on your connection and schedule your first and subsequent sessions. Please note you and the mentor must both accept the mentoring agreement prior to scheduling your first session. You will be prompted to do this before scheduling your first meeting.



Who are the mentors?

Mentors are cardiac professionals, BCS members who have volunteered their time to support other members' careers.

Can I have more than one mentor?

No - The BCS recommends one mentor per mentee.

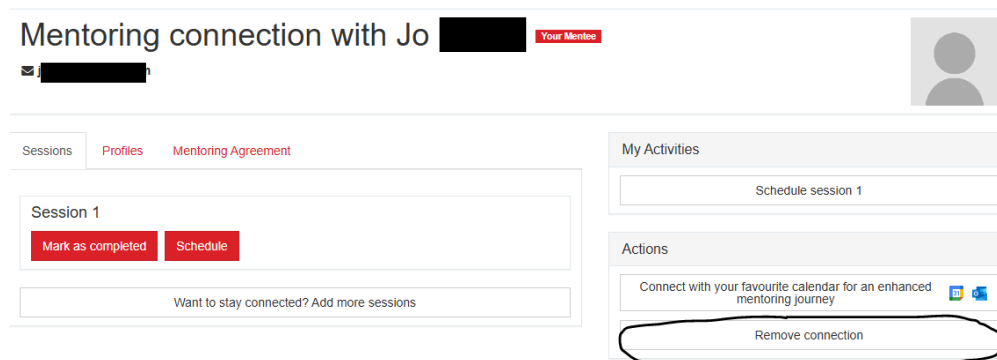
What should I do if I don't hear from the mentor I requested?

You will receive an email if your mentor does not respond to your mentoring request within the required timeframe (5 days). If this occurs, you can submit a new mentoring request.

What if the mentor isn't the right "fit" for my needs?

Sometimes, regardless of the information provided, mentors and mentees don't always "fit." If this happens, we suggest that you discuss your decision honestly and kindly with your mentor; thank them for their time then start a new mentor search. If you feel there is anything you'd like to report to BCS about your mentoring interaction, please do so at academy@bcs.com.

You can remove a connection by clicking on their profile under 'My Connections' and clicking on the 'Remove connection' button under 'Actions'.



The screenshot shows a mentoring connection interface for a user named Jo [redacted]. The interface includes a header with the name and a 'Your Mentee' tag, a profile picture, and a navigation menu with 'Sessions', 'Profiles', and 'Mentoring Agreement'. The main content area is divided into two columns. The left column shows 'Session 1' with 'Mark as completed' and 'Schedule' buttons, and a link to 'Add more sessions'. The right column has 'My Activities' with a 'Schedule session 1' button, and 'Actions' with a 'Remove connection' button circled in black.

Where can I meet with my mentor?

This is agreed between the mentee and mentor. It is likely that most of your communication will occur by phone or electronically. The BCS Annual Conference offers a great opportunity to meet in person.

How long does the mentoring relationship last?

BCS expects you to meet for at least four sessions, each expected to last an hour, over a period of 12 months. We recommend that you and your mentor agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Your mentoring relationship will be for one year.