**Ground Rules for Coach and Coachees**

Coaching Skills Code of Practice

June 2016

1. The coaching scheme exists to support trainees in their training.
2. Coaching is offered to trainees at any stage of their training (Foundation to CCT).
3. Each coaching session should last 60-90 minutes and coachees are offered 4-6 sessions over a period of up to six months.
4. The meeting place is a mutually convenient one. It is often helpful to meet somewhere away from the hassles of the workplace. As coaching sessions are considered a professionally activity, social venues should be avoided.
5. All coachees will sign a coaching agreement (see end of document).
6. All coaches will work by the ethical framework. Coachees are also expected to adhere to the principles laid out in this Code and should read this section carefully.
7. The coach will outline how they work and what the coachee can expect, prior to coaching commencing. This may occur in an introductory phone call, or at the start of the first session.
8. Either coach or coachee is entitled to withdraw from the process via the coaching administrator should unforeseen sensitivities arise at the introductory stage.

**Coach Agreement**

1. Coaches will attend the Health Education England (working across Yorkshire & the Humber) coaching course and pass the assessment.
2. Coaches will be self-employed for their coaching sessions except by our prior agreement.
3. Coaches will attend a minimum of 50% of CPD/supervision meetings annually.
4. Coaches will be prepared to take a minimum of one coachee at any one time.
5. Coaches will respond to coachee requests within a reasonable timeframe (48 hours, unless a weekend or bank holiday, then asap afterwards). If a coach cannot offer coaching he/she should let the coachee know so they can choose an alternative.
6. If a coach has no capacity for a time (e.g. annual leave/sabbatical/altered clinical commitments) they should change the text on their profile on the webpage so prospective coachees can see this.
7. After each session the coach will, if required, return an expenses claim form to the administrator.
8. It is important that a signed coach agreement is signed by both parties and submitted.
9. Coaches will tell the administrator when the coaching contract is completed.
10. Coaches should keep a Personal Development Plan (PDP) in relation to their own learning needs as coaches.
11. Coaches will inform the coaching lead should they be involved in a complaint by the coachee.
12. Coaches will be prepared to appraise a coach colleague.

**Coachee Agreement**

1. At the end of the final session the coachee will complete an evaluation form and submit it to their coach, or return it confidentially to the coaching administrator.
2. At the conclusion of each meeting, the coachee and coach will review their position and decide whether to arrange further meetings.
3. All information supplied to the coaching administrator is confidential and will be available only to the coaching team. Coaches are accountable in terms of their standards, ongoing education, development and commitment as a coach to Health Education England.
4. Coachees should be prepared to travel a reasonable distance, if necessary, to meet their coach.
5. Participating in the coaching scheme as a coachee implies a commitment to the process.
6. Coachees must sign the Coaching Agreement at the end of this document.

**Ethical Framework for Coaches and Coachees**

While the coaching agenda is the coachee’s the coach must keep in mind at all times the healthcare context in which the coachee is working and the implications for patient care of the changes the coachee wishes to make.

The time of NHS colleagues is a scarce resource. To justify the investment of time, coaching must add value in terms of enhancing the motivation, performance or retention of NHS staff.

 Competence

1. Coach should continuously develop their skills through reflection, training and supervision.
2. Coach should recognise the limits of their competence and work within them, suggesting alternative sources of support where these would be more appropriate.
3. Coach should attend and contribute to CPD and supervision sessions.

Professionalism

1. Coach should treat coachees as whole people with lives outside their working environment; treat all coachees with respect for their individuality and their diversity of cultures, beliefs, sexuality and lifestyles.
2. Coach should challenge their coachees if it becomes apparent that the coachee is not treating their patients as individuals, respecting their dignity, being polite and considerate towards them and respecting their confidentiality.
3. Coach must respect the coachee’s right to confidentiality, within the constraints set by the law and by the Duties of a Doctor.
4. Coach should be responsive to the coachee in the language they use and the way they manage the relationship and the process. Ensure that the expectations of the coachee are clear and understood.
5. Coach should respect the resourcefulness of the coachee and their ability to find their own solutions.
6. Coach should not encourage dependency and should work to bring the relationship to a conclusion by mutual consent.
7. Coach must treat all coachees equally and not discriminate unfairly against any groups.
8. Coaches must never exploit or abuse the coachee’s trust or vulnerability.
9. Coach should understand that professional responsibilities continue beyond the end of the coaching relationship.

Integrity

1. Coach must be honest and open and act with integrity.
2. Coach must act without delay if they have good reason to believe that their coachee may be putting patients at risk.

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**Coaching Agreement**

**Agreement**

This is to agree a course of coaching sessions, to take place over the period of 6 months, on dates to be arranged between the coach and the coachee.

Coachee Name: ...................................................................................................................

Coach Name: .......................................................................................................................

Maximum number of sessions\*: ................................

\*Authorisation must be obtained from the Health Education England (Yorkshire & the Humber) coaching service before committing to, or undertaking more than **4** coaching sessions.

Coachee Signed: ............................................................. Date: ................................

Coach Signed: ................................................................. Date: .................................

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**Coachee Declaration**

I have read the Health Education England coaching skills Code of Practice and the FAQs and agree to abide by their content.

I confirm that I am / I am not currently the subject of any investigation or fitness to practice proceeding by any employer, any licensing or regulatory body in the United Kingdom or any other country. If my circumstances change during my coaching I will inform the coaching team.

The coaching service reserves the right to review membership of any coachee whose conduct is in conflict with the above terms or is at any time or in any way inappropriate.

Coachee Signed: ................................................................. Date: .................................

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Please return by post to: Coaching Administrator, Health Education England, working across Yorkshire & the Humber, University of Leeds, Willow Terrace Road, Leeds. LS2 9JT