Establishing and Implementing Mentoring Partnership Activities

1. Significant Change(s) from Previous Version

This is a new SOP.

2. Purpose

This SOP defines the requirements for identifying Mentoring partnerships, which includes both Mentor-Mentee and Peer Partnerships, and for program participation.

3. Scope

This SOP applies to:
- Mentoring Program Committee
- Mentoring Program applicants and participants
- SQA Headquarters

4. Responsibilities

4.1 The Mentoring Program Committee (Committee) shall be responsible for managing activities and documentation associated with the Mentoring Program (Program).

4.2 Program applicants and participants shall be responsible for active participation in the program once their involvement is established and for providing current and accurate information on an ongoing basis.

4.3 SQA Headquarters shall receive, process and maintain applications, curricula vitae (CVs), partnership plans and evaluations; maintain the applicant database including automatic communications; and provide database reports to the Mentoring Program Committee.

4.4 The Committee, Program applicants and participants, and SQA Headquarters shall be responsible for maintaining confidentiality with respect to all personal and professional information that may be shared in the course of the Program.
5. Procedures

Please refer to Attachment 7.1 to view the following procedures as a process flowchart.

5.1 Application and Review Process

5.1.1 Program candidates shall be current SQA members in good standing.

5.1.2 Program candidates shall complete the designated application forms and submit them to the Committee via SQA Headquarters. Any information contained in applications and CV’s submitted to the committee shall be kept confidential.

5.1.3 SQA Headquarters shall send an acknowledgement of receipt to each applicant.

5.1.4 SQA Headquarters shall compile and organize the application data.

5.1.5 The Committee shall review the available pool of applications and identify potential Mentoring partnerships.

5.1.6 If the Committee is unable to find a suitable match for an applicant, the Committee shall notify the applicant and encourage him/her to apply for the next application cycle. The Committee shall make every effort to give previously unmatched re-applicants first priority in matching during the next cycle.

5.1.7 Mentoring partnership communications shall be initiated if a potential match is identified.

5.2 Establishing a Mentoring Partnership

5.2.1 When a potential partnership is identified, the Committee, through support of SQA Headquarters, shall:

- Notify both applicants of the potential partnership,
- Provide each applicant with his/her partner’s application and CV,
- Provide both parties with a hyperlink to the Partnership Plan Form, and
- Provide instructions and documents recommended and required for their initial and subsequent meetings. Materials shall include, but not be limited to: SOPs, program guidelines, cycle timeline, SQA’s Code of Ethics, Mentoring Program Evaluation Forms, and supporting tools.

5.2.2 Program participants shall familiarize themselves with the recommended and required materials in preparation for their first contact. These materials shall
be kept confidential by the candidates.

5.3  First Contact

5.3.1  In Mentor-Mentee partnership, it shall be the responsibility of the Mentor to contact the Mentee to discuss the prospect of establishing a partnership. In a Peer Partnership, contact may be initiated by either participant.

5.3.2  If the candidates decide not to proceed with a partnership, the candidates shall complete the respective Mentoring Program Evaluation Forms and submit them to the Committee via SQA Headquarters by the due date established in the cycle timeline.

5.3.3  If the candidates agree to proceed with a partnership, they shall complete the Partnership Plan Form.

5.3.4  Once both parties are in agreement on the contents of the Partnership Plan Form, it shall be submitted to the Committee (via SQA Headquarters). In Mentor-Mentee partnership, it shall be the responsibility of the Mentor to submit the form and also send it to the Mentee. In a Peer Partnership, the submission may be submitted by either participant. Submission of the form shall serve as confirmation that the candidates have agreed on the Mentoring Partnership Plan and will enter into a formal partnership. Any information contained in the Partnership Plan shall be kept confidential by both candidates and the Committee.

5.3.5  It is recommended that each candidate create a Mentoring Partnership File to document partnership activities.

5.4  Ongoing Contacts

5.4.1  The Program participants shall communicate at the established intervals to discuss progress with goals and address any issues that have arisen since the previous meeting.

5.4.2  It is recommended that records of communication, commitments, expectations and action items throughout the partnership be maintained on a Contact Log.

5.5  Evaluation of Mentoring Partnership

5.5.1  At the date established in the cycle timeline (six months from the Partnership Plan due date or earlier if appropriate), the Program participants shall complete the appropriate Mentoring Program Evaluation Forms, assessing the effectiveness of both the partnership and the Mentoring Program.
5.5.2 The Program participants shall submit their completed forms to the Committee via SQA Headquarters, and the formal partnership shall be considered concluded.

5.5.3 The Committee shall periodically review the results of the submitted evaluation forms.

5.6 After Formal Partnership Conclusion

5.6.1 The Committee shall provide documentation of participation in the Program by sending each participant a certificate specific to his/her role in the partnership. Mentors and Peer Partners shall be eligible for RQAP re-registration units as defined in SOP CP-01-12.

5.6.2 Additional contacts between the Program participants may continue outside the limits of the Mentoring Program.

5.6.3 There is no limitation on the number of times an applicant may apply for additional Mentoring partnerships.

6. Other Documents to Consider

- MP-01.xx
- CP-12.xx
- SQA Code of Ethics
- Partnership Plan Form
- Contact Log Example
- Mentoring Program Guidance Documents
- Mentoring Program Evaluation forms
- Mentoring Partnership Flowchart

SOP Reviewed by:

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