

## Psychological Professions Ethnic Minority Leadership Mentoring Scheme 2022/23

### Scheme Launch: Information for Trusts, Mentors and Mentees

#### Summary

This document provides an update on the Psychological Professions Ethnic Minority Leadership Mentoring Scheme 2022/23 and outlines the process that will be undertaken over the next few months to match mentors and mentees.

The Ethnic Minority Leadership Mentoring Scheme is in its third year of commissioning by Health Education England. It has been designed to help address the recognised barriers and disadvantages that ethnic minority psychological professions have in progression to NHS leadership positions. HEE has invested £210,000 in 2022/23 to support the delivery of this scheme.

#### Progress to date

In July 2022, NHS Trusts and other providers of NHS services were invited to submit applications for funding for places on the scheme for suitably qualified and eligible staff. Each mentee on the scheme will now receive 12 mentoring sessions from a matched and suitably qualified mentor arranged via a national matching process.

Due to circumstances outside of our control, the planned commissioning of a partner to undertake the delivery of this year's scheme has been delayed. To ensure delivery in 2022-23, the scheme will now be delivered by HEE's National Psychological Professions team.

#### Next Steps

We are now working towards the start of mentoring for the scheme. In order to do this, we need to:

- collate details of mentees against the successful bids submitted by services earlier this year,
- establish a database of mentor's interested in providing sessions for this year's scheme,
- undertake the mentee and mentor matching process.

You have received this brief as either a service with confirmed places on the scheme, a mentee with a place on the scheme, or as a perspective mentor.

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We are working towards the following timetable for the next steps of the scheme:

Dates	Activity	Who
09/12/22 to 20/01/23	Mentee and Mentor Applications Open	Mentees/Mentors
23/01/23 to 30/01/23	Mentees express preferences for matching	Mentees
30/01/23 to 03/02/23	Matching process undertaken	National PP Team
03/02/23 to 07/02/23	Mentors and Mentees advised of outcome of matching process	National PP Team/Mentees/Mentors
07/02/23 to 31/03/23	Mentors submit invoices to services for payment of sessions	Services/Mentors
<b>28/02/23</b>	<b>All mentoring sessions to have started</b>	Mentees/Mentors

### Information for Services

All services should have been informed of the outcome of their bids by October 2022. **Please could services now ensure that this information is shared with their perspective mentees who are to be funded.**

Funding should have, or will shortly be, transferred to services by regional HEE teams via the education contract. Mentors will be expected to submit invoices to the relevant Trust in line with the fees detailed in the information for mentors' section. Please can services ensure these invoices are paid according to the timetable above.

We would also be grateful if services could also forward this document and application form to any eligible and suitably qualified mentors in their service.

### Information for Mentees

To access mentoring through this scheme, your service will have made an application against the available funding and had this confirmed by HEE regional teams. If you have been shared this document and the application link by your service, please can you complete the following application form:

<https://forms.office.com/r/3MYd1jUjTp>

**Please identify yourself as a mentee, this form needs to be completed by 20 January 2023**

We will then be in contact again with biography details of available mentors and you will be asked to identify your preference before the matching process is undertaken.

# Ethnic Minority Leadership Mentoring Scheme 2023

## Information for Mentors

We welcome applications from Psychological Professionals working in leadership positions. Mentors should:

- Be a psychological professional
- Currently hold a band 7+ leadership position within the NHS
- Be able to commit to providing 12 x 1 hour mentoring sessions to a minimum of 1 mentee.

If you meet these requirements and would like to undertake mentoring as part of 2022-23 scheme, please complete the following application form:

<https://forms.office.com/r/3MYd1jUjTp>

**Please identify yourself as a mentor, this form needs to be completed by 20 January 2023**

Once your application has been received, your biography details will be added to our bank of mentors. Your biography will then be shared with mentees as part of the matching process. Mentees will have an opportunity to review the biography provided in your application and give a preference for who they might want to undertake their mentoring with.

Contact details will not be shared until mentees indicate mentor preferences. Introductions will be initiated via email.

**Important:** Unfortunately, we are unlikely to be able to offer mentoring training as part of this year's offer. As a result, we have asked applicants to indicate whether they have already attended mentor training as part of previous years schemes. Whilst we would welcome applications from mentors who have not undertaken the training previously, we will prioritise matching those that have previously completed training during the matching process.

## Payments for mentors

Payments for mentors will be via invoicing the NHS service at which the mentee is currently employed, the rates for this year's scheme are:

12 Mentoring sessions per trainee- £100 per session

## Frequently asked questions

### 1. **(All) When will the mentoring start?**

The mentoring sessions can start as soon as the matching process has been undertaken, and mentors and mentees informed of the outcome. This should be no later than 28 February 2023.

### 2. **(All) Who can I go to if I have any questions not covered in the document?**

If you have any additional questions around the Ethnic Minority Leadership Mentoring Scheme in 2022/23 that are not answered in this document, please send an email to [mentalhealth@hee.nhs.uk](mailto:mentalhealth@hee.nhs.uk) marking for the attention of Matthew Oates.

### 3. **(Mentee) If I leave my current post, can the funding be transferred to any new role I might start?**

The funding for the mentoring scheme has been transferred to your current employer. There would be no guarantee that the funding could be made available if you are to change post, however, in this situation we would encourage both your previous employer and new employer to work together to agree a solution that could allow your mentoring sessions to continue. This could include your previous employer agreeing to fund the completion of your mentoring beyond your contract end date or an arrangement whereby the funding is transferred between the organisations.

### 4. **(Mentee/Trust) Can I/we still apply for this year's scheme?**

Unfortunately, the interest in this year's scheme has been high and so all the available nationally funded places have now been awarded. Should funding be agreed, we hope to run a similar scheme in 23/24. If you are a perspective mentee interested in accessing a future year's scheme, we would encourage you to make your interest known to your service. If you are a service hoping to secure funding from future schemes, we would advise that you look out for future communications from HEE regional teams in due course.

### 5. **(Trusts): Are we able to split the mentoring sessions between a number of different mentees?**

No, it is expected that each mentee receives a minimum of 12 mentoring sessions through the scheme and sessions should not be split between more than one mentee.

### 6. **(Trusts): We have had more interest in the scheme than the number of places we have been funded for, can we fund any additional places ourselves?**

Yes, given how the scheme is being managed this year we do have an opportunity to offer this to services interested. To note though, this is dependent on securing a sufficient number of mentors, places funded through the national funding offer would be prioritised above Trust funded places. If you would like to fund additional places, please can you

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contact [mentalhealth@hee.nhs.uk](mailto:mentalhealth@hee.nhs.uk) marking for the attention of Matthew Oates in the first instance so this can be agreed and appropriately tracked.

### **7. (Mentor) Who should I submit my invoice to?**

Once the mentoring has commenced, invoices should be submitted directly to the service that your mentee/s is currently employed by. This information will be provided once the matching process has been undertaken.

### **8. (Mentors/Mentees) Will sessions be held virtually or in person?**

There is no specific requirement for the sessions to be held virtually or in person. Given the potential geographic spread of mentees and mentors, virtual sessions may be required. However, as part of the application process we will be asking mentors to indicate whether they would be able to deliver sessions virtually, in person or both. This information, alongside mentors' locations, will be provided to mentees for them to make an informed choice should there be a preference for sessions to be held in person.

### **9. (Mentor) Can I apply as a mentor if I have not previously undertaken the mentor training?**

Yes, however, recognising the need to ensure a good experience for mentees, we will prioritise matching those who have previously had training during the matching process. If you have had any previous mentoring training that has not been undertaken as part of previous years schemes, or have other relevant mentoring experience, please include any details as part of the application form.

### **10. (Mentor) I have previously provided mentoring as part of previous years schemes; do I need to complete the application form again?**

Yes, we will be starting with a new database of mentors for this year's scheme, to support this we would require you to apply for the scheme again.

### **11. (Mentor) Who should I submit my invoice to?**

Once the mentoring has commenced, invoices should be submitted directly to the service that your mentee/s is currently employed by. This information will be provided once the matching process has been undertaken.