A Guide to Implementing the New Futures Health Trainer Role across the Criminal Justice System

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September 2007
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Foreword

This guide has been developed as a result of high interest and demand from around the regions from key stakeholders keen to implement the New Futures Health Trainer Programme.

Following a highly successful first wave - where the teams involved invested much time and effort in successfully developing the training programme and working towards it gaining accreditation, we are now concentrating on rollout into the mainstream offender pathway and disseminating best practice.

It has been a huge pleasure to be involved from the start with such an incredibly positive programme and now see some of the real benefits unfold.

Many thanks to Offender Health Public Health Dept, and the South Central Health Trainer Hub for funding the production of this guide and to all who contributed to its content.

I hope that you find it useful and of interest and also that you enjoy implementing the New Futures Health Trainer programme in your workplace.

Please also see www.dh.gov.uk/nfht for further details of the New Futures Health Trainer programme.

Sara Moore
National Programme Lead
Public Health and Physical Activity
Offender Health
## Abbreviations Used in This Guide

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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</thead>
<tbody>
<tr>
<td>C&amp;G</td>
<td>City and Guilds</td>
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<tr>
<td>HMP</td>
<td>Her Majesty’s Prison</td>
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<td>HMPYOI</td>
<td>Her Majesty’s Prison Young Offenders Institution</td>
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<tr>
<td>HT</td>
<td>Health Trainer</td>
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<tr>
<td>KPI</td>
<td>Key Performance Indicator</td>
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<td>KPT</td>
<td>Key Performance Target</td>
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<tr>
<td>LSC</td>
<td>Learning Skills Council</td>
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<tr>
<td>MAPPA</td>
<td>Multi Agency Public Protection Agency</td>
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<td>NHS</td>
<td>National Health Service</td>
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<td>NOMS</td>
<td>National Offender Management Service</td>
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<td>NOS</td>
<td>National Occupational Standards</td>
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<td>OCN</td>
<td>Open College Network</td>
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<td>PCT</td>
<td>Primary Care Trust</td>
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<td>PE</td>
<td>Physical Education</td>
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<tr>
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<td>Physical Education Instructor</td>
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<td>PESO</td>
<td>Physical Education Senior Officer</td>
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<tr>
<td>RC</td>
<td>Risk to Children</td>
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<tr>
<td>RIPH</td>
<td>Royal Institute of Public Health</td>
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<tr>
<td>SMT</td>
<td>Senior Management Team</td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom</td>
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Introduction

The health of people living in the UK has increased significantly over the last century. Research shows that life expectancy at birth for males has increased from 45.7 years in 1901 to 74.9 years in 1998. Similarly, life expectancy at birth for women has increased from 49.6 years in 1901 to 79.8 years in 1998 (Church et al., 2001).

However, inequalities in health still exist. For example, there are variations in mortality and morbidity rates by sex and area of residence. Earlier this year, a report from the Office for National Statistics showed that in 2001, there were higher rates of mortality, poor health and limiting long-term illness in the most deprived areas compared to the least deprived areas listed in the UK (Rasulo, Bajekal and Yar, 2007).

Research on the prison population shows that prisoners constitute a deprived and socially excluded group. In 2004, a Government white paper called Choosing Health: Making Healthy Choices Easier was released. This paper states that:

“Generally speaking, people in prison have poorer health than the population at large and many of them have unhealthy lifestyles. Many will have had little or no regular contact with health services before coming into prison, and prison populations reveal strong evidence of health inequalities and social exclusion” (2004: 129)

Reducing inequalities in health through health promotion in deprived areas is now a Government priority (Wanless, 2002; Choosing Health, 2004). Choosing Health aimed to support the introduction of initiatives targeted at deprived areas that will improve peoples' knowledge of health issues and the health services that they can access in their area. One such initiative was the creation of a new role – “Health Trainers”.

Defining the Role of a Health Trainer

Choosing Health describes the Health Trainer role as follows:

“Offering practical advice and good connections into the services and support available locally, they will become an essential common-sense resource in the community to help out on health choices. A guide for those who want help, not an instructor for those who do not, they will provide valuable support for people to make informed lifestyle choices” (2004: 106)
Thus the Health Trainer role consists of a combination of a ‘sign-posting’ role – working with clients to broadly establish the nature of their health problems, and using detailed knowledge of resources to refer them onto the appropriate prison or community-based health service; and a ‘health promotion/behaviour change' role - assessing individuals’ readiness to and ability to change towards leading a healthier lifestyle, working with individuals to design behaviour change action plans, and supporting them to achieve their goals. This is reflected in the description of the Health Trainer role in the National Occupational Standards (NOS) for Health Trainers (otherwise known as the Health Trainer competencies – please see http://www.skillsforhealth.org.uk/tools/view_framework.php?id=119). These are:

- HT1 – Make relationships with communities
- HT2 – Communicate with individuals about promoting their health and Wellbeing
- HT3 – Enable individuals to change their behaviour to improve their own health and wellbeing
- HT4 – Manage and organise your own time and activities

As outlined more fully in the ‘Training and Accreditation' section of this document, the above competencies form the benchmark against which it is possible to measure and recognise the achievements of individual Health Trainers.

Additionally, the Department of Health has commissioned a Handbook to guide the work of Health Trainers when encouraging people to change their behaviour (British Psychological Society, 2006). This document sets out the evidence base on which the work of Health Trainers should be based.

Initially, the Health Trainer role was introduced into twelve ‘early adopter’ sites in 2005, and then rolled-out further to other PCTs in 2006. The role is focused on addressing health inequalities, so specific funding was given within Choosing Health to areas where these existed i.e. eighty-eight spearhead PCTs. Other areas are now also employing Health Trainers to help local individuals to improve their own health. Following this, an impact assessment (Brooker and Sirdifield, 2007) has shown that the role can be successfully piloted in prisons and probation areas – with prisoners and individuals who have recently completed a probation order being employed and trained to be Health Trainers. The following sites were involved in this pilot project:

- HMP Drake Hall
- HMP Stafford
Initially the probation Health Trainers were employed by the PCT but due to the success of this pilot in Portsmouth more recent models in Hampshire have seen Probation Health Trainers being employed by the Probation Service directly (though their salaries are still funded by the PCT at the moment).

As outlined later, establishments involved in piloting this role in the criminal justice system have adapted the community-based job description for use in this environment - please see: http://www.dh.gov.uk/en/Policyandguidance/Healthandsocialcaretopics/Healthinequalities/HealthTrainersusefullinks/DH_4121611 for the original community Health Trainers job description and competencies, Appendix 3 for a copy of the adapted job description produced at one of the pilot prison sites, and Appendix 4 for a copy of the job description used in Portsmouth Probation Area.

The team involved in piloting the Health Trainer role in the criminal justice system developed an accredited training course which is suitable for use with prisoners and individuals who have recently completed a probation order.

**Why Have Health Trainers in Criminal Justice Settings?**
As stated previously, prisoners in the UK are known to constitute a deprived and marginalised group. Research shows that they are more likely to have a mental health disorder than the general population – one in six people in England have a mental health problem (Sainsbury Centre, 2006), compared to 72 per cent of male and 70 per cent of female sentenced prisoners who suffer from two or more mental health disorders (Prison Reform Trust, 2006). Furthermore, a report by the Social Exclusion Unit stated that “the majority of prisoners have a history of drug or alcohol misuse” (2002: 61), and “77 per cent of male and 82 per cent of female sentenced prisoners smoke” (2002: 70). Very little research has been conducted to examine the health needs of offenders on probation but it is likely that there is a need to do health promotion work with this population too.
Additionally, the Social Exclusion Unit lists mental and physical health as a key factor influencing reoffending (Social Exclusion Unit: 2002). Similarly, the National Offender Management Service (NOMS) names health as one of seven pathways out of reoffending in their National Reducing Re-offending Action Plan (2004). Thus through providing prisoners with the knowledge, skills and support needed to lead a healthier lifestyle, Health Trainers can both encourage their peers to make changes to their lifestyle to improve their health, and also contribute towards reducing reoffending.

An Impact Assessment by Brooker and Sirdifield (2007)\(^1\) has shown that introducing Health Trainers into prison/probation settings provides offenders with a further source of support for addressing their health problems, and has a number of advantages for the individuals trained as Health Trainers, their clients and the wider establishment. These findings are briefly summarised below:

1) Advantages for prisoners/ex-offenders on probation being trained as Health Trainers

- Survey results show that prisoners attending the course report improvements in their level of knowledge of a variety of health issues (with the largest increases of knowledge being shown in relation to mental and sexual health); and are confident that they know how to improve their health and the health of others. This was also reflected in comments made in focus groups with trainee Health Trainers in both prison and probation sites.
- Individuals attending the course gain the ability to assess an individual’s readiness and ability to change, and motivate them to change.
- Trainees state that they are given an incentive to lead a healthy lifestyle themselves.
- Tutors and key figures within establishments state that attending the course produces improvements in individuals’ confidence, self-esteem and self-worth.
- The training improves individuals’ communication and teamwork skills.
- The role provides purposeful activity for prisoners.
- Resettlement – the qualification, skills and knowledge gained on the course can be used by prisoners on release, and can be used by Health Trainers in probation settings as the first step towards a health-related career.

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\(^1\) Final copies of this report will be available from October 1\(^{st}\) 2007. Please contact csirdifield@lincoln.ac.uk.
2) Advantages for Health Trainer clients

- Health Trainers encourage vulnerable and/or disengaged prisoners to access services that they would not previously have accessed such as the gym
- In time, data should be available to show that Health Trainers are also encouraging offenders on probation to access health services in their area
- Prisoners are receiving peer-support, which key figures in establishments state is arguably more effective than staff support
- Prisoners realise that there are people within the prison who are concerned about their health and will support them to try to lead a healthier lifestyle
- The pilot showed an increase in the number of prisoners showing an interest in smoking cessation and healthy eating + referrals being made to a variety of services
- Prisoners may continue ‘healthy lifestyle changes’ on release from prison

3) Advantages for the wider establishment

- Introducing Health Trainers may help to expand the range of health services on offer in the establishment and change the focus of the prison gym to being a centre for health improvement
- Training Health Trainers promotes closer working between PCT and prison staff
- Long-term Health Trainers may have a positive impact on KPI’s/KPT’s e.g. reduction in positive screening to drugs tests/engaging in purposeful activity/work skills
- Key figures in establishments state that introducing Health Trainers can contribute to the Reducing Re-offending Action Plan
- Health Trainers provide an additional resource for Personal Officers to draw upon
- Key figures state that organising appointments with Health Trainers to be directly before appointments with Probation Staff might improve compliance with probation orders
- Having Health Trainers in a probation office improves staff awareness of health issues and services that are available in the local area
- Long-term, Health Trainers may aid in highlighting potential mental health issues in prisoners/offenders on probation, and behaviour change instigated by Health Trainers (e.g. increases in exercise/healthy eating) may lead to improved mental health and well being for some individuals (Sirdifield, 2006). Health Trainers may also be able to help to ensure that their clients are referred onto mental health services if appropriate
Guide Aims
This document aims to disseminate learning from the pilot to provide a ‘How To’
guide to implementing the New Futures Health Trainer role in criminal justice
settings. The guide focuses on the following stages:

- Essentials and desirables to have before implementing the role
- Selecting and training Health Trainer Tutors
- Recruitment and selection of Health Trainers
- Training and Accreditation Process
- Supervision of Health Trainers

It also offers some suggestions regarding the potential costs of introducing the role,
and possible sources of funding.
Recommended Essentials and Desirables to Have Before Implementing the Role

Staff in establishments involved in piloting the New Futures Health Trainer role in the Criminal Justice System felt the following were important things to have before implementing the role:

- **Commitment** – The dedication of prison staff, support from PCT staff for course delivery, support from the Senior Management Teams (SMT) in both the prison/probation patch and the PCT, and motivated trainees.

- **Project Launch** – The project should be promoted at all staff meetings to ensure that all staff are aware of the project, who is involved in it, and what it aims to achieve. Ideally, the project should be launched with a Health-fair – where a range of health agencies are invited into the prison and Health Trainers are given the opportunity to advertise their service alongside them, and to meet their first clients there.

- **Merchandising** – Providing the Health Trainers with T-Shirts/badges to make them stand out is an effective way of raising the profile of the project amongst both staff and offender groups and encouraging offenders to ask Health Trainers about their role.

- **Meaningful Qualification** – Emphasise to offenders that the course that they will attend has been accredited so they will gain a recognised qualification which can be used towards gaining employment on release. (There are a range of accredited Health Trainer courses on offer, and these are outlined later in the guide).

- **Clear Recruitment Strategy** – It is important to have a clear recruitment strategy which enables selection of highly motivated offenders to attend the course. For example, staff in Portsmouth Probation Area felt that it was important to employ ex-offenders (rather than offenders with a current probation order) as this prevented any possible conflict between working alongside an individual as a member of staff at the same time as case managing their compliance with a probation order. (Recruitment and selection is covered in more detail later in the guide).
• **On-going Project Evaluation** – it is important to continuously audit the Health Trainer project in order to assess whether it is meeting its aims.

• **Link to the Reducing Re-offending Action Plan** – staff involved in piloting the Health Trainer role in the criminal justice system suggested that this was important because they felt that it was important for prison staff to understand that the Health Trainer role has the potential to impact on re-offending as well as health in order for it to be successfully received in prisons. This may also prove beneficial in probation areas.

• **Funding** – have a clear source of funding for the project before you start to recruit Health Trainers, and ensure that the aims of the project are clear so that this funding isn’t ‘watered down’.

• **Implementation through the PE Department** – staff piloting the role in prisons stated that in this setting, it is advisable to base the project in the PE Department as this ensures a focus on broader aspects of health, allows an establishment to change the focus of the gym to ‘health improvement’ rather than ‘working out’ (if so desired) to encourage attendance by vulnerable prisoners; and it encourages partnership working between PE and Healthcare Departments.

• **Integrating Health Trainers with Existing Probation Staff Teams** – The Health Trainer role was piloted in a probation setting in Portsmouth, and staff here stressed that every effort was made to integrate the Health Trainers into the Probation staff team. This allowed initial reservation expressed by the Probation staff to be turned into a working relationship based on respect which offered a unique opportunity to find new ways to engage with offenders. Initially, Health Trainers in Portsmouth were employed by the PCT. However, due to the success of the project in this area, they are now being employed by the Probation Service.

• **Link to local PCT/Health Trainer HUB** – Linking a Health Trainer project to the local PCT/Health Trainer HUB can provide a valuable source of support when setting up a project, and ensures that Health Trainers are integrated with the wider Health Trainer service across the country.
Selecting and Training Health Trainer Tutors

Selecting Health Trainer Tutors for Probation Areas – Portsmouth Casestudy
The Health Trainers in Portsmouth Probation area were trained by Health Promotion Specialists from Portsmouth's Health Development Team, and other freelance Health Development Consultants on a session by session basis. Additionally, a Community Development Worker was involved in providing support to the Health Trainers’ training. These individuals were selected to be Tutors because they met some or all of the following criteria, as appropriate, based on guidance from the Hampshire and Isle of Wight Health Trainer Network (which developed a ‘Framework for Assessing trainee Health Trainers and the Health Trainer Tutor role’):

- Possession of a Health Promotion qualification (minimum Royal Society for the Promotion of Health (RSH) Health Promotion Foundation Certificate) and experience in health promotion
- Participation in a four day Behaviour Change Training course
- Having undergone a portfolio development process for themselves
- Possession of a qualification in assessment (recommended) e.g. A1 Assessors

In addition, other tutors were selected from organisations that could provide specialist knowledge of the lifestyle topics

Selecting Health Trainer Tutors for Prisons – HMP Drake Hall and HMP Stafford Casestudy
The proposal from South Staffordshire PCT for the involvement of Drake Hall and Stafford Prison in the New Futures Health Trainer pilot was submitted by Mike Calverley who is a Health Promotion/Public Health Specialist. As part of the proposal, this specialist was to run, manage and co-ordinate the training of the Health Trainers. His portfolio for delivering this training included the following:

- Health related degree
- Post Graduate Health Promotion qualification
- Experience of providing Health Promotion Lectures

Mike delivered all of HT2, HT4 and part of HT1. For HT3 (Health Promotion Topic Areas) a mix of Tutors were selected. The prison PE departments delivered sessions on Physical Activity and Healthy Eating, as well as Communication, Health and Safety, Confidentiality, Equal Opportunities and Race Relations in HT1. Additional specialists were selected to run specific Health Promotion session such as Dental Health Promotion, which was delivered by the PCT Dental Health Consultant; and
Smoking Cessation, which was delivered by specialist PCT staff. Other areas such as Sexual Health, Mental Health and Drugs and Alcohol were also all delivered by specialist staff from the PCT or Prison.

In the future, Mike recommends that as a minimum the main Health Trainer Tutor in a prison such as Drake Hall should be either a qualified Health Promotion or Public Health Specialist. In addition, they should be Behaviour Change trained. This main Tutor should be able to deliver at least two thirds of the overall programme. However, some of the sessions would still need to be delivered by specialists e.g. Dental Health, Sexual Health, and Mental Health. In the case of Drake Hall, a specialist was also required to deliver an additional session on Eating Disorders (this was not initially on the teaching programme. However, it became apparent that it was an issue that Health Trainers required training on at Drake Hall).

A second course has already been delivered at HMP Drake Hall, and some of the prisoners trained as Health Trainers on the first course have been involved in some of the sessions for the second course. This has been very beneficial in terms of the Health Trainers’ personal development and providing an excellent link between the prisoners themselves.
Recruitment and Selection of Health Trainers

The Tutors involved in piloting the New Futures Health Trainer role adapted the existing community-based Health Trainer job description and person specification for use within the prison/probation environment. An example of a job description used in one of the pilot prison sites is provided in Appendix 3, and an example of the job description used in the pilot probation site is provided in Appendix 4.

There is no fixed method for recruiting and selecting Health Trainers. However, as stated in the Health Trainer Tutor Portfolio (CSIP, 2006), several recommendations were made with regards to recruitment in the New Futures Health Trainer pilot sites:

- As Health Trainers will be working in potentially powerful positions giving them access to sensitive and confidential information regarding individuals’ health, the pilot project team suggested excluding sex offenders and PS440 offenders (those committing offences against children) from applying to work as Health Trainers.

- The pilot project team also suggested excluding:
  - Individuals with less than one year of their sentence to complete (as it may be unrealistic for these individuals to complete their training and gain work experience as a Health Trainer)
  - Remand prisoners
  - Detainees (awaiting deportation)

This said, various approaches were employed when the role was piloted in the criminal justice system as shown below.

1) Formal Recruitment in Prisons
Staff leading on the New Futures Health Trainer project in HMP Drake Hall and HMP Stafford wanted to make the recruitment process as similar to that of the NHS Community Health Trainers Scheme as possible. Anybody being recruited via a PCT would have to go through an application and interview procedure. Therefore, the format and paperwork that the PCT would use was used in the prison setting – a formal approach to recruitment and selection of Health Trainers was employed following the stages outlined below:

a) *Presentations to Senior Management* – The recruitment process began with presentations about Health Trainers being delivered to the Governors and Senior
Managers at both HMP Drake Hall and HMP Stafford. This was seen as an essential first step in order to ensure that the Senior Managers were aware of the Health Trainer project, and that project had Senior Management support.

b) **Distribution of Flyers** - Initially, flyers were distributed throughout the prisons. These indicated what Health Trainers were and gave a brief outline of the project. The flyers were placed on prison notice boards and acted as an invitation to a more formal presentation to prisoners which aimed to allow them to find out more information about the role and ask questions to determine whether the role was of interest to them. It also aimed to give prisoners information about how to apply for the posts.

c) **Presentation to Prisoners** - Approximately fifteen prisoners from each prison attended the presentations. The presentation itself lasted approximately twenty minutes. However, the session lasted approximately two hours in each prison as the level of interest in the role was high and many questions were asked such as:

- How long is the training?
- Will I get a qualification?
- Could I get a job in the community when I’m released?

At the end of the sessions, application forms were distributed to individuals expressing an interest in the role, and a closing date for applications was established.

d) **Shortlisting and interviewing** - Candidates were then shortlisted (on the basis of their application, the offence that they had been committed of, and their interest in the role) and interviewed.

Ten individuals were recruited at HMP Drake Hall, and six individuals were recruited at HMP Stafford. More individuals were shortlisted at HMP Stafford, but they failed the security check process. The process resulted in six prisoners completing the training at HMP Drake Hall, and five at HMP Stafford.

Staff involved in the pilot in these sites feel that this process was valued by the prisoners involved as it followed a formal process and consequently the training wasn’t seen as a ‘just turn up’ course.
2) Staff Identifying Suitable Individuals in Prisons
Staff at HMPYOI Swinfen Hall, HMP Wandsworth and HMP Kingston selected prisoners that they thought would be suitable for the role as they either already held a position such as Gym Orderly; or had previously demonstrated relevant skills such as good communication skills and motivation to succeed when attending other courses within the prison. These individuals were then ‘groomed’ for the role. Recruiting prisoners in this manner helped to ensure selection of individuals who were considered trustworthy, knowledgeable, motivated and skilled enough to complete the training and work as a Health Trainer. Additionally, many of these individuals had held responsible positions in the past, which helped to minimise the risk issues associated with introducing this role in a prison setting.

3) Probation Settings
Health Trainers in Portsmouth Probation area were employed by Portsmouth PCT (Agenda for Change, Band 3) as part of a formal recruitment process alongside Health Trainers based in other areas of the community as follows:

a) Agreement of Job Description and Selection Criteria - Initially, the Probation Health Trainer job description, developed by the PCT from the national sample Health Trainer job description was agreed by the Probation Health Trainers Steering Group (see Appendix 4). It was then decided that Health Trainers should only be recruited from a selection of ex-offenders, as follows:

- Offenders who had completed their probation order with a minimum of three months lapse before commencement of employment as a Health Trainer
- Offenders who were within the category ‘low risk of harm’
- Offenders who were not in RC (risk to children), and not a MAPPA (multi agency public protection agency) case
- Offenders who were living in the Portsmouth area.

b) Advertisement - Following this, adverts for four Probation Health Trainer jobs were displayed in local community settings and on the PCT vacancies website. The Probation Lead also directly contacted agencies closely linked to the probation service e.g. drugs/alcohol organisations. Additionally, Offender Managers were asked to nominate suitable candidates, and suitable candidates were invited to an information event.
c) **Information Event** – A two hour session for invitees only was delivered in a community setting away from the Probation Office. The aim of the event, delivered by the PCT, Probation Lead and the Health Trainer Tutor, was to provide information about:

- What is a Health Trainer
- Training/accreditation
- Employment/pay
- How to become a Health Trainer – including an application pack with a set of specific questions to be answered which would be one of the basis for short listing
- A separate session (optional) with the Probation Education Officer to support completion of applications.

d) **Short listing** – Candidates were short listed based on their answers to the specific questions they were asked to complete in their application.

e) **Interviews** – Several interviews were carried out by the PCT Programme Manager, Probation Lead and Health Trainer Tutor using the questioning structure in appendix 5. Overall, this process can be summarised as follows:

<table>
<thead>
<tr>
<th></th>
<th>Nominated by Offender Managers</th>
<th>Nominated by Other Agencies</th>
<th>Individuals Applying on the PCT Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended Info Event (15)</td>
<td>6</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Applications (20)</td>
<td>6</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>Interviewed (8)</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Recruited (4)</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

In prison settings, it may also be advisable to approach the Population Management Unit regarding putting prisoners who are being trained on ‘hold’ to allow them to complete their training and gain some experience of working as a Health Trainer without being transferred. This ensures that both the prisoner and the prison make the most of the training being provided.
Training and Accreditation Process

New Futures Health Trainers Course Outline
The course used in the New Futures Health Trainer pilot in the criminal justice system has been accredited by the London OCN from Levels 1-3 – thus allowing individuals with a broad range of skill levels to take the course. It is built around two folders of information – the New Futures Health Trainer Tutor Portfolio, and the New Futures Health Trainer Portfolio. The Tutor Portfolio contains lesson plans and teaching materials in relation to the core Health Trainer competencies outlined in the introduction to this document:

- **HT 1: Make relationships with communities** - which involves a trainee being able to explain their role to others, recognising their professional boundaries; learning about record-keeping; learning about communication skills; finding out about and mapping/recording the range of health services available within the prison/local community, and learning about managing risk.

- **HT 2: Communicate with individuals about promoting their health and wellbeing** – which involves a trainee learning about issues such as providing clients with information about health and wellbeing and the relationship between behaviour and health, determinants of health; health myths; numerous aspects of behaviour change (introduction); reflective practice, and boundary setting.

- **HT 3: Enable individuals to change their behaviour to improve their own health and wellbeing** – this competency builds on the learning undertaken in HT1 and 2, including information regarding knowing your boundaries, demonstrating knowledge of resources; understanding relevant policies and procedures and learning about client confidentiality. It also aims to increase trainees' knowledge of a number of health topics (including practical guidance on how to approach behaviour change planning with clients) such as healthy eating/nutrition, mental health and well-being; anatomy and physiology; fitness and exercise; sexual health; smoking, and drugs and alcohol.

- **HT 4: Manage and organise own time and activities** - this section of the course focuses on time management, risks of work and record-keeping.

Learning on the New Futures Health Trainer course is assessed through the second folder of information making up the New Futures Health Trainer course - a Health Trainer Portfolio. This allows a trainee to present evidence that they both have the knowledge and understanding required to undertake the various aspects of the Health Trainer role, and have applied that knowledge in practice. Evidence in relation to each of the above competencies can be presented in a variety of formats including
case-studies, Tutor observations, reflective accounts, role-plays and test/quiz answers.

**Training in Probation Sites**
The pilot of the Health Trainer role in Portsmouth Probation Area has shown that the role of a Health Trainer in the community setting is extended from that in the prison setting due to the vastness of the number of services that Health Trainers can work with and signpost to. Portsmouth adapted the training programme detailed above to produce a bespoke staged training programme for Probation Health Trainers. It was designed to support the development of the Health Trainer in stages – developing the role of a fully competent Health Trainer Sign-Poster first before further training to the full Health Trainer role over about a nine month period. Training was integrated with periods of practice based activity to not only train the individual, but to develop the service including resources like a directory of Portsmouth health services. This was compiled by the Health Trainers themselves visiting and completing insight questionnaires for over 60 Portsmouth services relevant to their client group.

A Portsmouth portfolio folder was developed to complement the staged training programme. It is recommended that the Health Trainers leaving the prison and taking up Health Trainer roles in the community spend time developing their knowledge of the community where they are working by visiting services that they will signpost to and developing a directory of those services.

**Accreditation Process**
The course developed as part of the New Futures Health Trainers pilot in the criminal justice system received accreditation from the London Open College Network (OCN) in 2007 and can be utilised nationally. Probation areas/prisons wishing to utilise this course should follow the step-by-step guide below:

1. Contact your Regional OCN to apply to use the programme. (See www.nocn.org.uk for regional contact details.

2. The membership/centre approval processes will begin for organisations who are not already a member/approved centre.
3. Your regional OCN will obtain an electronic copy of the New Futures Health Trainer programme and access to the units on the OCN national database for certification purposes.

4. You may be asked to complete additional forms provided by the regional OCN to supply them with information to allow them to put in place external moderation and certification systems.

5. Request a copy of the Health Trainer Tutor Portfolio and the Health Trainer Portfolio from Alicia Smith – alicia.smith@dh.gsi.gov.uk. These packs include teaching materials, activities, handouts and assessment assignments which have been mapped to the unit Assessment Criteria and Learning Outcomes.

6. Teach the course (in the fashion best suited to your establishment/area in terms of the number and length of sessions etc).

7. The learners compile evidence of learning (assessed by the Tutor(s)) into a personal portfolio.

8. The Tutors recommend credits, and an internal moderation process takes place.

9. An external moderator will visit and study a sample of portfolios. They will then sign-off the award, or refer the portfolio back to the Tutor if it does not meet the assessment criteria.

10. The results are sent to the OCN.

11. The OCN will produce the certificates and send them to you to give to the learners.

(Adapted from the New Futures Health Trainer Award Programme Submission Document)
The Bigger Picture
As stated at the beginning of this guide, Health Trainers are currently working in areas of health inequalities across the country as well as within the criminal justice system. There is a national network of Health Trainer Leads operating through local Hubs and co-ordinated by the Department of Health. For information on Health Trainers produced by the national network please see:

In addition, to the OCN accredited course undertaken by Health Trainers in the criminal justice system, there are two Vocationally Related Qualifications within the National Qualifications Framework that are directly related to Health Trainers:

- **The Level 2 award in Understanding Health Improvement offered by the Royal Institute of Public Health (RIPH).** This award relates to the National Occupational Standards for Health Trainers, but is more limited in scope than the Level 3 award outlined below. It provides an introduction to the fundamentals of health and wellbeing, of barriers to making a change of lifestyle, and of how to help people to make changes to improve their health. This award is likely to be of benefit to individuals who are undertaking part of a Health Trainer’s role (such as communicating about health and signposting) rather than the full range of the Health Trainer competencies. It might also form a useful stepping stone to recognise individuals’ achievements before they proceed onto the full Level 3 award. Please see http://www.riph.org.uk/index5.html for further details.

- **The Certificate for Health Trainers at Level 3 in the National Qualifications Framework offered by City and Guilds (C&G).** This certificate is based directly on the National Occupational Standards for Health Trainers and assesses that an individual has developed the knowledge and skills for the Health Trainer role. In essence, this Certificate is the award that covers all of the Health Trainer competencies. Please see http://www.city-and-guilds.co.uk/cps/rde/xchg/SID-0AC0478C-6B23AC4E/cgonline/hs.xsl/18743.html for further information.
Work is currently underway to relate the Health Trainer Tutor Portfolio and the Health Trainer Portfolio from the New Futures Health Trainer pilot to the two national awards set out above. Therefore, both are likely to be relevant to Health Trainers working in the criminal justice system and would mean that individuals achieving such qualifications would have gained credit within the national system.

As both of the above qualifications are in the National Qualifications Framework, they may attract funding through the Learning and Skills Councils. Therefore, if you are interested in finding out whether you could gain funding for the development of Health Trainers in your organisation; please contact your local Learning and Skills Council.

In addition to the two national qualifications referred to above, it is also possible to get recognition for the Skills for Life (underpinning literacy, language and numeracy skills) that individuals develop during their training for the Health Trainer role. The relationships between the National Occupational Standards for Health Trainers and the National Standards for Adult Literacy and Numeracy have been mapped using examples of how they are applied in the workplace. A CD-ROM ‘Embedding Literacy, Language and Numeracy in the Health Trainer Role’ is available on the Skills for Health website at: www.skillsforhealth.org.uk. Skills checks and initial assessments can help to determine the level of skills an individual is working at and whether they can benefit from support to enhance their skills in these areas. Health Trainers may also gain increased confidence and motivation through accreditation for their skills by achieving the National Certificates in Literacy and Numeracy at Levels 1 and 2.
Supervision of Health Trainers

Prisons
The pilot prison sites adopted various methods for the supervision of Health Trainers. For example, at HMPYOI Swinfen Hall, the Health Trainers are based with PEIs, who offer daily informal advice and supervision. However, at Drake Hall, staff run fortnightly meetings with the Health Trainers to allow them to share knowledge and discuss issues arising with their clients. Drake Hall also offers six-monthly update sessions for the Health Trainers.

In many cases, the Health Trainers completed a clinical activity data form (see appendix 2) on their first contact with a client. This provides a record of the activities undertaken with the client – showing which health services within the prison the client was previously accessing, which types of issues the client discussed with the Health Trainer, and which services they were referred onto. This form provides a means of recording information to contribute to the national Health Trainer data set.

Staff supervising Health Trainers may wish to add a line for them to sign-off these activity forms and/or add a service evaluation form for the client to complete as a means of evaluating the Health Trainer service. This approach was employed at HMP Wandsworth, and allowed PEIs to supervise the Health Trainers' work, and enabled the Health Trainers to receive regular feedback on their performance from their clients.

Probation Areas
In Portsmouth a Portsmouth Health Trainer Implementation Group was instigated, consisting of the PCT Programme Manager, Health Trainer Line Managers and Portfolio Tutors for all Community, Probation and Prison Health Trainer services. This forum was used to discuss the individual progress of the Health Trainers both in the workplace and with the various aspects of their training and portfolio development.

Additionally, feedback on the Health Trainers' progress is obtained in a number of ways. Typically for Probation Health Trainers, these include:
• The Probation Line Manager carries out monthly 1:1 supervision with the individual Health Trainers and discusses the number of referrals, problem cases, performance against targets, progress with portfolio and training etc.

Monthly time sheets are completed by the Health Trainers showing hours worked, leave taken and any sickness. This has been a useful document as the Health Trainers were tending towards far exceeding their allotted 16 hours per week contracts.

The Line Manager will ask for feedback from Offender Managers on the quality of service that the Health Trainers are providing. This feedback is given at the monthly supervisions. The Line Manager also holds a short weekly forum with the Health Trainers to discuss any ongoing issues, effectiveness of client referral pathways etc.

Additionally observations of practice are planned to be conducted where individual Health Trainers are monitored by their Line Manager and Tutor when carrying out interviews/sessions with clients. This is recorded on an Observation of Practice document.

• 1:1 sessions are held each month between the Portfolio Tutor and the Individual Health Trainers to follow their progress on the compilation of their portfolios and the gathering of relevant evidence for competence sign off towards accreditation.

• The probation Health Trainers are also part of the Probation Health Trainer network which meets every six weeks and is lead by a Health Trainer Tutor to share experience and develop good practice.

• A Monthly Health Trainer data feedback form was designed to record the outcomes of the ongoing service delivery and the progress of the individual Health Trainers.

• A service report, is collated by the Health Trainers, and written up by the line manager

• Health Trainers complete individual reports in 3 parts
  1. From the Health Trainers themselves regarding their personal progress,
  2. From the Health Trainer tutor on portfolio progress and
  3. From the line manager

At the time of writing, the data from these reports are being entered into a local database in order to monitor and evaluate the programme and service progress and to set baselines for establishing service targets. This area is exploring the idea of using the National Health Trainer Performance Management Database that is currently being piloted.
Potential Costs and Sources of Funding

There is an accreditation cost per trainee using the OCN London course, and the exact fee will be determined by the intended credit charge. At the time of writing, this cost cannot be funded by the Learning and Skills Council (LSC) as the course is not listed on the National Quality Framework, but this may change in time. Additionally, regional LSCs have some discretion to fund provision for hard-to-reach groups who do not have access to other qualifications.

As stated earlier in the guide, individuals using either the RIPH Level 2 award in Understanding Health Improvement or the C&G Level 3 Certificate for Health Trainers may wish to contact the LSC to find out whether they could gain funding for introducing Health Trainers into their organisation.

Commissioning a Prison Health Trainer Service from a PCT – West Midlands Casestudy

At the time of writing, South Staffordshire PCT has recently submitted a three year funding proposal to the Prison Partnership Board (September 2007) to fund the delivery, management and co-ordination of the Health Trainers Scheme across five prisons. Funding is in the region of £150K over three years or £10K per prison per year. Half of this funding has been approved by the Prison Partnership Board on a recurrent basis (rather than just for the three years for which it was initially requested), and half has been provided by South Staffordshire PCT itself.

The £10k requested per prison breaks down as follows:

- £8000 per year to fund a *Prison Lead Team* consisting of:
  - A *Health Promotion Coordinator* – who would chair a series of Health Promotion Action Groups in Prisons, complete any administration tasks associated with running this group, and have overall responsibility for collecting monitoring and evaluation data from the prison site and feeding it into the local Health Trainer Hub.
  - A *Health Trainer Coordinator* – who would coordinate the delivery of the Health Trainers course (at least once per year in each prison), and be responsible for delivering approximately two thirds of the course themselves.
These roles could be allocated to existing prison staff (e.g. to fund part of a PESO’s time as a Health Trainer Coordinator), or be allocated to ‘outside’ health promotion workers.

- £2000 per year to fund training support (‘outside’ specialists required to deliver some sections of the course e.g. dental health), travel costs, and health promotion material costs.

**Financing Health Trainer Roles in Probation Settings – Portsmouth Casestudy**

When New Futures Health Trainers were first introduced into Portsmouth Probation they were both employed by, and received their salary from the PCT, but were Line-Managed by a Probation Scheme Manager of Unpaid Work. However, Senior Management support for the project has meant that at the time of writing, the Health Trainers are now employed on Probation contracts, with their posts still being funded by the PCT. It may be that in the future, the posts are part-funded by each organisation. This model looks likely to be adopted in other parts of southern England, and other probation areas wishing to introduce the role may also wish to follow this model.
References


Wanless, D (2002), ‘*Securing our Future Health: Taking a Long-Term View*’, HM Treasury
Appendix 1 – Contact Details for Staff Involved in Piloting the Health Trainer Role in the Criminal Justice System

**Sara Moore** - National Programme Lead, Public Health and Physical Activity, Offender Health
Tel: 07917 551313
E-mail: sara.moore@dh.gsi.gov.uk

HMP Drake Hall
**Paddy Keane** – Physical Education Manager, HMP Drake Hall
Tel: 01785 774261
E-mail: Paddy.Keane@hmpps.gsi.gov.uk

HMP Stafford
**Mike Calverley** – Head of District Partnerships, South Staffordshire PCT
Tel: 01785 619188
E-mail: mcalverley@staffordbc.gov.uk

HMP Wandsworth
**Ian Flanders** – Physical Education Instructor, HMP Wandsworth
Tel: 020 8588 4000
E-mail: ian.flanders@hmpps.gsi.gov.uk

HMP Kingston
**Wayne Foster** – Physical Education Senior Officer, HMP Kingston
Tel: 02392 953192
wayne.foster01@hmpps.gsi.gov.uk

**John Woodman** – Head of Learning and Skills, HMP Kingston
Tel: 02392 953192
john.woodman@hmpps.gsi.gov.uk

**Jo Thomas** – Modern Matron, HMP Kingston
Tel: 02392 953235
joanne.thomas2@hmpps.gsi.gov.uk
HMP Swinfen Hall  
*Mike Calverley* – Head of District Partnerships, South Staffordshire PCT  
Tel: 01785 619188  
E-mail: mcalverley@staffordbc.gov.uk

Portsmouth Probation Area  
*Brian Leigh* – Scheme Manager of Unpaid Work South East, Portsmouth Probation  
Tel: 02392 728356 E-mail: Brian.Leigh@hampshire.probation.gsi.gov.uk
Appendix 2 – Clinical Activity Data Form

To be completed on a client’s first contact with a Health Trainer only

Prison Name: ____________________________________________________________

Client Details

Male □ Female □

Ethnicity: White □
Black African □
Black Caribbean □
Black Other (please describe) ................................................... □
Indian □
Pakistani □
Bangladeshi □
Chinese □
Asian Other (please describe) ………………………... □
Other ethnic group (please describe) …………………… □

Age: ________

Is the client already in contact with any other prison health services?
Yes □ No □

If yes, which ones? (Please tick all that apply)
In-Reach □ Dentist □ Gym Staff □ GP □ GU □
Optician □ CARATS □ Counsellor □ Walking Programme □
Other (please state) ________________________________________________

Assessment

What issues did the client and the Health Trainer discuss? (Please tick all that apply)

Healthy eating □ Sexual Health □ Smoking cessation □
Drugs □ Alcohol □ Exercise □
Dental Health □ Mental Health □ Cancer □
Weight □ STI’s □ Stress □
Poor sleep  □  Other (please state) ________________________

Onward Referral

Where was the client referred onto?

Dentist  □  Gym Staff  □  Optician  □
CARATS  □  Counsellor  □  Walking Programme  □
Healthcare (smoking, in-reach, GU)  □
Other (please state) ________________________________

Did the client arrange another visit? Yes □  No □
Appendix 3 – Example of a Prison-Based Health Trainer Job Description and Person Specification

**Job Description**

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Health Trainer</th>
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<tbody>
<tr>
<td>Grade</td>
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<tr>
<td>Department</td>
<td>Establishment name</td>
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<tr>
<td>Base</td>
<td>Prison Service</td>
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<td>Reports to</td>
<td>PE Senior Officer</td>
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<tr>
<td>Responsible to</td>
<td>Head of Learning and Skills</td>
</tr>
<tr>
<td>Accountable to</td>
<td>Head of Learning and Skills</td>
</tr>
<tr>
<td><strong>Statement of job purpose</strong></td>
<td>To improve the health of individuals in establishment name</td>
</tr>
<tr>
<td><strong>Job Summary</strong></td>
<td>To improve the health of individuals in establishment name through:</td>
</tr>
<tr>
<td></td>
<td>• Engaging with individuals from target groups (as agreed with manager);</td>
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<td></td>
<td>• Supporting individuals in learning how to make better health choices and supporting them in initiating and sustaining appropriate behavioural changes;</td>
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<td></td>
<td>• Helping people to find and use the right services;</td>
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<td></td>
<td>• Recording and reporting activity and results;</td>
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<td></td>
<td>• Identifying and informing manager about people you are worried about</td>
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<tr>
<td><strong>Main Responsibilities</strong></td>
<td>• Advise on healthy living options and behaviours for individuals in their context</td>
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<td></td>
<td>• Help individuals to develop an ‘action plan’ to change behaviour and sustain those behaviours, leading to more healthy choices and actions</td>
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<td></td>
<td>• Support individual’s ‘action plan’ over time through practical help</td>
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<td></td>
<td>• Review and revise ‘action plans’ with individuals as appropriate</td>
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<td></td>
<td>• Help individuals to access local services</td>
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<td></td>
<td>• Keep records and monitor progress</td>
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<td></td>
<td>• Keep in touch with individuals as they are working on changes</td>
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<td></td>
<td>• Report concerns about individuals and those who’s needs cannot be met by Health Trainers to managers as appropriate</td>
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<tr>
<td><strong>Work with others/teams</strong></td>
<td>• Develop communications with your own and other linked teams</td>
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<td></td>
<td>• Understand the nature of, and engage with the local community</td>
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<td></td>
<td>• Work with existing groups to receive referrals from and engage with individuals with health issues</td>
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<tr>
<td><strong>General</strong></td>
<td>• Report to Line Manager on your work</td>
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</tbody>
</table>
- Manage own time and resources
- Prioritise workload in liaison with manager
- Participate in appraisal and learning activities
- Understand and apply H&S requirements relating to self and clients

General Areas

Confidentiality and Data Protection
All staff which have access to personal data in relation to patients or staff will be aware of their responsibilities under the Data Protection Act 1998 and will abide by the eight principles of that Act. Any breach of the Act could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the act.

Health and Safety
All staff have a responsibility for the health, safety and welfare of themselves and others who may be affected by their acts or omissions. Staff will attend an annual update on health and safety at work and other issues relating to their safety. All incidents at work must be reported.

Policies and Procedures
All staff will familiarise themselves with tPCT policies, procedures and protocols relating to their service and work within the guidelines at all times.

To be familiar with, actively promote and work within the spirit of the tPCT’s Equal Opportunities policy at all times.

Clinical Governance
To actively contribute towards the organisation’s clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

Job Design and Review
This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder and confirmed via the issue of an updated job description.

Diversity
All staff through personal example, open commitment and clear action, should ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Smoking
The Trust operates a no smoking policy.
Person Specification

**POST:** Health Trainer

**GRADE:**

### JOB REQUIREMENTS
We will select people who have the following skills or experience and we may ask you to tell us about these at the interview. When you fill in your application form you can use examples to show us that you have the relevant skills and experience. Examples can be from past jobs or from activities in your life such as organising a wedding or a birthday party, because if you can do those things you will have the same skills that it takes to organise a meeting

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<thead>
<tr>
<th>Essential/ Desirable</th>
<th>How Tested</th>
<th>Weighting</th>
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### Qualifications and Training
- No formal qualifications are needed but willing to be trained as a Health Trainer
- Effective knowledge/understanding of English Language
- One or more language that is used by the population within the prison setting

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### Experience
- Experience of working with local community groups in some capacity
- Knowledge of the prison population
- Knowledge about the broad health and health services needs of the local community within the prison
- Knowledge of the services provided within the prison setting and how to support individuals to use them
- Knowledge of the behaviour change methods
- Know your own limits of skills, competencies and responsibilities and work within them

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### Skills, Knowledge and Abilities
- Ability to effectively communicate face to face
- Effective interpersonal/listening skills
- Ability to remain non-judgemental and be supportive of individuals in difficult situations
- Appreciation of the importance of confidentiality
- Ability to find information in order to help individuals or alternatively refer them to others who can offer them support
- Willing to work within the prison environment

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**How tested:**
- A = Application form
- P = Presentation
- I = Interview
- O = Other
- T = Test

**Weighting:**
- H = High
- M = Medium
- L = Low
Appendix 4 – Example of a Probation-Based Health Trainer Job Description and Person Specification

Portsmouth City Primary Care Trust

Directorate of Improving Health and Quality

JOB DESCRIPTION

TITLE: Health Trainer
GRADE: AFC: band 3
HOURS: To be agreed
CONDITIONS OF SERVICE: Portsmouth City Primary Care Trust terms and conditions of service - Temporary till 31.3.07
BASE: One of the following:
Paulsgrove Healthy Living Centre / ABC Sure Start / Portsmouth Foyer / Probation Office
ACCOUNTABLE TO: One of the following:
Healthy Living Centre Manager / Head of Maternity Outreach / Health Development Worker / Health Trainer Service Manager

Main Purpose of Job

The Health Trainer will motivate people in the local community to improve their health by encouraging them to use appropriate services and supporting them to make and sustain changes in their behaviour around healthy lifestyles. Namely, healthy eating, physical activity, substance and alcohol misuse, sexual health, smoking and other issues that affect health e.g. education.

They will:

- Understand the nature of, and engage with the local community
- Raise awareness in the local community about the Health Trainer Service
- Raise awareness in the local community about healthy lifestyles
- Help individuals to find and use appropriate services
- Support individuals to make better health choices, to initiate appropriate behavioural change and to sustain the change
- Record and report on activities
• Report concerns about individuals and those whose needs cannot be met by the Health Trainer, to managers - within the client confidentiality agreements
• They will NOT work on any clinical problems and as such are not expected to have or use any specialist knowledge of health / illness or give advice on these matters

**Position in Organisation**
The post reports to the Local Line Manager where the health trainer is based but is overall accountable to the Health Trainer Service Manager

**Scope and Authority**
The Health Trainer will be supported in their work by:
- Line management and supervision
- Professional supervision by an assigned Health Trainer Tutor
- Direct contacts with the local health improvement teams
- Other health trainers.

**Qualifications/Training**
NVQ 3 or equivalent experience

**Knowledge, skills and experience required**
The Health Trainer will have a good knowledge of the community where they work and will understand the day to day health issues of that community. The Health Trainer will be approachable, understanding and supportive. This post holder will be required to work with vulnerable adults and require elements of lone working. Therefore the post holder must be able to identify, assess and manage risk.

**Key responsibilities**

**A: Know, manage and provide information on local services and health messages to the community**
1. Visit local services (as agreed with line manager) and complete the service insight questionnaire
2. Develop a directory of information on local services
3. Keep up to date with the key health lifestyle messages
4. Ensure availability of up to date resources (like leaflets and posters) that promote local services and health messages by ordering and managing stocks
5. Provide information to the local community about local services including the Health Trainers Service and raise awareness of health messages, for example, by maintaining display boards in own place of work and other services
B: Identify and Engage with Individuals needing support
1. Identify and make contact with people in the local community to work with
2. Work with existing groups and support the development of new groups in order to identify and engage with individuals
3. Identify ways of ensuring ongoing communication with the local community and action these as appropriate

C: Work with individuals to help them get to the right service for them
1. Complete with individuals the client ‘insight questionnaire’ and ‘match maker checklist’ to find the right service for them
2. Support individuals to get to services, for example by accompanying them to appointments
3. Agree a means of keeping in touch with the individual in order to support their ongoing use of services
4. Record and report on activities

D: Work with individuals to enable them to change their behaviour to improve their health
1. Raise awareness with individuals about healthy lifestyles
2. Assisting individuals identify their readiness to change
3. Help individuals make an action plan to change behaviour and sustain those behaviours
4. Support & motivate individuals to implement their action plan over time through practical help
5. Review and revise action plans with individuals as appropriate
6. Keep in touch with individuals as they are working on changes
7. Record and report on activities

E: General
1. Report to Line Manager on your work
2. Identify and inform manager about people you are concerned about
3. Manage your own time and resources
4. Prioritise workload in liaison with manager
5. Participate in appraisal and learning activity
6. Understand and apply H&S requirements relating to self and clients

Key Working Relationships
The Health Trainer will make contact with a variety of health professionals and local health services

All post holders will be expected to adhere to the NHS Code of Conduct

Health and Safety:
It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities of the post.
Equality and Diversity:

It is the responsibility of all employees to support the PCT's vision of promoting a positive approach to diversity and equity of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through implementation of the PCT's Equal Opportunities Policy. The post holder will be required to comply with the Trust's Equal Opportunities policy, and treat everyone the same, regardless of sex, marital status, disability, race, colour, nationality or ethnic origin.

Data Protection Act 1998:

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality:

The post holder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance would result in dismissal.

Rehabilitation of Offenders Act 1974:

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Trust.

Substance Misuse Policy:

This Trust operates a Substance Misuse policy.

No Smoking Policy:

This PCT operates a no smoking policy within all its premises and their grounds.

Person Specification

We will select people who have the following skills or experience and we may ask you to tell us about these at the interview. When you fill in your application form you can use examples to show us that you have these skills and experience. Examples can be from past jobs or from activities in your life such as organising a wedding or a birthday party, because if you can do those things you will have used the same skills that it takes to organise a meeting.
<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>NVQ 3 or equivalent experience</td>
<td>Experience of working with local community groups in some capacity</td>
</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>Knowledge and understanding the nature of the local community</td>
<td>Knowledge of the broad health and health service needs of the local community</td>
</tr>
<tr>
<td></td>
<td>Knowledge about the things that make people healthy and unhealthy within the context of the local community e.g. health eating, physical activity, substance misuse e.t.c.</td>
<td>Knowledge of local services and how to support individuals to use them</td>
</tr>
<tr>
<td></td>
<td>Knowledge of one or more language or local slang that is used by people in the local community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective communication skills</td>
<td></td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td>Able to find information to help people</td>
<td>Ability to write down information in clear accurate English</td>
</tr>
<tr>
<td></td>
<td>Able to identify, assess and manage risks e.g. lone working, General IT skills</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Qualities</strong></td>
<td>Good listening skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to get on with people from a diverse community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to supportive and encourage people in difficult situations without passing judgement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to respect confidentiality even in difficult situations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interested in helping people to find ways to solve their problems</td>
<td></td>
</tr>
</tbody>
</table>
I agree/disagree with the review of my job description carried out on
………………………………………….

Signed:

Employee: Date:
Print Name:

Manager: Date:
Print Name:
## Appendix 5 – Health Trainer Interview Questions Used by Portsmouth Probation Service

Date……………………………………… Name……………………………………………… Hours preferred:

<table>
<thead>
<tr>
<th>Question</th>
<th>Purpose</th>
<th>Who asks</th>
<th>Score Max 5</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how interview will take place:</td>
<td>Introductions &amp; Scene setting</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o We’ll be asking you some questions …and you may have some questions for us – opportunity at end</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o We’ll be taking notes – don’t be alarmed - so we don’t forget what you tell us</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Please ask us to repeat anything that's not clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o We have 8 people (out of 100 applicants) to interview over 2 days so will let you know if you have been successful by…</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>o How would you like us to let you know? ? phone number..</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How was your journey here today? How was your Xmas ….?</td>
<td>Ice breaker</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Question relating to individual application – preferred hours to work</td>
<td>Lets candidate know we have read application Provides opportunity for candidate to promote him/herself</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. What do your friends tell you is your greatest strength? Any areas for improvement?</td>
<td>Recognising USP &amp; limitations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. A friend asks you what a Health Trainer is. How would you describe the job to them?</td>
<td>Commitment / expectations Have read and understood JD /PS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. What do you think the job requires you to do?</td>
<td>Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. What kind of problems might you come across when working closely with offenders, to help them solve their health related problems?</td>
<td>Evidence of having thought the job through</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Can you give me an example of how you have helped somebody and what the outcome was?</td>
<td>Experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. This job requires you to visit organisations across the City. How would you travel around?</td>
<td>Knowledge of City / local transport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. There is a lot of training provided so that you develop knowledge and skills to be a good HT, and to gain a qualification. Most of this will be here in Portsmouth - It is essential that you attend. How do you feel about this?</td>
<td>Clarifying requirements Commitment Communication skills Flexibility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Do you think that a Health Trainer should be role model to the offender they will be working with?</td>
<td>Personal lifestyle Evidence of having thought the job through</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. and lastly…. Why should we select you?</td>
<td>Promotes self Opportunity to tell us</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Now it's your turn
Firstly do you have any questions about the job?
Any other questions? | N/A
---|---
| TOTAL | / 50
Statement re confidentiality / working in Probation Service |