

Health Coaching Agreement for the Vanderbilt Health Coaching Program Practicum

Congratulations for taking this important step toward creating a healthier life for yourself! Through our health coaching relationship, you will have the chance to explore what you want for your health, and get the support to make it happen. This relationship is different than relationships you may have had with other healthcare providers. While health coaches do know a lot about health, their greatest expertise is in the process of sustainable change – how to make changes that fit into your life and that will last. Health coaches are not here to advise you, to prescribe a plan or to tell you what to do. Instead, health coaches will help you explore many different options, depending on your own level of interest and need.

As the client, you will be a very active participant in the process. Indeed, no one knows your life better than you do. So, no one else can better say what is important to you, what you are interested in, and what you are willing to try in order to make healthy changes. To move forward, your health coach will ask you important questions, and expect you to share your honest feedback. This partnership works best when you are able to voice your opinions, thoughts and feelings clearly. The health coach's job is to listen with deep curiosity and non-judgment, to demonstrate respect for your autonomy, and to provide you with a specific framework for change that has been shown to help thousands of people significantly shift their lifestyles. This process has also been shown to be helpful in allowing you to gain knowledge when you are ready for it, skills as you practice new things, and confidence to make lasting change. This does not mean that the coach will “go easy” on you; in fact, one of the ways in which the coaching relationship works is by helping you stay accountable to your own goals and wishes. The coach will work with you to clarify how you would like the coach to support your accountability.

Health Coaching Structure: Health coaching sessions can be conducted individually or in groups, and in-person or over the telephone. There is a particular structure and flow that will be followed during the sessions, and your coach will show you how it works.

Timeline: Your health coaching will last months and occur every other week, for a total of health coaching sessions.

Initial Health Coaching Session #1 will last about 60-90 minutes and will include the following:

- A description of health coaching
- Discussion of your hopes and expectations regarding your coaching experience
- Exploration of your assessment of your current health
- Description and creation of your wellness vision

Health Coaching Session #2 will be approximately 30-60 minutes and will include the following:

- Creation of your 3-6 month goals
- Coaching around topic of choice related to your health goals
- Setting action steps for the following two weeks (or until the next session)

Health Coaching Sessions #3-12 will be approximately 30-45 minutes and will include the following:

- Review of successes regarding action steps from the previous session
- Exploration of obstacles or challenges regarding previous action steps
- Coaching around topic of choice related to your health goals
- Setting new action steps

Expectations and Responsibilities of the Client and the Coach

Client Responsibilities:

1. Come to the sessions with a clear agenda for what you want to address. You may use the coaching prep forms to help you, if you choose.
2. If you would like your coach to review your forms prior to the session, please send them to the coach at least 24 hours in advance through email at _____ or fax at _____. Recognize that neither email nor faxes can be guaranteed as confidential, although once received, the coach is responsible to safeguard the confidentiality of each patient's Protected Health Information (PHI) in accordance with all applicable laws, regulations and accreditation standards.

Please initial if you agree to let your coach communicate and send documents with your personal health information to you via email.

3. Be on time for each session.
4. Pay fees on time, if you have agreed to a fee in advance.
5. Be honest at all times, even if what you say is "I don't want to talk about that."
6. Tell your coach if the process is not working for you, or you need something else.
7. Keep your mind open so that you can explore new perspectives and try new things.
8. If you need to cancel, please contact your coach through email at: _____ or phone at _____. Your coach should specify which.
9. If you feel the need to discontinue the coaching relationships, two-week notice is appreciated so you can have a final session to summarize all you have learned and accomplished.

Coach Responsibilities:

1. Be fully present throughout the sessions.
2. Be direct and honest in conversation, even when the conversations are challenging.
3. Be consistently supportive of the client as a person and as the one who holds the vision.
4. Focus on results and outcomes, while continually exploring the client's motivation and values.
5. Regularly invite the client to verbalize what they are learning about themselves in the change process.
6. Safeguard the confidentiality of each patient's Protected Health Information (PHI) in accordance with all applicable laws, regulations and accreditation standards.

More about Confidentiality & Privacy

The health coach's role is to support you in exploring what you want for your health, enhancing skills and obtaining knowledge when you are ready, creating action steps, and helping you to achieve desired outcomes. Provided your personal health objectives are not contraindicated by a large body of scientific evidence, the health coach process is all about your own personal health objectives. The health coach is a member of your healthcare team, and may correspond with other team members. Health coaches are required to safeguard the confidentiality of each patient's Protected Health Information (PHI) in accordance with all applicable laws, regulations and accreditation standards. A written release of information is available for you to provide the names and contact information for your primary care provider and any other healthcare team members to whom you would like provided a summary of your coaching work.

Client Signature _____ **Date** _____

Coach Signature _____ **Date** _____