

Mentor Programme

Faculty of Medicine, University of Jaffna

Guidelines for Mentors

Each new entrant to the Faculty of Medicine is assigned a mentor.

Mentors are advised to initiate contact and meet their mentee(s) during the introductory period (the faculty can support you to set up the first meeting).

Please assess whether the mentee has difficulties with regard to English language, finances, academics, adaptation to university life, health or any other matter. The annexed form for mentee's details has been designed to facilitate this process..

Mentees are expected to initiate meetings with their mentors at least once in six months to review their progress with personal and professional development activities; an introductory session for mentors will be held in early 2023.

The Dean's Office will update mentors regarding their mentee's academic performance at in-course assessments in the pre-clinical phase and results at barrier examinations.

If mentees require additional support, the mentor may direct the student to available services. Alternatively the mentor may contact a member of the Mentor Programme Committee to provide the necessary direction. (see Annexure 1).

If a mentor goes out of Jaffna for an extended period, this should be informed to the Coordinator/Mentor Programme (fommentoring@univ.jfn.ac.lk). Another mentor will be assigned, if necessary, to provide mentorship during the period of absence.

Mentors are advised to file and maintain records for each mentee for future reference.
The records must be kept confidential.

Mentors should notify the Dean (rsuren@univ.jfn.ac.lk) regarding the following:

- Problems of a serious nature that require attention and closer follow up;
- Any conflict of interest or other concerns that may adversely affect the mentor mentee relationship;
- Ragging or any other form of harassment or violence experienced by the mentee.

If either party wishes to end the mentor-mentee relationship, the student will be re allocated to another mentor as early as possible.

Please refer to the annexed *Handbook for Mentors* for additional information regarding mentoring.