**SuppoRTT Coaching Application Form**

**Professional Support Unit**

**\*Please complete every section (Light Green) in full. Failure to do so may hinder the process and subsequently the support that can be offered by the PSU.**

**The form will be shared with the external coaching provider prior to the first session. Please give as much information as you feel comfortable with.**

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| 1. **Trainee Information** | | | |
| **Trainee name** |  | **GMC/GDC**  **number** |  |
| **Email address** |  | **Mobile number** |  |
| **Specialty & Grade** |  | **Site of work** |  |
| **Planned date of return to training (if not known, give approx. date)** |  | **OOP Status (e.g. OOPR/OOPE etc)** |  |

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| **2) Out of Programme (OOP) experience** |
| **Please explain why you took time out of training?** |
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| **3) Coaching Sessions** |
| **What do you hope to get out of training sessions with our coaches?** |
| E.g. exam support, confidence building, options discussion |

**SuppoRTT Coaching Agreement**

*We would be grateful if you could read through the following information and sign to show you understand and agree with this:*

Please note that the details of your discussions with the PSU will be confidential, except where there is a clear risk to yourself, others, including patients, or where there are significant concerns about health. All illegal activities will also be discussed with appropriate agencies.

Providers of support are external to the NHS and hold qualifications in their particular area of expertise. Once you receive the contact details of a support provider you must either e-mail or phone them within two working days to arrange an initial session. If you do not contact them within this timeframe PSU may suspend support. If you need to re-arrange or cancel a support session you must give 48 hours’ notice to the provider. If 48 hours’ notice is not given the PSU will be required to pay a cancellation fee and this will count as one of your allocated sessions.

The aim of the PSU is to provide support for educational progression and hence to successful completion of your training programme. It is therefore expected that you will fully engage with the support that you are offered and that you will do so openly and respectfully. Support will be suspended if there are displays of anti-social behaviour.

If you choose not to take up all of the support offered to you at the time you will need to reapply should you wish to access further support.

The support of the PSU is contingent as your agreement to the above.

I confirm that I have read and accepted the above terms (tick)

Please signify your agreement to the information above by signing here:

|  |  |  |
| --- | --- | --- |
| Full name: | Date: | Signature: |

To submit, please ensure the declaration is signed above, scan and send to our inbox: [SuppoRTT.em@hee.nhs.uk](mailto:SuppoRTT.em@hee.nhs.uk)