

# EANM Mentorship Programme

## General Terms and Conditions

### Introduction and Overview

EANM's aim is to strengthen Nuclear Medicine in all countries represented by its National Member Societies by establishing a mentorship programme for young professionals (hereinafter also referred to as the “EANM Mentorship Programme”, “Mentorship Programme” or “Programme”).

To help young professionals in the field of Nuclear Medicine at different levels and at different stages of their careers, the Programme aims to connect senior experts (“Mentors”) with young talents (“Mentees”) to advise and empower them from a scientific and/or professional point of view.

In the framework of the EANM Mentorship Programme and its terms and conditions, both Mentors and Mentees are free to design the mentoring relationship as it fits best for them, always in line with the Guiding Principles & Rules as set forth in these General Terms and Conditions of the Mentorship Programme. Starting with the selection of topics to focus on, followed by a reciprocal agreement on mutual expectations, including preferred means of communication and frequency of exchange, the EANM Mentorship Programme shall offer a flexible and self-tailored space to grow young talents and help professionals in building tomorrow's Nuclear Medicine expertise.

Participation in the EANM Mentorship Programme takes place on a voluntary, free-of-charge, non-remunerated basis for Mentors, Mentees as well as EANM. The EANM Office and the EANM Young Professionals Council (YPC) only provide a platform for bringing together Mentors and Mentees, but cannot assume any responsibility that the Mentorship Programme is fruitful or satisfactory to the participants. Likewise, EANM cannot guarantee that each application will successfully bring together Mentees with a suitable Mentor, nor can EANM guarantee that the exchange between Mentor and Mentee will meet the participants' expectations. While doing its best to promote the Mentorship Programme, EANM cannot assume any responsibility that the documents and information provided by EANM are error-free, accurate and/or complete and any liability in this respect shall be excluded.

In applying for and participating in the EANM Mentorship Programme, Mentors and Mentees explicitly commit to abide by the Guiding Principles & Rules as set forth in these General Terms and Conditions as well as the further rules and regulations of the Mentorship Programme as set forth in these General Terms and Conditions and other documents

provided by EANM. EANM reserves the right to amend, modify, update, supplement and otherwise change these General Terms and Conditions and further documents relating to the Mentorship Programme at any time and under its sole discretion.

## Guiding Principles & Rules

When participating in the EANM Mentorship Programme, both Mentors and Mentees take note of and commit to the Guiding Principles and Rules that shall govern the Mentor-Mentee relationship at all times:

- I. **Mutual respect and consideration:** The relationship between Mentor and Mentee shall be based on a relationship of mutual respect and consideration. Within the framework of the Programme, the Mentor will always act in the best interest of the Mentee and the Mentee will always act in the best interest of the Mentor.
- II. **Boundaries of the Programme:** The relationship between Mentor and Mentee shall be on a professional level only and shall never be subject to manipulation or inappropriate behavior either by the Mentor or the Mentee. Both Mentor and Mentee shall respect the other party's personal boundaries and interests and shall avoid any behavior which may be considered uncomfortable, impolite, irritating or excessive in terms of expectations from the Mentorship Programme. Topics and activities which may be considered inappropriate shall be avoided.
- III. **No employment relationship:** At no time shall the Mentee be or become professionally dependent on the Mentor (e.g. by accepting a job from the Mentor). The Mentorship Programme is neither intended as a job-search platform for Mentees nor as a recruitment platform for Mentors. Therefore, any entering into an employment relationship or similar relationship between Mentee and Mentor (or Mentor's institution) or other form of staff recruitment shall be prohibited for the duration of the Mentorship Programme.
- IV. **Punctuality and courtesy:** Mentors and Mentees shall commit to punctuality, courtesy, reliability and reachability. Appointments shall be respected punctually, any postponements shall be communicated in a timely manner.
- V. **Non-discrimination and equal opportunity:** Any kind of discrimination is unacceptable, for example, but not limited to, due to age, gender, sexual orientation, ethnic background, citizenship, or country of residence. Mentors, Mentees and EANM each commit to refraining from any selection criteria and/or treatment based on discriminatory considerations.
- VI. **Open communication and feedback:** Mentor and Mentee commit to open, truthful and constructive communication both with each other and with EANM.

Mentors and Mentees also agree to provide and to receive constructive feedback with the goal of improving both their concrete mentorship relationship and the EANM Mentorship Programme overall.

- VII. **Constructive resolution of conflicts:** Mentor and Mentee commit to engage in constructive discussions to resolve any disputes and differences in an amicable and respectful manner as far as possible. The parties may also choose to engage EANM as mediator. In case of unmet aims, conflict, or violation of the rules of conduct, or any other important personal matter, EANM must be contacted and informed immediately, and both Mentors and Mentees consent to such contacting and sharing of the relevant facts with EANM.
- VIII. **Commitment and premature termination:** In general, the Mentor and Mentee agree to use their best efforts to fulfil the expectations of the Mentorship Programme for its duration (typically one year). However, if either the Mentor or the Mentee believes that the mentoring is no longer needed or productive, both should agree upon discussion to conclude the relationship. Should, despite the parties' best efforts to resolve possible conflicts, it not be possible or reasonable to continue the mentorship relationship, each party (Mentor and Mentee) shall be entitled to prematurely terminate the Programme. Any premature termination shall leave the confidentiality obligations unaffected.
- IX. **Confidentiality:** Any personal information and the contents of discussions and information shared between Mentor and Mentee is confidential and shall be treated confidentially, unless both Mentor and Mentee agree that the information can be shared with third parties, and an agreement exists regarding with whom it can be shared.
- X. **Nature of the relationship:** The Mentor-Mentee relationship shall be restricted to the purpose and scope of the EANM Mentorship Programme and shall not constitute, or be deemed to constitute, an employment relationship, agency relationship, service agreement, (legal) partnership, (legal) joint venture or similar legal relationship.

## Mentor's Qualities and Responsibilities

Mentors participating in the EANM Mentorship Programme shall have, in particular, the following qualifications and disposition:

EANM Mentors must be:

1. Nuclear Medicine Physicians / Radiopharmacists / Nuclear-Cardiologists / Nuclear-Neurologists / Basic Scientists (e.g. Biologists/Biochemists/Physiologists/Biomedical Scientists/Chemists) / Pharmacists / Radiation Protection Officers / Radiochemists / Physicists/Engineers / Technologists / Nurses / Radiographers **with 10 or more years of experience after PhD, MD, or obtaining the qualifying license to practice in nuclear medicine .**
  2. EANM Individual Members (statutes §4.4)
  3. Resident in countries that are represented in the EANM Delegates' Assembly
- Mentors shall:
    - be proficient in English
    - share their own skills, knowledge and expertise;
    - be available for general onboarding by the EANM Office
    - act as a positive role model and demonstrate an appropriate attitude;
    - take a professional and personal interest in the mentoring relationship;
    - exhibit enthusiasm for their field;
    - set and meet personal and professional goals as defined in the agreement form
    - value ongoing learning and growth in their field;
    - provide guidance and constructive feedback;
    - measure the progress of the Mentee over the year;
    - accept the Mentee's values and objectives;
    - be able to teach;
    - critically evaluate and define the mentoring relationship in a reflective way;
    - practice active listening;
    - agree to fill out feedback form to the EANM Office at the end of the Programme.
  - While the concrete expectations, goals, scope and extent of the mentorship relationship shall be agreed between Mentor and Mentee in an individual Mentorship Agreement, the Mentor generally commits to make himself/herself available to the Mentee for the purposes and within the scope of the Mentorship Programme, including being reachable and reserving the required time as agreed.
  - The Mentor acknowledges that participation as Mentor in the Mentorship Programme takes place on a non-remunerated, pro bono basis and that the Mentor shall not receive any financial compensation or reimbursement of costs or expenses from either EANM or the Mentee.
  - The Mentor furthermore acknowledges that EANM cannot guarantee that a suitable Mentee will be found nor that a selected Mentee will meet the Mentor's expectations.

## Mentee's Attributes and Responsibilities

Mentees participating in the EANM Mentorship Programme shall have, in particular, the following qualifications and disposition:

1. Young professionals: Nuclear Medicine Physicians / Radiopharmacists / Nuclear-Cardiologists / Nuclear-Neurologists / Basic Scientists (e.g. Biologists/Biochemists/Physiologists/Biomedical Scientists/Chemists) / Pharmacists / Radiation Protection Officers / Radiochemists / Physicists/Engineers / Technologists / Nurses / Radiographers / Students - with less than 7 years of experience after PhD, MD, or obtaining the qualifying license to practice in nuclear medicine .
  2. EANM Individual Members (statutes §4.4)
  3. Resident in countries that are represented in the EANM Delegates' Assembly
- Mentees applying for the EANM Mentorship Programme shall:
    - Proficient in English
    - be motivated to succeed and have a willingness to learn and develop;
    - be able to commit enough time to make mentoring worthwhile;
    - bring a positive, constructive attitude;
    - show respect for the time and value provided by the Mentor;
    - clearly communicate whether teaching has been understood, which makes the entire process more effective;
    - precisely define own career objectives;
    - identify goals for the Programme and discuss them with the Mentor;
    - as agreed between the parties, proactively respond to the Mentor;
    - show respect for the Mentor's other obligations and Mentor's temporal and personal commitment to the Programme;
    - at all times respect the boundaries of the Programme and scope agreed with the Mentor;
    - be open to learning from the Mentor and reflective about own practices;
    - believe in the value of mentoring;
    - agree to provide a filled-out feedback form to the EANM Office at the end of the Programme.
  - The Mentee acknowledges that the Mentee participates in the Mentorship Programme at his/her own will and responsibility, and that the Mentee shall not have any claim whatsoever against EANM or the Mentor for reimbursement of costs, expenses or other financial commitments in the context of the Programme.
  - The Mentee furthermore acknowledges that EANM cannot guarantee that a suitable Mentor will be found nor that a selected Mentor will meet the Mentee's expectations.

## How Does the EANM Mentorship Programme Work?

The EANM Mentorship Programme is a multi-step programme designed with the goal of bringing together, in an efficient manner, Mentees with possible Mentors, with the EANM Office facilitating the first mutual contact and leaving it up to the Mentor and Mentee to agree on the specific goals, expectations and scope of their mentorship relationship. The basic process of the Programme is set forth below, whereas EANM reserves the right to amend, modify, update, supplement and otherwise change the process, details and sequence and the Mentorship Programme at any time.

- The EANM Office will open a call for participation for Mentors.
- Interested Mentors shall submit their filled-out Mentor Application Forms (as provided by EANM) and CVs to the EANM Office for evaluation.
- The EANM Young Professionals Council (YPC) will evaluate the Mentors' applications. Mentors not fulfilling the eligibility criteria shall be contacted accordingly.
- The EANM Office and the EANM Young Professionals Council will onboard the Mentors and provide clarification as needed.
- Subsequently, a call for Mentees will be opened, including application deadline after which Mentee applications can no longer be accepted [*for the respective Mentorship Programme year*].
- Mentees shall submit their filled-out Mentee Application Forms (as provided by EANM) and CVs to the EANM Office for evaluation. In their application, Mentees shall be allowed to express preferences on certain Mentor(s) (whereas this shall not constitute any right or claim to being matched to the respective Mentor by EANM nor that the Mentor shall accept such mentorship).
- The EANM Young Professionals Council (YPC) will evaluate the Mentees' applications. Mentees not fulfilling the eligibility criteria shall be contacted accordingly.
- The matching process of anonymised Mentee applications with possible Mentors will be carried out by the YPC following the criteria described in the application form. Should there not be enough Mentors, the Mentee may be automatically considered for the next mentorship year (if Mentee accepts this option).
- Once the matching process is finished, the EANM Office will contact the respective parties and organise a first virtual meeting on one of the available platforms.  
This first introductory virtual session will be organised by the EANM Office (but will be attended only by the two parties, i.e. Mentor and Mentee), while subsequent virtual sessions will be agreed and planned between the parties self-sufficiently and by their own means.
- During the first virtual session, the Mentor and Mentee will:
  - a) discuss their interests and expectations regarding the Programme;

- b) mutually define the roadmap, scope and objectives for the coming year;
  - c) fill out and sign the (online) Mentorship Agreement form.
- Should the Mentor and Mentee not reach a mutual agreement at the first meeting, they may agree on either a follow-up meeting or choose not to enter into a mentorship relationship.
  - After the first virtual meeting, the Mentor as well as the Mentee reserves the right to reject the mentoring relationship at his/her discretion. However, under no circumstances shall this decision be made on grounds of discrimination (see Guiding Principles & Rules).
  - Upon signing the Mentorship Agreement, Mentor and Mentee shall provide a copy of the signed Mentorship Agreement to the EANM Office for information/administrative purposes without delay.
  - Once the EANM Office and the YPC have received the Mentorship Agreement signed by both parties, the Programme is considered to have started, for the duration of one year.
  - If the Mentor or Mentee should, due to major unforeseeable circumstances, abstain from the Mentoring relationship for an extended period of time, the parties must promptly inform the EANM office.  
The YPC reserves the right to assess on a case-by-case basis whether to discontinue or extend the programme.
  - Feedback provided by the participants at the end of the Programme is an important tool for improving the EANM Mentorship Programme. Therefore, EANM requires a feedback form to be completed by both Mentor and Mentee at the end of their mentorship relationship. Should the form not be filled and submitted, the EANM Office reserves the right to abstain from issuing a certificate of participation until having been provided with the feedback form.

### **Role of the EANM Young Professionals Council (YPC)**

The role of the [EANM Young Professionals Council](#) (or “YPC”) is to be understood as that of a promoter of the Mentorship Programme. The YPC intends through this Programme to foster, encourage and develop the skills of young professionals in the field of Nuclear Medicine.

The YPC will be the main counterpart to the EANM Office in all decisional and administrative questions. It shall be responsible for selecting Mentors, based on the criteria stated on the application form, and for pairing them (if possible) with a Mentee, following the same criteria.

The YPC will also evaluate the collected feedback on the EANM Mentorship Programme and propose amendments by issuing recommendations to the EANM Board and EANM Office.

The YPC will do its best to promote the Mentorship Programme and to accommodate the interests and wishes of Mentors and Mentees, always on the basis of objective criteria and the principle of non-discrimination, however neither the YPC nor EANM can ensure that all wishes of Mentors and Mentees will be met, nor that suitable Mentors can also be found for Mentees and vice versa. Therefore, any responsibility, warranty or liability of the YPC and/or EANM for the success of the Programme shall be explicitly excluded.

At the end of the Programme, the YPC reserves the right to disseminate data (anonymously) on the success of the Programme. By participating in the Mentorship Programme, Mentors and Mentees explicitly consent to such dissemination, including analytical evaluation.

### **Role of the EANM Executive Office**

The EANM Executive Office (or “*EANM Office*”) is intended merely as provider of the EANM Mentorship Programme’s platform by:

- organising and overseeing the organisational framework for the Programme (General Terms and Conditions, online tools, manpower, processes, documentation, etc.);
- enabling the selection of Mentors and Mentees through an open call for applications process;
- collecting and storing the required data of Mentors and Mentees, sharing the required data with the YPC for the matching process as well as with Mentors/Mentees for the purpose of establishing contact;
- supporting the EANM Young Professionals Council (YPC) in the matching process;
- establishing the first online contact between Mentor and Mentee;
- collecting a copy of the Mentorship Agreement entered into between Mentor and Mentee to start the mentorship relationship;
- being a point of contact for administrative issues and questions regarding the Programme, including possible disputes and differences that cannot be resolved directly between Mentor and Mentee;
- collecting feedback on the EANM Mentorship Programme and sharing it with the YPC for its evaluation;
- providing Mentors and Mentees with an EANM certificate of participation in the EANM Mentorship Programme (upon receipt of the feedback form).

Mentors and Mentees acknowledge that EANM is only acting as provider of a platform to promote the Programme and the matching (if possible) of Mentors and Mentees. EANM, however, does not participate in the mentorship relationship, nor is it a contractual party to the Mentorship Agreement, and thus has no influence on the quality, scope or success of the mentorship relationship. Therefore, any responsibility, warranty or liability of EANM or the EANM Office as well as its institutions, organs and employees for the success of the Programme shall be explicitly excluded.

### **General Agreement for EANM Publications**

Any publication referring to EANM, using its logo, or issued under the EANM name must reflect the official position of the Association and follow the approved governance process. Before any work is initiated, a completed application form must be submitted and approved by the Guidelines & Publications Committee (GPC). Any project should therefore be sent to [guidelines@eanm.org](mailto:guidelines@eanm.org) to ensure it is routed through the correct process.

Writing groups must be led by a recognised expert and composed of qualified members, with structure, composition, and timelines approved by the GPC. All publications must be developed in a balanced, evidence-based manner in line with EANM format requirements and include appropriate consultation with relevant internal bodies (Scientific Committees, Councils, and National Societies).

Final approval from both the GPC and the EANM Board is required before any document can be presented as an official EANM statement or carry EANM endorsement. All EANM papers must be submitted to one of the 2 EANM journals.

Work developed outside this process may not reference EANM, use its logo, or imply endorsement by the Association.

### **General Exclusion of Liability**

- EANM, the EANM Young Professionals Council, the EANM Office as well as other EANM institutions, organs and employees cannot assume any liability whatsoever for any direct or indirect, actual, consequential or other damages or disadvantages that may arise in connection with participation in the EANM Mentorship Programme.
- Mentors and Mentees shall themselves be exclusively responsible for any exchanges of information and the contents of their discussions and interactions. EANM cannot assume any responsibility for the actions or omissions of Mentors or Mentees, nor their communication or behaviour.
- Mentors and Mentees participating in the Programme shall indemnify and hold EANM harmless for any damages, costs, fees or other disadvantages that may arise because of their non-compliance with the rules and principles of the Programme.
- Whereas EANM strives to provide current and accurate information, EANM cannot assume any responsibility for the correctness, actuality and/or completeness of information and documents provided.
- EANM cannot guarantee that the Mentorship Programme will lead to any specific result

or benefit, or meet the participants' expectations. The results of the Programme may vary, and the participants shall bear the full responsibility of any information and know how exchanged.

## **Data Privacy**

For the EANM Mentorship Programme, it is necessary that EANM processes the personal data provided by the Mentors and Mentees in their applications (and possible subsequent information provided). All data processing is based on Art 6 para 1 subpara b GDPR and/or the participant's consent. The consent can be withdrawn at any time by e-mail to [office@eanm.org](mailto:office@eanm.org). Since processing of the personal data provided by the participants is necessary in order to handle the participation in the EANM Mentorship Programme, the withdrawal of the consent will necessarily also terminate the participation in the EANM Mentorship Programme.

EANM shall observe and comply with all applicable current and future data privacy and security laws, including without limitation the General Data Protection Regulation ("GDPR"). EANM further represents and warrants that: (i) any personal data processed will only be processed for the review of the application and participation in the Programme; (ii) EANM will maintain effective information security measures to protect personal data from unauthorised disclosure or use; (iii) EANM will delete or return all personal data at the Mentor's or Mentee's written request and upon termination of the Agreement; and (iv) if the consultants, employees or agents of EANM have access to the personal data under the terms of the Programme, EANM will ensure that such persons with access to the personal data will keep it confidential.

Further information on EANM's data privacy regulations can be found at <https://eanm.org/data-privacy/>.

## **Disclaimer**

The EANM Mentorship Programme is provided free of charge to bring together (if possible) Mentors and Mentees. Mentors and Mentees may participate on a voluntary basis at their own cost and risk. The EANM Mentorship Programme does not constitute any legal claims or liabilities between EANM, a Mentor and/or Mentee. Any responsibility or liability of EANM, the EANM Young Professionals Council, the EANM Office as well as other EANM institutions, organs and employees shall be explicitly excluded. EANM reserves the right to discontinue the Mentorship Programme and all benefits hereunder, as well as to terminate and/or exclude participants not meeting the required criteria and principles at any time. The mentorship itself takes place directly between the Mentor and the Mentee; EANM is not a party to this relationship, nor can EANM assume any responsibility, warranty or liability for the success of the Programme.