**Contract for coaching**

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| **Aims of coaching** | Coach’s role is to help translate improvement knowledge into practice by supporting individuals and or groups in their improvement efforts. The coaches will:-     * Share knowledge of improvement tools and techniques * Provide ideas and advice about application of improvement techniques( using the lens of profound knowledge as a basis.) * Explore testing, implementation and spread challenges * Encourage the you in your improvement efforts * Maximise your impact * Secure your gains * Extend your reach * Help you reflect on your learning * Inspire you to achieve even more | | |
| **Frequency of sessions** | Approx monthly | **Duration of session** | 1 hour |
| **Venue** | TBC | | |
| **Review/Evaluation** | After 4 sessions | | |
| **Ground Rules** | | | |
| **Confidentiality** | Although the coach will not normally take what is discussed outside the sessions, where illegal, unprofessional or unethical practice is disclosed, this may be necessary. The team would in the first instance be encouraged to self-report. | | |
| **Code** | We agree to abide by Code of Professional Conduct | | |
| **Respect** | We agree to show respect and loyalty to one another | | |
| **Punctuality** | We agree to be punctual | | |
| **Accountability** | The coachee is accountable for their own practice. | | |
| **Responsibilities** | The coaches are responsible for taking forward action points agreed at the session  Involvement in the Lothian Quality Improvement Academy Course involves attendance at 4 full training days across a period of 4 months. Separate to these training days, the participant will also be involved in a minimum of 5 hours of individual coaching to support their project work. A poster submission and presentation is required to complete the course. | | |
| **Note-taking** | The Coach will keep brief notes for the sole purpose of the coaching sessions | | |
| **Cancellations** | We agree to give notice of our non-attendance in advance, quickly rearranging the session | | |

**Record of Coaching** (to be retained by team)

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| Coach/s: | | |
| Team members: | | |
| Date: | Start time: | Finish time: |
| Topic/subject brought  to coach | Issues Arising: | Action: |
|  |  |  |
| Date of Next Meeting: | | |

**COACHING RECORD**

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| **Coach** | **Date of coaching, includes email coaching** | **Topic** | **Comments**  *e.g.: cancellations rescheduled by whom:* |
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