



HANDBOOK 2026

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Introduction

Welcome to the inaugural round of the ASMIRT Research Mentoring Program. We are delighted that you are part of the program and we thank you for your participation. The Australian Society of Medical Imaging and Radiation Therapy is committed to promoting and supporting research throughout our profession and we see this program as an important component of building research capacity.

The Medical Radiation Profession has seen an increased need for Medical Radiation Practitioners (MRPs) to develop research skills to provide and access relevant and accurate information to maintain best practice. Evidence suggests that research mentoring can increase the capacity and quality of medical radiation professionals involved in research. Mentoring has been repeatedly acknowledged as a crucial component in research capacity building, assisting mentees to successfully achieve their research goals efficiently and effectively. Mentees can then inspire and mentor others to become involved in research.

We hope that you benefit richly from participating in the program and that your learning experience and reflections will not only motivate you in future research endeavors but that it will also inspire you to mentor others to become involved in research. This ultimately benefits our wider membership and the continuing development of our profession.

This handbook provides a guide for the mentor-mentee journey. We hope you find it useful and welcome your feedback.

There will also be multiple timepoints throughout the program when we will seek your feedback. We encourage to share with us your experiences of the program as we aim to continue its delivery in years to come.

We must acknowledge the tremendous support and assistance from the College of Radiographers in the establishment of this program. The program structure, handbook and resources have all been adapted from their Formal Radiography Research Mentoring Scheme (FoRRM). We are extremely grateful for their willingness to share their resources and experiences.

We would like to thank Coach Mentoring Ltd. for delivering the mentoring training, and our Steering Group members for their involvement in overseeing the program.

About the program

The ASMIRT research mentoring program structure, handbook and resources have all been adapted from the College of Radiographers Formal Radiography Research Mentoring Scheme (FoRRM).

Aims

The primary aim of the ASMIRT Research Mentor Program is to increase the capacity and quality of MRPs involved in research in Australia. This may include a positive impact on research skills acquisition, such as improved confidence in research, an increase in knowledge of research opportunities and career perspectives, or more tangible outcomes, such as drafting a publication, writing an abstract, understanding research ethics, designing a research plan with a mentor, analysing data, or applying for research funding. The individual objectives of each mentor-mentee pair will be co-designed based on mentee needs and mentor expertise.

Secondary aims include personal development and/or career development.

Scope

The program will involve a cohort of six mentors and mentees and will be overseen by the Steering Group. Virtual training for mentors and mentees will be provided by [Coach Mentoring Ltd.](#) Resources will be developed to aid mentors and mentees throughout the scheme (handbook, links to useful websites, related publications and a dedicated Teams channel for the program). Support will be offered to all participants throughout, including virtual networking opportunities, review and evaluation, and keeping in touch (KIT) contact points. A summary evaluation report of the Research Mentoring Program will be submitted to the ASMIRT Board of Directors at the completion of the program.



[Please refer also to the Mentoring Guidance Document](#)

ASMIRT Research Mentoring Program Steering and Project Team

Purpose

The ASMIRT research mentoring program project team are responsible for planning and executing the mentoring scheme.

The purpose of the Steering Group is to oversee the research mentoring program on behalf of the ASMIRT.

Meetings will take place virtually and a communication and resource channel will be hosted on the ASMIRT Teams platform.

Membership

- Feven Alemu *ASMIRT Administrator*
- Elizabeth Brown *ASMIRT Research Committee Chair*
- Rachael Beldham-Collins *ASMIRT Research Committee*
- Michael Neep *ASMIRT Research Committee*

Terms of Reference

- The Steering Group will select mentees by assessment of the application forms against the recruitment criteria (applications will be anonymised). In the case of non-consensus, the decision will rest with the Independent Moderator.
- The Steering Group will determine the matching of the mentor and mentee pairings by considering the mentee preferences after meeting mentors at the launch event.
- The Steering Group will moderate should there be a breakdown or difficulties between a mentor and mentee pair and they should endeavour to get the relationship back on track. In the case of a complete breakdown of relationship, the Steering Group members will refer the matter to the Independent Moderator.
- The Steering Group will ensure the success of the scheme by means of identified reporting points. This will be in the form of a report at six and twelve months.
- The Steering Group will approve the final evaluation report prior to submission to the ASMIRT Board of Directors.

Mentors and Mentees

Eligibility

Organised into six branches by geographical area across the country, each branch has an executive committee working closely with their elected Board Member.

ASMIRT branches play a vital role as they directly connect members with each other, through continuing professional development (CPD), social activities and various functions that advance the medical radiation professions.

Mentees:

- Prior involvement in research activities (e.g. in-house research project, QI activities)
 - People who have undertaken previous or current research higher degree work are not eligible
- Strong interest and potential to succeed in research
- Member of ASMIRT must be financial voting members of ASMIRT for at least 12 months.

Mentors:

- Highly experienced research and/or academic Medical Radiation Practitioners (MRPs)
- Strong record of publications and research funding highly desirable
- Strong interest and passion for mentoring new researchers
- Member of ASMIRT must be financial voting members of ASMIRT for at least 12 months.

Terms of Reference

Mentors and Mentees are expected to:

- Attend the virtual training webinars. Steering group members are welcome to attend both training sessions.
 - Mentor coaching session 1 – 20 October 2026
 - Mentee coaching session 1 – 21 October 2026
- Connect to and use the ASMIRT Research Mentoring Teams channel.
- Attend the ASMIRT Research Mentoring Program launch and other networking events.
 - Launch and speed dating mentor-mentee matching event - October 2026
 - Keeping in touch networking event – January 2027
 - Keeping in touch networking event – May 2027
 - Final achievement celebration event – September 2027
- Accept the matched pairings as determined by the Steering Group.
- Sign the ASMIRT Research Mentoring Program Mentoring Contract (Appendix 1).
- Mentee to arrange contact points and meetings with their mentor.
- Complete evaluations at specified times throughout the scheme.
- Alert the Project Team immediately if for any reason there is a breakdown in the mentor- mentee relationship.

Recruitment Selection and Pairing Criteria

Mentor Recruitment

Mentors participating in this scheme are highly experienced research and/or academic Medical Radiation Practitioners (MRPs) who bring a strong record in research (including publications and potentially research funding), and who hold a respected position and standing within the profession. A pool of mentors will be established for the program and participation in a particular mentoring round will be dependent of the successful mentee applications in that round to ensure appropriate pairing.

Mentee Recruitment

Mentees are recruited through advertising on the ASMIRT website, social media channels, and membership publications, as well as through the professional networks of mentors, steering group members.

Selection prioritises candidates who demonstrate prior involvement in research activity and a strong potential to succeed in research, as evidenced by their submitted CVs and references.

Pairing Criteria

Mentor-mentee pairing is guided primarily by mentee preferences — each mentee nominates their top three preferred mentors — alongside recommendations from the steering group. Pairing takes into account mentor expertise relative to individual mentee needs, as detailed in each mentee's CV. Final pairings are confirmed following the speed dating activity at the launch event.

Preparation for Speed 'Dating'

To support informed and productive pairing, each mentor will prepare a two-minute video introduction and a written biography outlining their research interests and methodological experience. All mentees are strongly encouraged to review these resources prior to the launch event. Mentees are also encouraged to prepare questions in advance to make the most of their eight minutes with each mentor during the speed dating session.

Speed 'dating' Event

The speed dating event will be held online and will involve a series of eight-minute one-on-one meetings between mentors and mentees. Participants will rotate through each mentor in turn, ensuring all mentees have the opportunity to meet and interact with every mentor before final pairing decisions are made.

Time Commitment and Expectations

It is advised that each mentor and mentee pair maintain communication at a frequency of at least every four to six weeks, meeting for a minimum of one hour. This is to ensure continuity without creating a burden on mentors or mentees. This time can be spent as the mentor and mentee agree, e.g. by phone, in person, virtual meeting, etc. Mentors and mentees can increase this time commitment if they feel they have the capacity, and the partnership produces good results. This will need to be stated in the reflective diary.

The mentee is expected to contact their mentor first to arrange an initial discussion and the responsibility to arrange all future meetings remains with the mentee. A mutually agreeable time and date for the next contact as well as some key actions should be confirmed at the end of each meeting. The mentee will be responsible for keeping track of the agreed actions, keeping minutes of each meeting and following up with progress made or any issues arising. If any issues arise, the mentee must first discuss with their mentor and if no resolution can be found the mentee should alert the Project Team in the first instance. It is also expected that the mentee will notify their line manager of their involvement in the mentoring scheme prior to fully engaging with the project, to ensure there is no conflict of interest.

Mentors are expected to dedicate at least one hour per month to their mentee in any agreed format of interaction and do their best, within their expertise, to advise their mentee. If either mentor or mentee will be absent for a long period of time for any reason, they will need to notify their mentoring partner as well as the Project Team by email at the earliest convenience. The Project Team should also be notified if either mentor or mentee do not respond to communication from their mentoring partner for a period exceeding four weeks.

Mentors and mentees should make every effort to attend networking events as these offer support and aim to increase positive outcomes of the scheme; they are expected to attend at least one of these events. Finally, mentors and mentees must be willing to engage with evaluation of the program and to assist in understanding what works well and what doesn't. More information on the evaluation stages can be found in the following section.

Resources

ASMIRT Research Mentoring Program Teams Channel

The ASMIRT Research Mentoring Program Teams channel is your main resource, providing full details and progress updates alongside materials and links to useful resources.

Coach Mentoring Ltd.

The following mentoring resources from Coach Mentoring are recommended.



[Setting direction in a mentoring relationship](#)



[Setting Direction in Mentoring - 60 second briefing](#)



[Agreement Setting in Mentoring - 60 second briefing](#)



[Building Rapport in Mentoring - 60 second briefing](#)

Training

The mentor and mentee training will be provided by [Coach Mentoring Ltd.](#) and will take place virtually on the following dates:

- Mentor coaching session 1 - 20 October 2026
- Mentee coaching session 1 - 21 October 2026

Steering Group members are welcome to attend both pre-launch training sessions.

- 16 February 2027
- 17 February 2027
- 20 February 2027
- 21 February 2027

The First Month

The first month after the launch event will serve for the mentors and mentees to familiarise themselves with their mentoring partner, discuss how they would like to work together and establish some ground rules. Mentor-mentee pairs should discuss what they would like to achieve and what they feel is feasible within the 12-month timeline of the project. These initial discussions, alongside the completion and signing of mentoring contracts by both mentor and mentee, must be fulfilled by 20th November 2026

A copy of the signed mentoring contract must be emailed to ASMIRT admin no later than 27th November 2026 (both electronic and scanned signatures are acceptable). A blank copy of the mentoring contract can be found in the Appendix of this handbook.



Email signed mentoring contract to feven.alemu@asmsirt.org

Overview of project timeline

Activity	Responsibility	Reporting to	Date
Applications due	Steering Group	Steering Group	8 July 2026
Assessment of applications and shortlisting	Steering Group	Steering Group	17 July 2026
Notify successful applicants	Project Team	Mentees	22 July 2026
Launch and 'Speed dating' matching event	Project Team	All	11 August 2026
Mentor training	Coach Mentoring	Mentors	20 October 2026
Mentee training	Coach Mentoring	Mentees	21 October 2026
Mentoring contracts completed and returned	Mentor/Mentee pairs	Project Team	November 2026
Contact point	Mentor/Mentee pairs	Project Team	Early December 2026
Training and networking event (online)	Coach Mentoring	Mentor/Mentee pairs	16, 17, 20 & 21 February 2027
1st evaluation deadline	Mentor/Mentee pairs	Project Team	March 2027
Networking opportunity at ASMIRT (if available)	Mentor/Mentee pairs	All	April 2027
Mid-point review/KIT sessions (online)	Mentor/Mentee pairs	Project Team	May 2027
2nd evaluation deadline	Mentor/Mentee pairs	Project Team	June 2027
Final achievement celebration event	Project Team	All	September 2027
Final evaluation deadline	Mentor/Mentee pairs	Project Team	October 2027
Project evaluation/analysis and report	Project Team	Steering Group / ASMIRT Board	December 2027 BoD meeting

*Timeline is subject to change

Change of Circumstances

We ask that mentors and mentees inform the Project Team immediately of any change of circumstances that might impact their capacity to contribute to this scheme.

Exit Routes

As with every partnership, research mentoring partnerships may not go to plan. It is advisable to discuss any issues arising with your mentoring partner in the first instance and to try to resolve these together. If, for any reason, a partnership dissolves and you agree you cannot work together, there is a no-fault clause which allows you to exit the scheme at any point. These cases must be escalated to the Steering Group via the Project Team.

If issues arise, please address these as early as possible to allow for a quick resolution and to minimise disruption to your experience on the scheme. If there is a complete breakdown of a pairing, support will be offered to both parties.

Networking and Contact Points

You don't need to take any action to register with Ahpra. Your university will provide your details to the Board and notify you once Ahpra confirms that you've been added to the Student Register.

December contact point

A December contact point will give mentors and mentees the opportunity to let us know how they are doing. This will be via an online survey, with the option to follow up with the Project Team where necessary. It is highly recommended that the mentor-mentee pairs meet 2-3 times prior to Christmas to assist with establishing the relationship prior to the holiday break.

February training and networking event

The February training and networking event will be delivered by Coach Mentoring Ltd. and will be tailored to the cohort according to the group's needs. The aim of this event will be to help mentors and mentees consider future developments and plans for the remaining duration of the scheme.

April networking event

A face-to-face networking event at the annual ASMIRT conference will be organised for mentor and mentees that will be attending the conference.

May mid-point review and KIT sessions

A mid-point review will take place in the form of submissions of reflective accounts by both mentors and mentees describing their experience, and via 'KIT' (keeping-in-touch) sessions for mentors and mentees to share their experiences with their peers.

Final Achievement Celebration Event

The final networking event will be a celebration of the program and the outcomes achieved (or in progress) by the mentoring pairs.

Further information on all networking events will be provided closer to the time.

Program Evaluation

For quality assurance purposes and for the sustainability of the mentoring scheme, a thorough evaluation strategy is needed. Therefore, information will be collected at certain time points throughout the scheme. Mentors and mentees must agree to a timely response to evaluations, as indicated in the project timeline.

Contact points and evaluations/reflective accounts

Contact points and evaluations/reflective accounts will be in the form of online surveys, with the option to follow up with the Project Team, where necessary.

Mentees are asked to use reflective diaries to keep notes throughout the duration of the scheme, creating a short-written account for each dated entry. It is advised that mentees keep a record of each meeting in the form of minutes and a list of agreed objectives and actions. Any issues that arise should also be recorded (and how these were resolved). The reflective diaries will be useful in providing vital material for the evaluations/reflective accounts requested throughout the scheme; it is therefore important that records are kept up to date.

Contact Details and Social Media

For any issues arising and for information, please contact the Steering Group

All participants will be asked to confirm in writing that they agree to share any pictures from the networking events on social media. Anything that mentees and/or mentors publish on social media relating to the ASMIRT Research Mentoring Program needs to be followed by the disclosure that any opinions reflect those of the individual and not the ASMIRT or Program Steering Group.

We wish you a happy and successful research mentoring journey.

Appendix

1. Mentoring Contract

Mentoring Contract

To be discussed and signed by both the mentor and mentee

We agree to:

- meet, speak or email on a regular basis, as mutually agreed.
- provide feedback and evaluation as requested.
- review our progress regularly against our objectives/plan.
- respect the development aims of the mentoring scheme (research mentoring being the primary aim, but personal and/or career development might be additional benefits)

If we cannot attend a scheduled meeting/ telephone conversation, we agree to notify our partner and reschedule.

We agree that if, for any reason, either of us is not comfortable in our mentoring relationship, we can end the partnership after consulting with the Independent Moderator.



We will meet regularly in a location where we can talk openly. Our plan is to:



We will abide by the confidentiality rules we choose. These are:



We will establish a clear purpose and agree on some objectives for the mentoring relationship. These are:



The best way/time to reach us is:

Mentor:

Mentee:

Mentor Signature

Mentee Signature

(Print name)

(Print name)

Date

Date



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