

SOP No.	<b>MP-02.03</b>	Supersedes SOP No.	<b>MP-02.02</b>	Effective Date	<b>24 August 2023</b>		
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## **Establishing and Implementing Mentoring Partnership Activities**

### **1. Significant Change(s) from Previous Version**

Minor changes were made for clarity.

### **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

### 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 available through the Mentoring webpage on the SQA website. Any information contained in applications and CVs submitted shall be kept confidential by the Committee members and the Program participants. There is no limitation on the number of times an applicant may apply for Mentoring partnerships.
- 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 Program candidate's application and assess available partnership choices. Through the assessment, the Committee will match the candidate with an appropriate partner that suits the needs, preferences, and/or expertise of the candidate as described in the candidate's application.
- 5.1.6 If the Committee is unable to find a suitable match for an applicant, the Committee shall notify the applicant. The Committee shall make every effort to give previously unmatched re-applicants first priority in matching during the next meeting of the Committee in which matches are made.
- 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 both parties with access to the Partnership Plan Form, and
  - Provide instructions and information on accessing tools and documents recommended and required for their initial and subsequent meetings. Materials shall include, but not be limited to: online communication tools, SOPs, program guidelines, cycle timeline, SQA's Code of Ethics, Mentoring Program Evaluation Forms, and other 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.
- 5.2.3 If either candidate decides at any point not to proceed with a partnership, the candidates shall notify SQA Headquarters.
- 5.3 First Contact
  - 5.3.1 In Mentor-Mentee partnership, it shall be the responsibility of the Mentee to contact the Mentor 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 agree to proceed with a partnership, they shall complete the Partnership Plan Form or otherwise set partnership goals.
  - 5.3.3 Once both parties agree on the partnership goals, they shall be submitted to SQA Headquarters. In Mentor-Mentee partnership, it shall be the responsibility of the Mentor to submit the goals. In a Peer Partnership, the goals may be submitted by either participant. Submission of the partnership goals shall serve as confirmation that the candidates have agreed on the Mentoring Partnership Plan and will enter into a formal partnership. If partnership goals are not submitted to SQA Headquarters, the Program participants may not be granted RQAP re-registration units at the conclusion of the partnership. Any information contained in the partnership goals shall be kept confidential by both candidates and the Committee.
- 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 A Communication and Action Item Tracking Tool is available to record communication, commitments, expectations, and action items throughout the partnership.
- 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 their role in the partnership. All Program participants shall be eligible for RQAP re-registration units as defined in SOP CP-12.xx. If a partnership ends prematurely for reasons other than lack of communication or effort, a Program participant may petition the Committee to receive RQAP re-registration units for the partnership.

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

**6. Other Documents to Consider**

- MP-01.xx
- CP-12.xx
- SQA Code of Ethics
- Partnership Plan Form
- Communication and Action Item Tracking Tool Example
- Mentoring Program Guidance Documents
- Mentoring Program Evaluation forms
- Mentoring Partnership Flowchart

**SOP Reviewed by:**

*Signature on File*

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24 August 2023

Date

**SOP Approved by:**

*Signature on File*

Hector R. Gamboa, RQAP-GLP  
SQA Board Liaison

24 August 2023

Date