

GP EXERCISE REFERRAL NATIONAL TRAINING COURSE

APPLICATION PACK

Contents

- ❖ An Introduction to GP Exercise Referral
- ❖ What are the benefits of offering GP Exercise Referral at my facility?
- ❖ The National Training Course
- ❖ Course Funding
- ❖ Examples of Programme Delivery
- ❖ Conversion Candidates
- ❖ Application Guidelines
- ❖ Application Process
- ❖ Details of Next Course
- ❖ Application Form



A joint initiative to help you get active, your way, everyday

Application Deadline: Friday 14th October 2011, 5pm



An Introduction to GP Exercise Referral

The Irish GP Exercise Referral Programme is a physical activity initiative to help adults get active, their way, every day. GPs are recruited by local health promotion teams and provided with referral resources. Patients are then directly referred from the GP to the local leisure facility.

To ensure patient safety and the effectiveness of the programme, gym instructors are required to obtain the 'Local Coordinator Certificate' awarded through successful completion of the GP Exercise Referral National Training Course. This course is the only qualification recognised by the HSE, Irish College of General Practitioners and ILAM and is compulsory if you wish to deliver the programme.

What are the benefits of offering GP Exercise Referral at my facility?

- The referred patients and their family and friends attend your facility for the first time and become regular users
- Up to 41% of Irish citizens are sedentary (SLÁN 2007) and this programme specifically targets these people in your community
- The HSE offers funded course places on the national training course and provides ongoing staff support, national resources and publicity
- Local health promotion teams are responsible for GP recruitment and ongoing support of your local GPs
- Health promotion will also provide all resources (this includes activity packs for every referred patient, appointment cards, GP resources and publicity resources)
- The up-skilled staff can offer current members and new users more, and even help increase client retention through the use of behaviour change techniques
- You, your staff and your facility become linked to a wider network and work in partnership with a range of partners to help Ireland get more active

Application Deadline: Friday 14th October 2011, 5pm

The National Training Course

The national GP Exercise Referral training course provides instructors with the specialist training they need to help physically inactive adults and those with chronic disease become more active. Upon completion of the training course the instructor is awarded the Local Coordinator certificate. This represents three key areas;

1. **Clinical knowledge;** this builds upon basic exercise programming knowledge to enable the instructor to set programmes for those with or at risk of chronic disease. The physiology, pharmacology and relative impacts upon health and safety are addressed.
2. **Behaviour change psychology;** this is crucial to enable individual patient success. The theory of human behaviour change is learnt in a practical setting to enable the instructor to enhance their interpersonal skills and motivational change techniques.
3. **Local Coordination;** this is key to ensure that the instructor can manage the programme from their facility. All aspects of running the programme are covered and reinforced through the 'Local Coordinator Handbook' upon graduation from the course.

ILAM is both FAS and FETAC registered training provider and has had its Quality Assurance Systems approved by FETAC. The course is assessed by continual assessment assignments, synoptic exam and a case study/Viva. The course is delivered by course tutors from leading Universities and Institutions across Ireland and is overseen by the GPERP National Steering Committee who has representatives from the Health Service Executive (HSE), Irish College of General Practitioners (ICGP), Exercise & Sports Science Association of Ireland (ESSAI), Irish Sports Council (ISC) and the Recreation Education Forum (REF).

Upon successful completion of the course, the health promotion team will provide the newly qualified Local Coordinator with everything they need to deliver the programme. A local working group is set up and primary care teams, local sports partnerships and allied health professionals see your facility as an appropriate venue for referrals.

All qualified Local Coordinators receive one day of continued professional development training each year and will become part of an online networking group exclusive to Local Coordinators. The course has been designed as the next step up the career ladder for gym instructors and the benefits include;

Application Deadline: Friday 14th October 2011, 5pm



- Improved clinical knowledge
- Advanced behaviour intervention skills (leading to improved client retention)
- Frequent CPD and up-skilling
- Increased employability
- Rewarding to work with referred patients and make a difference to the local community

Course Funding

Course funding is available to facilities who accompany their application(s) with a signed training agreement. The agreement states that the candidate will deliver the GP Exercise Referral Programme for 12 months on completion of training. If the course is not completed or the programme not delivered, the course fee is reimbursed by the facility. The training agreement prevents the misuse of funding and ensures that both facility and HSE-ILAM benefit from the candidate becoming qualified.

The funding covers the cost of candidate manuals, resource packs, tutoring and assessment. Please note that food/drink, transport and accommodation are not included. If in the case the candidate does not complete the course or the facility fails to deliver the programme, the facility manager will be required to reimburse the course cost.

For candidates and/or facilities that wish to apply for a self-funded course place the course cost is **€1495 per person**. Self-funded applications are welcomed but it must be noted that due to the limited number of course places preference is given to candidates from facilities who sign the training service level agreement.

Application Deadline: Friday 14th October 2011, 5pm

Examples of Programme Delivery

Although the programme is commonly placed in Leisure Facilities and delivered by staff that the manager/owner has encouraged, the course is also accessible to other applicants and can be delivered in a variety of ways in the community. The course has so far attracted candidates from;

- Local Sports Partnerships (where the SLA is signed by LSP)
- Self-funded Personal Trainers
- Fit for life instructors
- Instructors based in GP Practices
- Community Centre Staff

For an up-to-date map of the instructors currently delivering please visit www.gpexercisereferral.ie

Conversion Candidates

Applicants that have completed a UK recognised qualification in Exercise Referral may apply to be considered as a conversion candidate. Each conversion candidate application will be considered on a case-by-case basis. Conversion candidates are required to attend a proportion of the course and are required to complete a full case study assignment. If you are applying as a conversion candidate, please include copies of relevant qualifications and write 'CONVERSION' on the top right of the front page of your application.

Application Guidelines

Firstly, please ensure you meet the course pre-requisites;

- Fitness instructors must have a REPS Ireland recognised qualification (please check www.repsireland.ie)
- Instructors must also maintain valid CPR certification and undergo Garda vetting
- The facility must complete a health and safety audit annually (unless the facility holds the ILAM White Flag award)

Secondly, please review the appropriateness of the course for your facility/individual needs; ensure you can commit to the course dates and the required amount of work needed before

Application Deadline: Friday 14th October 2011, 5pm

and after each module. The average local coordinator spends 7-10 hours per week delivering the programme upon completion of the training. It is highly recommended that at least two members of staff per facility apply for course places. This ensures that programme delivery targets can be met on completion of the training.

Thirdly, please ensure you complete the application in full. There are sections for both candidate and facility manager/owner to complete. The application also contains a pre-test. Please do not underestimate the time taken to complete the application. Forms received after the closing date will not be accepted.

The Application Process

1. Candidates are required to submit one electronic and one postal application form by 5pm on the deadline date.
2. You will receive a confirmation email upon receipt of your complete application (incomplete applications will not be processed).
3. Each application will be individually assessed by the selection committee
4. Each candidate and their respective facility manager/owner will then be informed as to the outcome of the application.
5. Candidates that are offered a course must then confirm they will commit to the course place within 48hours of receiving the offer. This is to enable unwanted places to be offered to reserve list candidates.

Details of next course

Course Venue: K Leisure, Naas

Application deadline: Friday 14th October 2011 @ 5pm

(postal and electronic copy need to be received by this time)

Weekend	Date	Time	Module/Assessment
1	Friday 28 th October 2011	4pm-9pm	Module: The HSE Exercise Referral Programme
	Saturday 29 th October 2011	9am-5pm	Module: Behaviour Change
2	Friday 18 th November 2011	4pm-9pm	Module: Anatomy and Physiology
		4pm	Continual Assessment 1 deadline
	Saturday 19 th November 2011	9am-5pm	Module: Exercise Programming for non-clinical populations
			Practical Session
3	Friday 9 th December 2011	4pm-9pm	Clinical Exercise Programming 1
		4pm	Exam 1- Anatomy & Physiology
		4pm	Continual Assessment 2 deadline
	Saturday 10 th December 2011	9am-5pm	Clinical Exercise Programming 1 cont.
4	Friday 13 th January 2012	4pm-9pm	Clinical Exercise Programming 2
		4pm-9pm	Exam 2: Clinical Exercise Programming 1
	Saturday 14 th January 2012	9am-5pm	Clinical Exercise Programme 2 cont.
	Friday 27 th January 2012	5pm	Case Study Deadline
5	Friday 2 nd March 2012	9am to 5pm	Exam 3- Clinical Exercise Programming 2 Database Training Case Study VIVA

Application Deadline: Friday 14th October 2011, 5pm

APPLICATION FORM

APPLICATION FORM TO BE COMPLETED IN FULL BY THE CANDIDATE USING **BLOCK CAPITALS** AND **MUST BE TYPED.**

PLEASE DO NOT APPLY IF YOU CANNOT COMMIT TO ALL OF THE COURSE DATES

PERSONAL DETAILS

SURNAME:	FIRST NAME:
MR/MRS/MISS/MS:	DATE OF BIRTH:
TEL:	MOBILE:
HOME ADDRESS:	EMAIL:
HOW DID YOU HEAR ABOUT THIS COURSE?	

CURRENT EMPLOYMENT

YOUR JOB TITLE:	HOURS WORKED PER WEEK:
NAME OF EMPLOYER:	NAME OF MANAGER:
WORK TEL:	DATE EMPLOYMENT BEGAN:
ADDRESS OF EMPLOYER:	
BRIEF DESCRIPTION OF ROLE AND RESPONSIBILITIES:	

PREVIOUS WORK EXPERIENCE; MOST RECENT FIRST

DATE	ORGANISATION	JOB TITLE	ROLE/RESPONSIBILITIES

Application Deadline: Friday 14th October 2011, 5pm



FITNESS, LEISURE AND HEALTH QUALIFICATIONS

(PLEASE ENSURE YOUR QUALIFICATION IS RECOGNISED BY VISITING WWW.REPSIRELAND.IE)

AWARDING BODY	QUALIFICATION ACHIEVED	DATE OF AWARD

HIGHER EDUCATION

COLLEGE/INSTITUTION	QUALIFICATION ACHIEVED	DATE OF AWARD

POST PRIMARY EDUCATION

SCHOOL	QUALIFICATION ACHIEVED	DATE OF AWARD

SUPPORTING STATEMENT; PLEASE DESCRIBE WHY YOU WISH TO BECOME A LOCAL COORDINATOR & WHY YOU FEEL THAT YOU ARE SUITED TO THIS ROLE

Application Deadline: Friday 14th October 2011, 5pm



THE FOLLOWING PRE-TEST HAS BEEN COMPILED TO TEST YOUR BASIC GYM INSTRUCTOR KNOWLEDGE AND YOUR ABILITY TO APPLY THIS KNOWLEDGE IN A PRACTICAL SETTING. PLEASE COMPLETE WITHOUT USE OF TEXTBOOKS OR THE INTERNET IN ORDER TO PROVIDE A TRUE REPRESENTATION OF YOUR KNOWLEDGE AND ABILITIES. IF YOU FIND THAT THE TEST IS A BIG CHALLENGE AND YOU CANNOT COMPLETE IT WITHIN 90MIN, YOU MAY WISH TO RECONSIDER APPLYING FOR THE COURSE AT THIS STAGE IN YOUR CAREER.

1A. HOW MUCH ACTIVITY SHOULD ADULTS (AGED 18-65) ACHIEVE WEEKLY ACCORDING TO THE IRISH PHYSICAL ACTIVITY GUIDELINES?

1B. DEFINE THE BORG SCALE AND EXPLAIN THE BENEFITS OF USING IT

1C. EXPLAIN THE DIFFERENCE BETWEEN MODERATE AND VIGOROUS ACTIVITY AS IF SPEAKING WITH A CLIENT

2A. WORK OUT THE BMI FOR CLIENT X, A 38 YEAR OLD MAN WITH A HEIGHT OF 1.78M AND A WEIGHT OF 98KG.

2B. WHAT WOULD HIS WEIGHT BE IF HE HAD A BMI OF 23?

2C. YOUR CLIENT THINKS THAT BMI IS NOT ACCURATE AND DOES NOT TAKE INTO ACCOUNT THEIR BODY COMPOSITION. LIST THREE WAYS TO MEASURE BODY COMPOSITION.

3A. PUT THE FOLLOWING IN THE ORDER IN WHICH THE BLOOD FLOWS THROUGH THEM; VEIN, ARTERIOLE, ARTERY, CAPILLARY, VENUOLE

3B. WHAT IS CARDIAC OUTPUT?

3C. YOUR CLIENT DOES NOT FEEL WELL AND COMPLAINS THEY FEEL LIGHT HEADED AND CLAMMY. WHAT WOULD YOU DO IN THIS SITUATION?

4A. GIVE AN EXAMPLE OF EACH OF THE FOLLOWING TYPES OF JOINTS; HINGE, PIVOT, BALL AND SOCKET, ELLIPSOIDAL

4B. YOUR CLIENT HAS BEEN REFERRED TO YOU FOLLOWING HIP REPLACEMENT AND PHYSIOTHERAPY AND SHE WANTS TO MAINTAIN HER HIP MOBILITY. LIST THE 6 TYPES OF MOVEMENT THAT ARE POSSIBLE IN THE HIP JOINT.

4C. YOUR CLIENT WANTS TO STOP USING HER WALKING STICK, WHAT EXERCISES WOULD YOU RECOMMEND TO HELP HER ACHIEVE THIS GOAL?

Application Deadline: Friday 14th October 2011, 5pm



TRAINING SERVICE LEVEL AGREEMENT

- **TO BE COMPLETED WHEN APPLYING FOR A FUNDED COURSE PLACE**
- **TO BE COMPLETED BY THE MANAGER USING BLOCK CAPITALS**
- **PLEASE COMPLETE ONE TRAINING SLA FORM PER FACILITY**

SERVICE LEVEL AGREEMENT BETWEEN THE INSTITUTE OF LEISURE AND AMENITY MANAGEMENT IRELAND T/A ILAM AND (PLEASE INSERT FACILITY NAME)

This service level agreement (SLA) sets out the respective roles of ILAM and the facility in relation to the provision of funded training course places.

ILAM will provide funded places on the National GP Exercise Referral Training Course to enable candidates to become Local coordinators. In return the facility will;

- Ensure each candidate holds a valid fitness instructor qualification recognised by REPS Ireland
- Oversee that CPR Certification and Garda Vetting is valid and maintained throughout the period of delivery
- Support and encourage each candidate throughout the course and subsequent delivery
- Deliver the National Exercise Referral Programme in partnership with ILAM and the HSE on completion of training
- Actively participate in programme evaluation

Please note, the cost of the course (€1495 per candidate) must be reimbursed in the following cases;

- If a candidate fails to complete of the course; this includes the failure to attend all modules and the exam and/or failure to submit all course work assignments.
- If the facility fails to deliver the programme for a period of at least 12 months following Local Coordinator qualification.
- If for any other reason the HSE and/or ILAM identify a misuse of funding

As facility manager I have read, fully understand and agree to the above;

Name:

Signature:

Date:

PLEASE ENSURE YOU SUBMIT THE ORIGINAL FORM AND KEEP A COPY FOR YOUR RECORDS.

YOUR SIGNATURE MUST BE HANDWRITTEN AND NOT ELECTRONIC

Application Deadline: Friday 14th October 2011, 5pm



CANDIDATE DECLARATION

HAVE YOU ANY SPECIAL REQUIREMENTS FOR LANGUAGE OR LEARNING? YES NO

ARE YOU APPLYING FOR A FUNDED PLACE ON THE COURSE? YES* NO

*IF YES PLEASE ENSURE YOU HAVE ENCLOSED A FULLY COMPLETED MANAGER'S RECOMMENDATION FORM AND SIGNED TRAINING SERVICE LEVEL AGREEMENT.

CHECKLIST

I HAVE READ THE COURSE INFORMATION AND COMPLETED THE APPLICATION FORM IN FULL (PAGES 9-16 OF THE APPLICATION PACK)

I HAVE ENCLOSED 2 PASSPORT PHOTOS

I HAVE KEPT A COPY OF THIS APPLICATION FORM AND SENT THE ORIGINAL

I HAVE COMPLETED THE PRE-TEST MYSELF

I MEET THE PREREQUISITES AND AM AWARE I WILL UNDERGO GARDA VETTING

I DECLARE THAT THE INFORMATION IN THIS APPLICATION IS TRUE

SIGNATURE OF APPLICANT: _____ DATE: _____



SUBMISSION DETAILS

APPLICATION DEADLINE: **FRIDAY 14TH OCTOBER 2011 @ 5PM**

PLEASE NOTE THAT BOTH HARD COPY AND ELECTRONIC COPY HAS TO HAVE BEEN RECEIVED BY THIS DATE OR YOUR APPLICATION WILL NOT BE CONSIDERED.

PLEASE SUBMIT YOUR APPLICATION BY POST AND EMAIL. YOU WILL NOT RECEIVE NOTIFICATION UNTIL BOTH A HARD COPY HAS BEEN RECEIVED IN THE POST AND AN ELECTRONIC COPY BY EMAIL.

POSTAL ADDRESS:

ILAM, ALLENWOOD ENTERPRISE PARK, ALLENWOOD NTH, ALLENWOOD, CO KILDARE

EMAIL ADDRESS:

training@ilam.ie

APPLICATIONS THAT ARE NOT FULLY COMPLETED OR ARE NOT SIGNED WILL NOT BE CONSIDERED. PLEASE ENSURE YOU DO NOT SUBMIT AN INCOMPLETE APPLICATION.

You will receive notification that your application has been received when the ILAM office has received your application by both post and email. **If you do not receive notification please email the ILAM office to arrange re-delivery (training@ilam.ie).** Your application will be checked to ensure you meet the prerequisites and then sent to the selection committee. You will then receive confirmation of your application outcome.

For more information please contact ILAM, Training Course Organiser

training@ilam.ie or **045 859950**

Application Deadline: Friday 14th October 2011, 5pm