

# ISAPS Mentor Program Handbook

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## WELCOME TO THE ISAPS MENTOR PROGRAM!

This handbook serves as a guide for mentors and mentees, outlining the program's structure, expectations, and best practices to ensure a productive and rewarding mentorship experience.

## PROGRAM OVERVIEW

The ISAPS Mentor Program is designed to support professional development by pairing experienced surgeons (mentors) with early career surgeons (mentees) seeking guidance in their careers. The program fosters knowledge sharing, skill development, and professional growth in aesthetic plastic surgery.

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### **Programme Objectives**

- *Provide guidance and support for mentees in their professional journey*
    - *Promote best practices in aesthetic plastic surgery*
  - *Strengthen the ISAPS global community by encouraging knowledge-sharing*
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## RESPONSIBILITIES & BEST PRACTICES

### Mentors are expected to:

- Guide and support the mentee in professional and personal development.
- Share industry knowledge, best practices, and career advice.
- Set clear expectations and maintain open communication.
- Provide constructive feedback and encouragement.
- Help the mentee set and achieve realistic goals.
- Be available and committed to scheduled meetings.
- Always maintain confidentiality and professionalism.
- Confirm mentee's attendance at the end of the mentorship.
- Provide open feedback to ISAPS to support continuous program improvement.

### Mentees are expected to:

- Take initiative in driving the mentorship relationship.
  - Set clear goals and actively work towards them.
  - Be open to constructive feedback and learning opportunities.
  - Follow up on actions agreed with the mentor and apply the feedback received.
  - Respect the mentor's time and expertise.
  - Maintain professional and reliable communication with both the mentor and ISAPS.
  - Read the five mandatory documents provided in the [ISAPS Mentor Resource Hub](#) and complete those requiring input. See Section 7 of this Handbook for list of mandatory documents.
  - Provide feedback to ISAPS at the end of the mentorship.
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## MENTORSHIP PROCESS

### Step 1: Initial Meeting

- Introductions and background sharing.
- Discuss goals, expectations, and preferred communication methods (email, phone, video calls, WhatsApp)
- Plan session times based on relevant time-zones and availabilities within your 6-month period.
- Establish a meeting schedule.

### Step 2: Goal-Setting

- Goal Setting may be included in the initial meeting or held separately.
- Define short-term and long-term objectives.
- Record goals into the mandatory Goal Setting & Reflections Worksheet (this worksheet can be updated throughout your mentorship period).
- For guidance, refer to the Guide to Effective Goal Setting to help structure and refine goals

### Step 3: Ongoing Support & Development

- Hold regular meetings to discuss progress, challenges, and solutions. The Mentor Program requires a minimum of 6 sessions.
- Use the Activity & Progress Tracking Log for monitoring achievements.
- Adjust goals as needed in the Goal Setting & Reflections Worksheet, as mentioned above.

### Step 4: Program Completion & Reflection

- Evaluate progress made and lessons learned.
- As you conclude your mentorship, Mentors are welcome to provide final recommendations for Mentee's professional development and could discuss suggested next steps for continued professional development.
- Provide feedback on the mentorship experience.
  - Two weeks prior to the completion of the mentorship, ISAPS will send the mentee a feedback survey link. Completion of this survey is required for mentees to obtain their certificate.



## OVERCOMING CHALLENGES IN MENTORSHIP

Common mentorship challenges include:

- **Misaligned expectations:** Clarify roles and objectives as early as possible.
- **Lack of communication:** Maintain regular updates and check-ins.
- **Difficulty setting goals:** Use structured goal-setting tools.
- **Personality differences:** Focus on mutual respect and professional growth.

## KEY PRINCIPLES OF MENTORSHIP

### **Diversity & Inclusion in Mentoring:**

The ISAPS Mentor Program values diversity and inclusion, recognizing that mentorship is most effective when it respects different perspectives, cultural backgrounds, and learning styles. By fostering an inclusive environment, mentors and mentees create stronger professional relationships and enhance learning experiences.

### **Key Principles of Inclusive Mentorship:**

- Self-Awareness & Unconscious Bias
  - Be mindful of personal biases and how they may influence interactions.
- Active Listening & Open Communication
  - Create a safe space for open, respectful discussions.
- Respect for Different Perspectives
  - Recognize and appreciate diverse professional and cultural experiences.
- Adaptability & Flexibility
  - Adjust mentoring styles to support different learning needs.
- Support & Advocacy
  - Support mentees from underrepresented backgrounds and promote

*For further guidance, refer to the Diversity & Inclusion document.*



### **Ethics & Confidentiality in Mentorship:**

A successful mentoring relationship requires trust, professionalism, and confidentiality. Mentors and mentees must commit to ethical conduct and respect professional boundaries throughout the program.

### **Ethical Responsibilities:**

- Mentors:
  - Lead and uphold ethical, surgical, and professional standards, providing fair and unbiased support.
- Mentees:
  - Engage honestly, following ethical best practices in training and patient care.

### **Confidentiality Guidelines:**

Mentors and mentees must handle discussions with discretion, ensuring that shared information remains private unless explicitly agreed otherwise.

### **Confidential topics include:**

- Personal experiences, workplace matters and career discussions
  - These should remain private unless both parties agree to share.
- Research, professional insights, and unpublished work
  - Any intellectual property should be respected.
- Patient cases or surgical experiences
  - If discussed outside of clinical training, all patient details must be fully anonymized.
  - If the mentorship involves clinical observation or training, confidentiality must follow local regulations and institutional policies, including obtaining patient consent where required.

*For more details, refer to the Ethics & Confidentiality in Mentorship document.*

## FINAL THOUGHTS

Mentorship is a collaborative and rewarding experience. Both mentors and mentees should approach the program with an open mind, commitment, and a willingness to learn. By following the guidelines in this handbook, participants can maximize the benefits of their mentorship journey.

**Thank you for being part of the ISAPS Mentor Program!**

## REMINDER OF MANDATORY READING, TOOLS & TEMPLATES

1. Mentor & Mentee Handbook (this document): Serves as the primary guide outlining program structure, responsibilities, and best practices.
2. Goal Setting & Reflections Worksheet: establishes expectations, goals and milestones at the outset of the mentoring relationship, while also allowing for reviews and final reflections. Please send to [residentsandfellows@isaps.org](mailto:residentsandfellows@isaps.org) at the end of your mentorship.
3. Activity & Progress Tracking Log: A resource for monitoring development, growth in skillset, and areas requiring further attention. Please send to [residentsandfellows@isaps.org](mailto:residentsandfellows@isaps.org) at the end of your mentorship.
4. Diversity & Inclusion: All participants are expected to read this document.
5. Ethics & Confidentiality: All participants are expected to read this document.

*All other recommended materials can be found in the ISAPS Mentor Resource Hub.*