

Coach Criteria

To become and continue to be a coach on the South East Coaching Network, applicants must fulfil the following criteria:

- ✓ Hold a coaching qualification - minimum ILM Level 5;
- ✓ All coaching offered through the register must be **FREE of charge**;
- ✓ Maintain Coaching Register profile (including a photograph);
- ✓ Coach at least 3 clients in 12 months and provide at least 18 hours of coaching annually;
- ✓ Maintain CPD. Reflective practice and supervision will inform CPD topics. CPD can be made up of different activities, including conferences or events delivered via own organisation or NHS South East Leadership Academy. We anticipate that every coach will also undertake at least one CPD activity through this network and will record all others undertaken elsewhere. See [EMCC guidance on CPD](#) for details;
- ✓ Maintain and develop professional practice through benchmarking self against professional body competency framework e.g. EMCC ([EMCC Competence Framework](#));
- ✓ Attend 2 supervision sessions a year. This could be a group session or 1-2-1 and may be provided through own organisation or NHS South East Leadership Academy;
- ✓ Ensure evaluation is completed for all relationships;
- ✓ Keep the register up to date with all activity;
- ✓ Be committed to undertake a coaching relationship when approached, or update own system profile and contact the c team when unable to continue to coach;
- ✓ Champion and promote ethical coaching <http://www.globalcodeofethics.org/>

In addition to the above criteria, all [External](#) coaches and mentors are required to have a suitable indemnity cover in place to provide coaching/mentoring via the South East Register.

By External coaches and mentors we mean those who do not currently work and have never worked for the NHS or an organisation delivering NHS funded care.

Coaches and mentors who currently work or have in the past worked for the NHS or an organisation delivering NHS funded care do not require their own indemnity cover.

A coach who is part of the NHS South East Leadership Academy Coaching Register will be expected to:

- ✓ Adhere to the standards and guidelines for practice outlined by the [EMCC Code of Ethics](#);
- ✓ Maintain the focus on the coachee's learning goals;
- ✓ Contract and set expectations effectively with their coachee (and line manager where appropriate);
- ✓ Prepare relevant action items for all coaching meetings;

- ✓ Role-model effective leadership practices;
- ✓ Apply adult learning principles and flex style to meet the needs of the coachee;
- ✓ Offer truthful and relevant feedback as appropriate;
- ✓ Create an environment that supports exploration, reflection and change;
- ✓ Make appropriate referrals to other resources when they are not the best source for additional assistance;
- ✓ Participate in regular CPD and Supervision and update their record accordingly;
- ✓ Participate in NHS South East Leadership Academy regional audits and evaluations of coaching as and when required;
- ✓ Respond to coachees' requests for coaching promptly (where possible within a week).

NHS South East Leadership Academy registered coaches can expect:

- ✓ A network across NHS South East Leadership Academy which will provide an opportunity to share best practice and ongoing learning;
- ✓ To be part of a professional learning community;
- ✓ A clear framework of expectations to deliver their services and competencies;
- ✓ Access to ongoing relevant and topical continuous professional development (CPD);
- ✓ Access to a supervision programme provided by qualified and able supervisors;
- ✓ A platform to match coachees with coaches.

Important Information

- ✓ Please be reminded that coaching and mentoring is free of charge to NHS staff and staff delivering NHS funded care, and that under no circumstances should these coachees/mentees be charged for coaching and/or mentoring services. Coaching and Mentoring Register members found to be charging or offering private coaching will be removed.
- ✓ All CPD and Supervision opportunities will be given to NHS staff as a priority, however, where we have capacity, we will ensure places are made available to non-NHS coaches on a first come, first served basis.
- ✓ Coaching relationships will be typically between 4-6 sessions for between 60-120 minutes each. This should be contracted between the coach and the coachee.
- ✓ The SELA will not reimburse the individual for expenses including travel, postage and telephone charges. Neither will the purchase of any equipment in support of your coaching role be reimbursed.

Next Steps

If you have read this information and are happy that you fulfil the criteria to become a coach as part of this network, the next stage is to get you registered. Please [click here](#) and choose the 'register as a coach' to get started. Your *application will be assessed to ensure it meets the above criteria before approval. You will receive a notification confirming that you have been accepted onto the South East



Leadership Academy

South East

Coaching Network. If you have any questions please email: nhsi.selll@nhs.net

*Please note - your personal details will be held in line with Information Security and GDPR and will only be used by the NHS South East Leadership Academy for occasional communications about coaching/ and mentoring. You can ask us to remove these from the records at any time by emailing nhsi.selll@nhs.net