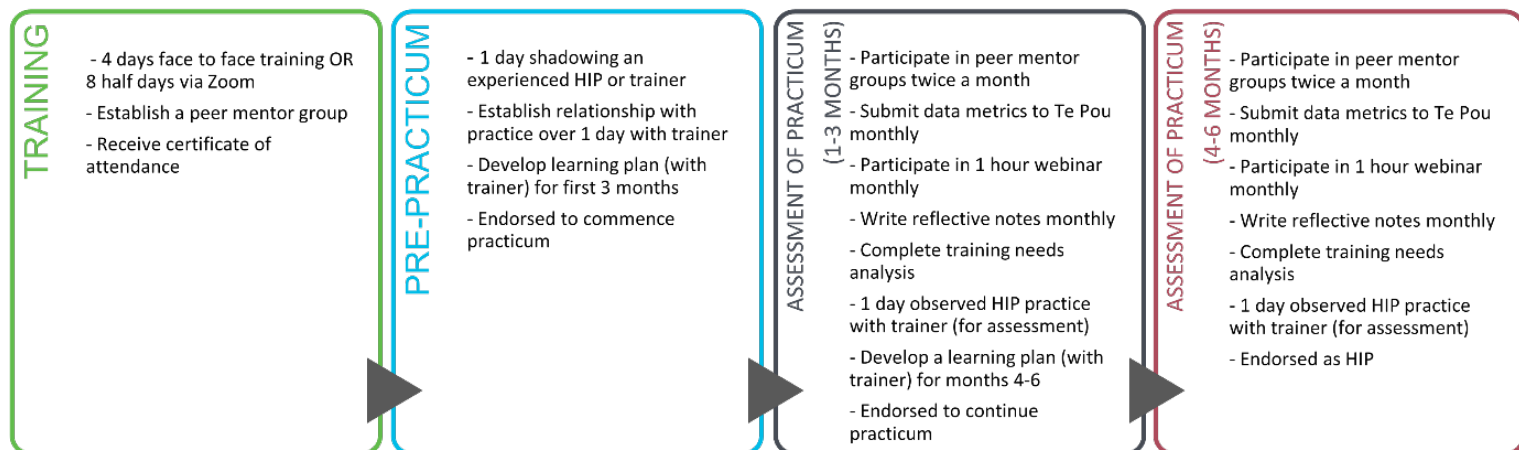


Welcome to the HIP training programme!

Your HIP training takes approximately six months to complete, and trainees need to be available during the first four weeks from training commencing, for the in-class training and pre-practicum components to occur. This is so you can be available for shadowing, and for a HIP trainer to visit your practice.



**Note: All requirements must be met for trainees to complete the programme and to be endorsed as a HIP.**

## Training

The initial training takes place over four days face to face or eight half-days via Zoom. Trainees are required to attend all days before continuing onto the pre-practicum.

The training is designed to introduce you to the HIP role and key tools to use in practice before you begin your role, and to enable you to meet the following learning outcomes:

1. Consistently practice within the primary care behaviour health model.
2. Use behavioural health techniques and tools to explore diverse people's health situations and progress them towards improved health and hauora.
3. Work collaboratively to offer and promote integrated care within a primary care context.

Your training workbook and materials will be sent directly to the training venue. If training is to be delivered virtually this will be sent directly to your delivery address. You will receive an email no later than one week prior to training with pre-reading requirements and all the necessary training information.

## Pre-practicum

Pre-practicum takes place over two days and consists of one day shadowing an experienced HIP or trainer, and one day with a trainer in your practice.

### Shadowing

Shadowing can take place with either an experienced HIP or with a HIP trainer, and usually takes place anytime within 10-days following training. Trainees need to be available for the full day. Trainees will observe an experienced HIP or their trainer working in a primary health setting, and witness in practice the learnings of their training so far.

You will be notified of your scheduled shadowing day at least one week prior and this shadowing activity forms part of your training requirements.

During the shadowing process you will need to:

- Keep pace with the experienced HIP
- Minimise distraction and interference
- Passively observe only
- Strictly maintain confidentiality regarding all aspects of your visit to the primary health practice
- Adhere to the practice's health and safety precautions, including COVID-19 preparations and guidelines.

### Introduction to practice

As part of the pre-practicum you will also be introduced to your practice team with a trainer, which needs to include the following:

- Opportunity for a formal introduction to your practice as a new member of the primary health team
- Presentation on the primary care behavioural health model to all practice staff by a HIP trainer
- Logistics and practicalities arranged (access, clinic operations, computer and software programme), including engagement in staff meetings and events
- Commence seeing people accessing the service, alongside a trainer. These will be co-facilitated encounters for teaching and learning purposes
- Develop a learning plan, in collaboration with a HIP trainer, to support ongoing learning and development for the first three months. A copy of your learning plan will be provided to your line manager.

Trainees must be endorsed by their trainer before continuing on to the practicum.

## Practicum

After completion of the pre-practicum and endorsement from a trainer, you will begin the practicum.

The practicum involves a HIP trainer carrying out an in-person assessment at 3-months post training, and 6-months post-training. This is done by observing your practice, so you will need access to a consult room in the clinic with a computer, printer and a login to the electronic patient management system.

As part of the HIP training programme, trainee's also need to submit monthly data metrics and reflective notes, in addition to attending monthly webinars. If you have not met these requirements, assessment days and your endorsement as a HIP will be delayed until all requirements have been met.

### Assessments

The trainer that completed your pre-practicum will visit after three months and six months for an assessment day. The purpose of these days is for the trainer to observe your practice and provide you with feedback on your training progress. At least seven clinical encounters need to be observed, and you will need to schedule 1.5 hours at the end of the day to have a debrief with the trainer. At the end of the assessment day, you will have an updated learning plan and completed a training needs analysis. This will be shared with your line manager to keep them up to date on your training progress and inform of any additional support they might need to provide to you.

### Webinars

There will be six compulsory webinars held once per month that you need to attend. The webinars will be interactive in nature and there will be discussions as to the context of each topic within clinical work which will be facilitated by our experienced HIP trainers.

### Tutorial hours

Weekly tutorial hours are available to all HIP trainees at 1pm every Thursday, which are facilitated by one of our experienced trainers, to give you the opportunity to discuss any questions you may have about your role.

### Data metrics

To assist trainers in assessments to understand how you are applying your learning into practice, Te Pou requires you to submit your data metrics each month to [hipdata@tepou.co.nz](mailto:hipdata@tepou.co.nz). An example of a practice management sheet will be included in your copy of the practicum guidelines.

### Reflective notes

These need to be completed at least once a month, so you should have six detailed entries by the end of your practicum. These may be written, verbal, video diaries or a combination and need to be shared with your trainer for them to review.

## Learning plans

As part of the pre-practicum, you and a HIP trainer will develop a learning plan together which will then be shared with your employer. The learning plan outlines what you have agreed to work on to further develop your skills as a HIP. It is to be updated during the 3-month and 6-month assessments.

## Peer mentor groups

All trainees should be meeting with their established peer mentor group at least twice per month for the duration of their practicum.

## Completion of training

Upon successfully completing the training and passing the 6-month assessment, you will reach endorsed status to practice as an independent HIP. Te Pou will inform you and your employer of the outcome.

If you are unsuccessful in passing the 6-month assessment, Te Pou will arrange for a discussion with you and your employer about next steps, which may include further training and an opportunity to undertake the assessment at a later date. Your final endorsement as a HIP will be deferred until all of the identified requirements have been met.

## Workforce survey

You will receive a link shortly asking you to complete a form as part of the registration process. The purpose of this survey is to better understand the size and demographic profile of the new and emerging HIP workforce, which helps to inform future workforce planning. The information supplied will be stored by Te Pou and used for workforce development purposes. Your responses will remain anonymous and aggregated data will be shared with the Ministry of Health.

## COVID-19

Changes to New Zealand's alert levels, especially levels 3 or 4 will affect all aspects of training. We will aim to deliver training virtually, and will be in touch with employers and trainees about specific arrangements. The shadowing component will be on hold until alert level 1.

**Please note:** Restrictions on domestic travel may lead to delays to components involving practice visits. Practice visits will only occur where restrictions make it possible, and where practices, trainees and trainers all feel comfortable undertaking the visit.

Face to face training workshops will only be considered at alert level 2 if trainees are all from the same location, the venue is suitable to allow for physical distancing and a trainer is able to travel to the region. In all other instances training will be delivered virtually at alert level 2 and above.

The following precautions should be taken when you attend workshops or trainers are visiting your practice at alert level 2 and above:

- Trainees should not attend a workshop or their practice if they are experiencing any cold or flu like symptoms, or are in isolation for any reason.
- Attendance at workshops will be recorded and kept for contact tracing purposes. Participants are strongly encouraged to sign into the venue using the NZ COVID tracing app and QR code.
- Washing hands and using hand sanitiser regularly.
- Trainees must always keep 2-metres physical distance from other participants and the facilitators.
- You must wear a face covering at all times during the workshop. For more information, including an exemption card for face coverings please visit <https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others-from-covid-19/wear-a-face-covering/>
- If trainees are travelling to the workshop on public transport, a reminder that face coverings are legally mandated when using public transport at alert level 2 and above.

For more information regarding the New Zealand alert level system and COVID-19, please visit <https://covid19.govt.nz/>