

Application and Terms and Conditions

**Clinical Leadership Coaching**

**2021/22**

**Background and overview**

The **Clinical Leadership Coaching and Advisory Service (CLCAS)** was launched by NHS England and NHS Improvement in late 2019 and began in February 2020 with the aim of:

* **Coaching aspiring clinical leaders to better understand their career path**; take a planned approach to their careers that helps them secure leadership roles and utilise their skills, abilities and values
* **Equipping aspiring clinical leaders with tools and resources** that give them the best opportunity of securing an executive role and aid them in successfully navigating the appointment process to board
* And ultimately **increasing the number of clinicians in senior executive roles**

This multiagency and multilevel plan aims to address the barriers and leverage the enablers that clinicians encounter in stepping into senior executive roles.

We can only make a success of CLCAS with your help. **The seven local teams of Leadership and Life Long Learning, formerly local Leadership Academies, are critical to its success** by connecting us with **experienced coaches** from across all NHS regions who meet the criteria below. Working in partnership will strengthen both local Coaching offers and grow the experience and number of Career Coaches to meet the needs of clinical colleagues with leadership potential.

CLCAS offers not only **Career Coaching** to clinicians who are interested in moving into leadership roles but also offers access to a **Career and Resource Portal.** This **online resource** contains a vast suite of eLearning courses, videos and articles all tailored towards career development for clinical leaders in the NHS and compliments the coaching offer.

Our interactive training for experienced Coaches, who are on local Academy / regional coaching registers, is being offered in the form of Continuing Professional Development and quarterly Supervision. The **Career Coaching CPD** training takes place over **2 ‘live’ online half-day sessions**, plus one 60 minute recorded session, available to watch in the participants’ own time.

Coaches will then be matched with participants from specifically ‘clinical’ cohorts of a variety of Leadership Academy programmes such as of Nye Bevan, Aspiring Medical Director Programme or the Aspiring Director of Nursing Talent Scheme.

The first cohorts of coaches from the February 2020, September 2020 and February 2021 training programmes have already started with their clinical ‘coachees’ and are being supported by our (optional) quarterly Supervision sessions, designed and run in-house by John Hunter, Career Development Support and Progression Manager, NHS England NHS Improvement.

**We now need yet more experienced coaches to join this programme to meet the growing number of clinical colleagues who want coaching support as they move into Leadership roles.**

**Role of the Coach**

Coaches are expected to support **a minimum of one coachee,** consisting of a minimum of **four sessions of Career Coaching over a 12-month period**. All coachees are participants, past and present, on NHS Leadership Academy development programmes.

The **task of the coach** is to support the coachee in **reflecting on their career** and help them **explore their future career pathway** including leadership and **moving towards Board** roles. Coaches will also help them examine potential barriers, gain knowledge and utilise their skills towards Leadership progression.

**Eligibility criteria:**

1. You hold **a recognised coaching qualification** **to Level 5** and can provide evidence for example ILM or CMI Level 5 (if you have questions on the required qualifications, please get in contact)
2. You have experience **coaching at a senior level** in the NHS
3. You are currently **on a** Local Leadership Academy (LLA) or Regional **Coaching Register** as an active coach, adhering to your LLA Terms and Conditions (T&Cs) for operating on the register
4. You continue to improve your practice by **participating in** (coaching related) **Continued Professional Development (CPD) and Supervision**, and if asked can provide evidence of this for the last 12 months
5. Upon acceptance you will **participate in the CPD identified** (2 x half-day on-line live sessions and an additional Zoom follow-up session) and any future training required
6. You will participate in the programme Quality Assurance and evaluation processes
7. **You have the support and agreement of your line manager** to fully participate in this service.

**Professional Development**

Learning and development for coaches takes place online as outlined below. These sessions form the required CPD for the service together with a working knowledge of the **Career and Resource Portal.** Access to the portal and guidance on how to use it will be provided as part of the training.Coaches are not expected to be experts on the resources or on how NHS Board’s operate and function however they will be encouraged to access and familiarise themselves with the online resources so they can help and guide their coachees more effectively. Training sessions contain:

* Career coaching theory
* Specific issues facing Clinicians progressing to leadership roles

This will be delivered via a ‘live’ online **2-part professional development training session** (on separate days) AND **a follow-up Training Completion session**. Dates are as below.

To be eligible to support the pilot you **must attend all of the sessions, without exception:**

**Live online Professional Development training**

|  |  |  |
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| Date: 18/05/2022 | Time: 09:45 – 12:45 | Virtual via MS Teams |
| Date: 25/05/2022 | Time:09:45 – 12:45 | Virtual via MS Teams |

**Recorded follow-up / training completion session**

|  |  |  |
| --- | --- | --- |
| **Available from :**  can be watched anytime online | **60 minute video presentation**; Watch and refer to again as required via an emailed link | **Virtual via Zoom link**  Coaching cannot start until confirmation of seeing this presentation is received by email from coach. |

**Terms and Conditions**

**2020/2021**

**By making an application to support the Clinical Leadership Career Coaching Service you acknowledge that both yourself and your line manager have read and accepted the terms and conditions outlined in this document.**

1. **By their signature below the applicant confirms that:**

1.1 I hold a recognised coaching qualification and can provide evidence, e.g. ILM **Level 5 minimum** (if you are unsure or have questions about this criterion, please contact [john.hunter@leadershipacademy.nhs.uk](mailto:john.hunter@leadershipacademy.nhs.uk) for a conversation).

1.2 I currently operate as a coach for a **Leadership and Life Long Learning** or **Local Leadership Academy *Regional Coaching Register*** and adhere to their Terms and Conditions for the register.

1.3 I have a demonstrable commitment to **Continued Professional Development** (CPD) and supervision and can evidence this for the last 12 months.

1.4 I am available to attend **each element and the entire duration of the training** (as stated in this application).

1.5 I can commit to working with a **minimum of one coachee** (who is Clinical Leader or aspirant Clinical Leader) at any one time.

1.6 I will **participate in** any identified **CPD** (focusing on Clinical Leadership, Career Coaching, Diversity and Inclusion) identified to be necessary. This training will be provided free of charge and funded by NHS England (and NHS Improvement) however I will be asked to cover my own expenses incurred for attending training and for the provision of coaching. Any future travel, food and beverage (unless otherwise stated), and accommodation expenses are the responsibility of the participant and their own organisational expenses policy will apply.

1.7 I will subscribe to the online community of practice for programme alumni feeding into programme evaluation.

1.8 **I have the support and agreement of my line manager** (for NHS employees) to attend any professional development required and to provide coaching to at least one coachee (up to four career coaching sessions delivered virtually).

1.9 Above all, I have the drive and passion to work in a more transformational way to support the evolution of a system that reflects the interests of all.

1.10 I will not share access to any learning environment, or download, plagiarise or distribute any of the learning materials to anyone.

1.11 I understand that if I move jobs whilst providing coaching for this programme:

* This does not constitute withdrawal from providing the coaching services; and
* I will make my new employer and line manager aware before I accept the job offer that I am committed to providing coaching and will require their support to do so.

1.12 I agree to my personal data (supplied by me) to be collected by NHS England and Improvement, the data controller, via the application process; and from time to time throughout the delivery of the programme.

Your personal data is being processed under the General Data Protection Regulation, Article 6, 1(e) – “processing is necessary for the performance of a task carried out … in the exercise of official authority vested in the controller”, via the Health and Social Care Act 2012, Part 1, Section 23, ‘Duty to as to promoting education and training’.

Your data will be processed for a length of time in conjunction with the NHS England and Improvement’s Corporate Records Retention Schedule which is available via the following link: <https://www.england.nhs.uk/privacy-policy/>

The Data Protection Officer for NHS England can be reached at [england.dpo@nhs.net](mailto:england.dpo@nhs.net), and any data subjects rights requests can be made to this address.

You have the right to lodge a complaint with the Information Commissioners Office in regard to the processing of your personal data.

1. **By their signature below the line manager confirms that:**

2.1 I support the coach to attend any professional development workshops that are required and to support the coaching of at least one coachee (up to four career coaching sessions).

2.2 Any professional development workshops will be provided funded by NHS England and Improvement at no cost to the employing organisation, however travel, food and beverage (unless otherwise stated), and accommodation expenses are not covered and are the responsibility of the participant and their own organisational expenses policy will apply.

**To submit your application to join this coaching service please complete all fields required and return by email (scanned versions are acceptable if needed however you may prefer to complete, save to your computer and attach to you email) to:**

[**TalentCareerTeam@leadershipacademy.nhs.uk**](mailto:TalentCareerTeam@leadershipacademy.nhs.uk)

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Coaching**  **Qualification**  **completed:** | **(include where trained/name of provider and whether level 5 or above)** |
| **Summary of**  **coaching**  **experience:** | **(please include approximately how many coachees and indication of their seniority)** |

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| **Local Coaching**  **Register:** | * London | * East of England | * Midlands | * North West |  |
| * South East | * South West | * North East and Yorkshire (and Humber) | | |
| **Region/s where**  **you can offer**  **coaching:** | * London | * East of England | * Midlands | * North West | * Any |
| * South East | * South West | * North East and Yorkshire (and Humber) | | |

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| **Please tick to**  **confirm:** | * Currently active member on an NHS Local/national Coaching register/commit to signing up to register |
| (In Word place cursor then go to Insert, then Symbol, then ü) | * Have access to supervision and/or will participate in supervision as part of scheme |
|  | * Can provide coaching as soon as training is complete and can commit to supporting on an ongoing basis for the duration of the scheme |
|  | * Permission from line manager and organisation to be released to support coaching advisory service (signature required from line manager below) |
|  | * I agree to the terms and conditions above and use of my data (only in connection with this programme; data will not be shared with third parties) |

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| **Virtual Workshop A** | Date: | Time: | * Unable to attend these sessions but would be interested in future training |
| **Virtual Workshop B** | Date: | Time: |

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| **Participant Signature**  **Date:** |  |
| **Line Manager Signature**  **Date:** |  |