



HoNOS

HoNOS65+

HoNOSCA

HoNOS-LD

HoNOS-secure

Guide for trainers HoNOS family of measures

**Te Pou o te
Whakaaro Nui**



Acknowledgements

We would like to acknowledge those trainers - past, present and future - who have had, and continue to have, a critical role in helping to shape the future of an outcomes culture in New Zealand mental health services.

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Introduction

The Health of the Nation Outcome Scales (HoNOS) family of measures have been mandated for use by the Ministry of Health (MoH) for outcome measurement in specialist mental health services. To support the uptake and quality of collections, a train the trainer model has been adopted.

This resource has been developed to support trainers in their delivery of training to others in their local services. It contains key messages relevant to the family of HoNOS measures. The use of the term HoNOS in this guide refers to the whole family of HoNOS measures.

Purpose

The purpose of this resource is to ensure consistency in delivery and content of training, while allowing for local adaptation as required. This resource highlights key elements of training which are required and offers tips and suggestions to help create a positive training session and follow up.

Role of the Trainer

- » To champion HoNOS by promoting and facilitating the development of an outcomes-focused culture in the mental health sector.
- » To train staff in local services, supporting quality outcome measure collections and use.

Preparing for training	Comments	tick once completed
<ul style="list-style-type: none"> » When: When is the training? Day? Date? Time? Do you have enough time to prepare? Is enough time allocated to cover the amount of content? 		
<ul style="list-style-type: none"> » Where: Where is the session? On-site or off? If off-site, is it easy to get to the location? What's the address? Telephone number? Will you or any participants need to make travel arrangements? 		
<ul style="list-style-type: none"> » What: What kind of training is expected? Ensure people understand the duration and expectations to participate. What resources are required? What kind of facilities are available? What will you need? 		
<ul style="list-style-type: none"> » Who: Who are the participants? How many? Are they suitable participants for the training session? (remember, HoNOS requires people to be mental health professionals). Can anyone assist you to co-facilitate the training? Who is the contact person at the training site? How do you reach that person on-site and off? 		

Considerations for booking a suitable venue

The venue can have a large impact on the success of your training session. Here are some things to consider when choosing a suitable venue.

	Comments	tick once completed
<p>Room/Space requirements:</p> <ul style="list-style-type: none"> » Choose a venue that enhances accessibility and participation. » Ensure the room is available before and after the training session to set and pack up. » Book a room suitable for the number of participants - a room that is too large or too small can have an impact on delivery and training uptake. » Consider any opportunities to use the space for break out discussion. » Where possible, choose a room that minimises distractions and disruptions so participants are more engaged and present in the training. For example, try to avoid a venue near noisy construction sites. Are the restrooms accessible? Is there a nearby kitchen facility for refreshments? » Provide clear directions to the venue and any parking options. 		
<p>Convenience:</p> <ul style="list-style-type: none"> » If participants head out for lunch, are there options nearby so they can return on time for the afternoon session? 		
<p>Climate:</p> <ul style="list-style-type: none"> » Can the temperature of the room be controlled? Can windows or doors be opened to allow fresh air to circulate? 		
<p>Training requirements:</p> <ul style="list-style-type: none"> » Is suitable technology/AV equipment available? Is support available on-site if technical issues arise? » Can the room be arranged to support the appropriate training style and the learning objectives? For example, to encourage more dialogue avoid using theatre style seating. 		
<p>Lighting:</p> <ul style="list-style-type: none"> » How good is the lighting and can it be adjusted (eg when showing a video)? 		

Confirming training participants

	Comments	tick once completed
<ul style="list-style-type: none">» Specify minimum numbers required (if applicable).» Do the participants have the support of their manager and organisation?» Two weeks prior to training – send a reminder email. We also recommend attaching a copy of the HoNOS guide for New Zealand clinicians (available on the Te Pou website), for the relevant measure as pre-reading preparation.» One day prior to training – send a further reminder email and include directions and parking options.» Anticipate changes to numbers on the day.		

Leading up to the training day

	Comments	tick once completed
<ul style="list-style-type: none">» Organise training materials, refresh resources if required and rehearse your presentation technique.» Figure out timings for each part of the training to ensure things flow well on the day.		

On the training day¹

Comments

tick once
completed

- » Check the arrangements for the day are as you've agreed and make sure you have everything you need with you.
- » Dress appropriately. Do you know what the participants are likely to wear? It's good to match your style of dress to that of your trainees—or go slightly more professional.
- » Arrive early. Give yourself time to check everything is in place and to get yourself mentally geared up for the session.
- » Check training supplies. If you will be demonstrating tools or equipment, make sure you have everything you need such as whiteboard pens, paper etc.
- » Check and distribute any training materials for participants.
- » Check seating arrangements. Make sure the set-up is ideal for the training style you want to use. Have some extra chairs handy for any last-minute participant additions.
- » Check the AV equipment and conduct one last run-through to make sure everything runs smoothly.
- » Check the electrical outlets work and ensure all connections are safe. Secure any cords that are trip hazards.
- » Check the lighting and establish which switches work which lights so you can achieve the best lighting for AV materials and note-taking.
- » Check for any blinds or shades and that they're in working order.

¹ - Adapted from <http://trainingtoday.blr.com/article/how-to-conduct-an-effective-training-session/>

Training session plan

Any training aids/tools required?

Learning check (tick once completed)

Key points

Introduction

- » Open the session, including cultural considerations (eg karakia).
- » Introductions (yourself and participants).
- » Outline the structure of the day.
- » Run through housekeeping messages - location of toilets/ refreshments, break times, evacuation procedures, phones on silent.

Main session

Overview of the specific HoNOS measure:

- » History of HoNOS development.
- » What is an outcome? "An outcome is a change to health, wellbeing and circumstances over time."
- » HoNOS scoring – each item is scored 0-4.
- » HoNOS rating rules:
 - ▶ Rate scales in order.
 - ▶ Use all available information in making your rating.
 - ▶ Do not include information rated in an earlier scale.
 - ▶ Consider the degree of distress the problem causes, and the effect it has on behaviour.
 - ▶ Rate the most severe problem that occurred in the rating period.
 - ▶ The rating period is generally 2 weeks except at discharge from inpatient care – when it is the previous 3 days if admission is less than 14 days.
 - ▶ As far as possible the use of rating 7 should be avoided.
 - ▶ Specific information on how to rate each point is provided in the glossary of the HoNOS guide for New Zealand clinicians. The glossary should be referenced at all times.
- » HoNOS is a clinician rated tool.
- » Explain FOC (focus of care).

Tip: Sign in to the secure section of the Te Pou website for copies of training material available for local use and adaptation.

Reliability, validity:

- » Validity of HoNOS – it is very good at measuring what it is meant to measure.
- » Inter-rater reliability – HoNOS is generally very good provided raters use the glossary to complete ratings, and practice scoring with peers.
- » There is a key research base to the HoNOS family of measures.

Requirements for being able to provide HoNOS ratings:

- » Be a mental health clinician.
- » Be able to exercise clinical judgement.
- » Have been trained in the use of the specific HoNOS measure.
- » Have completed a comprehensive assessment – use information available from all sources.

Use in practice:

- » Tāngata whai ora engagement is important.
 - » There should be synergy between HoNOS ratings, recovery planning and clinical notes.
 - » HoNOS should reflect documentation for the same period.
 - » The measures have utility at many different levels; individual, team, service and national/international levels. Consider running an activity where the participants explore how the information can be used at these different levels.
 - » Feeding back outcome measurement information is encouraged.
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Conclusion

- » Summarise the training key points and key messages.

Wrap up

- » Run a question and answer session.
- » Training evaluation - Hand out and collect from each participant.

Post training follow up

- » Review the training evaluation feedback.
- » Consider any recommendations to improve the training.
- » Send an email to all participants:
 - ▶ Thank them for attending.
 - ▶ Provide useful links to reference materials.
 - ▶ Reiterate key training points and messages, and any local systems information.
 - ▶ Link to refresher training for further ratings practice.
- » Keep a register of those who have completed training (detailing the specific measure), to assist in any follow-up for refresher training at a later date.

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