**AESTHETIC MENTORSHIP - OUTLINE OF DUTIES**

Below is an overview of the roles and responsibilities of the Host Centre in the management and provision of the BAAPS Aesthetic Mentorship.

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| **BAAPS** | **The Host Centre** |
| **Recruitment Phase:**The above organisation is responsible for publicising the scheme and fielding enquiries. They will ensure applicants are post-FRCS (Plast) and trainee members of BAAPS. Applicants will be advised to contact Host Centres directly and make an appointment with the Lead Clinicians to have a meeting to discuss their clinical experience and research interests in advance of a subsequent formal interview. In effect, the BAAPS will help to ensure eligibility for the Mentorships, but the interview process will be undertaken by the Host Centre. Recommended Mentee fees are outlined by the BAAPS, but can be modified by mutual agreement between Host Centre and Mentee.The BAAPS will advertise a list of approved Host Centres, with applicants free to apply to several. Should there be residual unapplied for Host Centres, applicants meeting the eligibility criteria but who are unsuccessful in gaining a Mentorship at their preferred Host Centre, can be redirected to apply at the “residual” Host Centres.The BAAPS Office will pass on the details of eligible applicants to the applied for Host Centres for them to arrange interview meetings. | **Recruitment Phase: (Interview Meeting)**At the meeting the Lead Clinician will view the applicant's log book so that targeted areas of deficit can be considered.The Lead Clinician will assess whether they are best placed to provide the training and support required.The Lead Clinician will inform the BAAPS Office in writing (email) of their chosen candidate and agreed start date, to enable the unsuccessful candidates to be potentially redirected to apply to other Host Centres.The Self-employed Contract will be signed by the Lead Clinician and the Mentee, with an agreement as to the length of fellowship (usually 3-months with an option to extend to 6-months). |
| **Prior to the start of the Mentorship:**Direct the Mentor to study materials relevant to the Mentorship and provide additional research-related sources of advice and guidance if required.Publicise details of successful Mentors and Host Centres via BAAPS newsletter and other communication channels. | **Prior to the start of the Mentorship:**Ensure Mentee provides all relevant HR documentation, to include GMC details, medical indemnity, DBS checks and occupational health clearance.Ensure the Mentee has appropriate indemnity cover as an assistant.Establish a Learning Agreement with the Mentee. The programme of training should include outpatient and pre and post­ operative care.Provide a weekly timetable to include:* + 4 operating half-days per week
	+ 2 half days outpatient sessions per week
	+ 1 half-day session dedicated to audit or research project.

Submit a copy of the timetable to the BAAPS Office |

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| **During the Mentorship:** | **During the Mentorship:**Expose the Mentee to the minimum number of cases detailed below:* + 20 Breast procedures
	+ 10 Truncal procedures
	+ 20 Facial and Periorbital procedures
	+ 7 Nasal aesthetic procedures
	+ 5 Ear aesthetic procedures
	+ 10 Botulinum toxin procedures
	+ 5 Dermal filler procedures

Provide opportunities for the Mentee to acquire appropriate practical experience through direct assisting.Allocate protected time for individual tutorials on various aspects of the aesthetic surgery syllabus.Provide appropriate academic supervision of the Mentor's research project/clinical audit.Sign off the Mentor's final research/clinical audit report. |
| **After the Mentorship:**Receive final research/clinical audit report. | **After the Mentorship:**It is hoped that a Mentor from the Host Centre will continue to mentor the Mentee for the first 3 years following the Mentee’s progression to Consultant. |
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Annex A- statement of support

To be printed on the Unit/ Clinic headed paper:

I / We the undersigned are willing to mentor …………………………………………………

 (insert name of Mentee)

I/We have discussed the applicant’s career aspirations and am/are satisfied this Unit/Clinic is able to provide the training required by the applicant to achieve their aims.

Signed…….………………………………………….……..(Lead Clinician)

Annex B- learning agreement

**Learning Agreement for Aesthetic Mentee**

Mentee: ……………………………………………………………

Lead Clinician: ………………………………………………

**Knowledge**

The Mentee agrees to undertake background reading on all aspects of aesthetic surgery, this to

include relevant articles in the Aesthetic Surgery Journal and other similar journals.

**Clinical Skills**

During the fellowship the Mentee will become proficient in the pre-operative outpatient

assessment of patients requesting aesthetic surgery, and the peri-operative management. This

includes the markings of patients undergoing a number of procedures, including breast reduction, abdominoplasty and facial rejuvenation. It is expected that the Mentee will assist in theatres and where possible may undertake parts of procedures, including intra-operative markings, suturing and (where possible) parts of procedures. Specific areas of training should be identified by discussion with the Mentee and a logbook review.

**Audit, Research and Presentations**

The Mentee will undertake an audit or research project on an aspect of the Unit’s practice. The

Fellow will produce a report at the end of their Fellowship. This report will be submitted for possible presentation at the BAAPS meetings.

**Assessment**

At the end of the Mentorship the Mentee will meet with the Lead Clinician for formal assessment of both the Mentee’s progress and of the Unit’s delivery of aesthetic training. This report will be submitted alongside the final report for the Mentee’s research or audit project and will be assessed by external review. Following satisfactory review, the Mentee will be awarded a Certificate of Completion of the BAAPS Aesthetic Mentorship.

Signed…….…………………………………………………..(Lead Clinician/Mentor)

Signed…….…………………………………………………..(Mentee)

