

Hauora Taiwhenua Rural Health Network Mentorship Programme Terms and Conditions

1. Introduction

- 1.1. Hauora Taiwhenua's Mentorship Programme (programme) provides Members of Hauora Taiwhenua a virtually based mentoring programme.
- 1.2. The programme is designed to provide a 1:1 relationship in order to facilitate the learning and development of secondary or tertiary students that are interested in or have begun studies in health and 1:1 mentoring relationships for professionals already in their established career.
- 1.3. Hauora Taiwhenua is keen to increase opportunities of support for people in rural settings or from rural backgrounds through a structured and monitored mentoring model.
- 1.4. Mentoring also brings value to mentors working at a professional level and who believe in supporting the next generation of health care workers in Aotearoa New Zealand.
- 1.5. We want to ensure all parties, that your mentoring conversations will be held in a safe environment with measures and protocols in place to build a strong, effective and empowering mentoring relationship.
- 1.6. Please read the following terms and conditions before confirming your acceptance of a mentor or mentee.

2. Definitions:

Feedback	Information about reactions to the programme, a person's performance of the tasks, etc. which is used as a basis for improvement.
Member	An individual who has a paid, active membership with Hauora Taiwhenua either as an Individual Member or Named Individual Member.

Mentee	A person who is advised, trained, or counselled by a mentor.
Mentor	An experienced and trusted adviser who can advise or train someone, especially a younger colleague.
Mentoring	The act or process of helping and giving advice to a younger or less experienced person, especially in a job or at school.
Programme	A plan of activities to be done, which are monitored and evaluated towards a set of outcomes and a goal.
Rural	R1, R2 or R3 of the GCH classification (please see GCH map appendix 1)
Rural Student	R1, R2 or R3 of the GCH classification (please see GCH map appendix 1)
Secondary Student	A student studying at a secondary school.
Tertiary Student	A student studying at a post-secondary school level, attending a university, polytechnic or other learning institution deemed tertiary.
Professional	An individual who possesses specialized knowledge, skills, and experience in a particular field, adheres to ethical standards, and is committed to continuous improvement and excellence in their practice.

1. Introduction

- 1.1. I confirm that I have been provided and read the appropriate Hauora Taiwhenua Mentorship Programme Guidelines and Mentorship Programme Terms and Conditions.
- 1.2. I understand that I have an obligation to consider and declare conflicts of interest, respect confidentiality and conduct myself professionally at all times.
- 1.3. I confirm that I have no current or past complaints or investigations against me that relate to dishonesty, violence, harassment, sexual harassment, bullying, discrimination or threatening behaviour. I understand that Hauora Taiwhenua may make inquiries or seek confirmation of this declaration.
- 1.4. I confirm that I have an obligation to inform Hauora Taiwhenua of any matter that may affect my suitability for the programme.
- 1.5. I understand and agree that the Chief Executive of Hauora Taiwhenua has absolute discretion regarding suitability for the participation in the programme.
- 1.6. I agree that if I am unable to confirm any of the above statements, I will advise Hauora Taiwhenua.
- 1.7. I agree that if I am unsure if I am suitable for the programme or I consider I have matters that may preclude me from participating in the programme or I have any other concerns, I will contact Hauora Taiwhenua to discuss further.

2. Exclusion from the Programme

- 2.1. The Chief Executive of Hauora Taiwhenua may decide to exclude or deny acceptance into the programme if:
 - 2.1.1. The applicant has for any reason previously or currently displays an inability to perform the functions of a mentor or mentee.
 - 2.1.2. The mentor or mentee has neglected their duties as agreed to, including attendance, conduct, performance as a mentor or mentee has not been satisfactory.
 - 2.1.3. The mentor or mentee's conduct could bring Hauora Taiwhenua's reputation into disrepute.
 - 2.1.4. The mentor or mentee has been charged or convicted of a criminal offence punishable by imprisonment and/or reflects on the person's ability to be an asset to the programme.

- 2.1.5. An external committee has deemed the person guilty of misconduct or unsatisfactory behaviour that may reflect poorly on the organisation.

3. Privacy

- 3.1. By registering for the Mentoring Programme, you agree we can make your personal information, including name and email address available to mentoring users to facilitate appropriate matching of mentors and mentees.

4. Termination

- 4.1. The mentor or mentee may terminate the mentorship by written notice to Hauora Taiwhenua if they feel the relationship is not beneficial or circumstances change.

5. Commitment and Communication

- 5.1. Mentors and mentees agree to engage in regular communication, at least once a month (or otherwise agreed in co-ordination with the Programme Manager), whether via email, phone, or video conferencing.
- 5.2. Both parties are expected to be punctual and prepared for each meeting, respecting each other's time and commitments.

6. Responsibilities

- 6.1. Mentors: Provide guidance, support, and constructive feedback to help mentees achieve their professional goals. Mentors should share their knowledge, experience, and resources to facilitate the mentee's development.
- 6.2. Mentees: Take initiative in scheduling meetings, preparing questions or topics for discussion, and actively engaging in the mentorship process. Mentees should be open to feedback and willing to apply learnings to their professional practice.

7. Code of Conduct

- 7.1. Participants are expected to conduct themselves in a professional, respectful, and ethical manner at all times.
- 7.2. Any form of harassment, discrimination, or unprofessional behaviour will not be tolerated and may result in termination from the programme.

8. Liability

- 8.1. Hauora Taiwhenua is not responsible for any personal or professional outcomes resulting from participation in the mentorship programme.
- 8.2. Participants agree to hold Hauora Taiwhenua harmless from any claims, demands, or damages arising out of their involvement in the programme.

9. Feedback and Evaluation

- 9.1. Participants are encouraged to provide feedback throughout the program to help improve the mentorship experience.
- 9.2. At the conclusion of the programme, both mentors and mentees will be asked to complete an evaluation to assess the programme's effectiveness and outcomes.

10. Amendments

- 10.1. Hauora Taiwhenua reserves the right to amend these terms and conditions at any time. Participants will be notified of any changes in writing.

11. Acceptance

- 11.1. By participating in the Hauora Taiwhenua Mentorship Programme, I acknowledge that I have read, understood, and agree to abide by these terms and conditions.