



Eastern Regional Health Authority

SCHEDULE

TERMS OF REFERENCE

Nature and Scope

Instructors must lead, instruct and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training and stretching. They work with people of all ages and skill levels.

Minimum Training and Experience

- Certificate in Group Training/Fitness Instructor or Physical Training Instructor or Personal/Fitness Trainer with 2-3 years working experience
- Experience/Training in exercise for special populations (elderly, pregnant women, chronic disease etc.)
- Experience/Training in Arm Chair Aerobics

Accountability

The Aerobics Instructor will report to the District Health Visitor at the respective health facility. In the absence of the District Health Visitor, the Aerobics Instructor will report directly to the Health Promotion Specialist or Wellness Coordinator.

Provision of Services

County	Aerobics Instructor	Location	Clinic	Days & Time
St. Andrew/ St. David	1	Coryal Outreach Centre	Integrated & Chronic Disease Clinic	Tuesdays & Wednesday 8:00 a.m. - 9:00 a.m.
		Valencia Outreach Centre	Chronic Disease Clinics	Fridays 8:00 a.m. - 9:00 a.m.
	2	Matura Outreach Centre	Chronic Disease Clinic	Mondays 8:00 a.m. - 9:00 a.m.
		Cumuto Outreach Centre	Chronic Disease Clinic	Wednesdays 8:00 a.m. - 9:00 a.m.
		Manzanilla Outreach Centre	Chronic Disease Clinic	Thursdays 8:00 a.m. - 9:00 a.m.
	3	Sangre Grande Enhanced Health Centre	Aerobics - Exercise by Prescription	Tuesdays, Wednesdays & Thursdays 10:00 a.m. - 11:00 a.m.
	4	Cumana Outreach Centre	Chronic Disease Clinic	Fridays 8:00 a.m. - 9:00 a.m.
		Toco Health Centre	Chronic Disease Clinic	Tuesdays 8:00 a.m. - 9:00 a.m.
	5	Sans Souci Outreach Centre	Health Office	Fridays 8:00 a.m. - 9:00 a.m.
		Grande Riviere Outreach Centre	Integrated Clinic	Thursdays 8:00 a.m. - 9:00 a.m.
Matelot Outreach Centre		Integrated Clinic	Mondays 8:00 a.m. - 9:00 a.m.	
Nariva/ Mayaro	6	Biche Outreach Centre	Chronic Disease Clinic	Wednesdays 8:30 a.m. - 9:30 a.m.
		Rio Claro Health Centre	Chronic Disease Clinic	Fridays 8:30 a.m. - 9:30 a.m.
	7	Rio Claro Health Centre	Aerobics – Exercise by Prescription Initiative	Tuesdays & Thursdays 10:00 a.m. - 11:00 a.m.

County	Aerobics Instructor	Location	Clinic	Days & Time
		Guayaguayare Outreach Centre	Chronic Disease Clinic	Tuesdays 8:00 a.m. - 9:00 a.m.
	8	Brothers Road Outreach Centre	Chronic Disease Clinic	Tuesdays 9:00 a.m. - 10:00 a.m.
			Aerobics – Exercise by Prescription Initiative	Wednesdays & Fridays 10:00 a.m. - 11:00 a.m.
	9	Mayaro District Health Facility	Aerobics – Exercise by Prescription Initiative	Wednesdays & Fridays 3:00 p.m. - 4:00 p.m.

* Please note that the Aerobics Instructor will be assigned based on need and availability and cannot be assigned to specific clusters within both counties due to overlapping class schedules.

Specific Responsibilities:

- Conduct Arm Chair Aerobics at Health Facilities for clients at the Chronic Disease Clinics on specified days and times.
- Provide direction and assistance during exercises and use of gym equipment such as dumbbells if required.
- Assess physical fitness needs of clients and adapt exercises as required.
- Advise clients on proper exercise techniques to prevent or manage injury.
- Complete attendance registers for each class conducted. The register must be endorsed by the District Health Visitor with a signature and health facility stamp.
- Complete claim forms for classes held per health facility and record the number of attendants on claim forms. The claim forms must be endorsed by the District Health Visitor with a signature and health facility stamp at the end of the month.
- Submit completed endorsed claim forms to the Wellness Department for verification and processing.
- Records and provide written reports on all accidents, incidents and injuries to clients to the District Health Visitor and follow additional Accident/Incident reporting procedures as necessary.
- Conduct physical activity sessions in support of health promotion activities such as School Health and Community Outreach conducted by departments within the ERHA.
- Attend workshops/seminars/updates/meetings and participate in training programmes as required.
- Evaluate individuals' abilities, needs and physical conditions and develop suitable exercises to meet any special requirements.
- Observe participants and provide assistance and direction of corrective measures necessary for skill improvement.
- Monitor participants' progress and adapt exercises as needed.

- Instruct participants in maintaining exertion levels to maximize benefits from exercise routines.
- Offer alternatives during classes to accommodate different levels of fitness.
- Conduct exercises to reduce and/or manage injury.
- Plan routines, choose appropriate music and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
- Teach proper breathing techniques used during physical exertion.
- Maintain fitness equipment as required.
- Explain and enforce safety rules and regulations governing exercises, techniques and the use of exercise equipment.
- Teach and demonstrate use of exercise equipment.
- Refer injured persons to physicians.
- Maintain equipment inventories and select, store, or issue equipment as needed.
- Prepare lesson plans and deliver health education talks preapproved by the Health Promotion Specialist/Health Education Officer/Wellness Coordinator on exercise related topics (Benefits of Exercise, Types of Exercises – Cardiovascular/Aerobic, strength, balance, mobility and flexibility, core exercises, upper and lower body exercises, Exercise injury prevention and management and Importance of hydration before, during and after exercise).
- Participate in performance evaluations to be conducted by Wellness Department that will review lesson plans, health education talks, class structure, client interaction, exercise suitability and modifications.