Professional Support Unit
Process Map for Careers Coaching

Case Manager
- Suspects that ‘careers development’ is a relevant and important issue.
- Refers to BW by e-mail attaching Form C and stating the primary objective of the referral.

Barbara Wallis
- Contacts doctor in training
- If contact received: Meeting arranged and takes place.
- After up to 4 sessions, as necessary, writes letter summarising the work to the trainee, copying in (any especially sensitive content removed if this helps gain trainee agreement to the summary being shared) Julie Worthington and the Case Manager (or requests further sessions at discretion of Case Manager who raises further Form D).
- If no contact received for 4 weeks: Informs Case Manager and Julie Worthington and case closed for non-engagement

Julie Worthington
- Logs case as active on the Professional Support Unit spreadsheet
- Sends Form D to the Deputy Deanery Business Manager
- If advised completed: logs number of sessions etc. and sends invoice to Deputy Deanery Business Manager
- If advised no contact: logs as closed for non-engagement

Deputy Deanery Business Manager
- Receives Form D and logs finance implications against trainee record on the PSU spreadsheet
- Receives Barbara Wallis’ invoice(s) from Julie Worthington
- Records actual expenditure on PSU spreadsheet