

TRAINING NEEDS ASSESSMENT

University of Birmingham, Birmingham, UK

Before reading the instructions, please complete the following:

Job position: Sex: Male Female

Number of years in present job: Years

Age: Years

Have you been involved in research over the past 5 years? Yes No

If “yes”, in what capacity were you mainly involved?

Describe briefly (e.g. administration/management, designing, data collection, analysis, report writing, participant).

What was the topic of the research? Describe briefly (if you were involved in more than one research programme, describe only the last).

Has this research been published (or to be published in the near future?) Yes No Uncertain

Completion guidelines:

This questionnaire is comprised of two sections (A, and B) on training needs in your own profession. Please answer all the questions honestly in order for us to have a complete picture of your training needs. Each section has completion guidelines. Please read these and follow them carefully.

SECTION A: PROFESSIONAL TRAINING AND ORGANISATION NEEDS

In order to carry out your work effectively, you need not only the relevant skills but also the right working conditions (e.g. contact with other people, compatible working practices, lack of practical limitations, etc.). In other words, your work environment must allow you to exercise your skills appropriately. Below you will see listed a series of skills, many of which you undertake in the performance of your work. Look at each of these activities and then rate each one in four ways, writing the appropriate number in each box. The first two ratings (A & B) concern how you evaluate their importance and your current performance. The other two ratings (C & D) concern the scope for performance improvement, either through training alone or through changes in working conditions.

For your convenience, ANSWER VERTICALLY (as of each rating A, B, C, D separately) for all questions from 1 - 30.

D. To what degree could the appropriate training raise your performance level in this activity? Please rate expected performance after appropriate training ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

C. To what degree could the appropriate organisational changes raise your performance level in this activity? Please rate expected performance after organizational change ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

B. How good do you consider your current performance in this activity?
Grading from 1 – 7, where 1= not good at all, 7= very good

A. How crucial is this activity for successful performance in your work?
Grading from 1 – 7, where 1 = not at all crucial, 7= extremely crucial

1. Developing a relationship of trust with patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Doing paperwork and /or routine data inputting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Critically evaluating published research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Appraising your performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Having a good relationship with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Interpreting your own research results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Applying research results to your practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. To what degree could the appropriate training raise your performance level in this activity? Please rate expected performance after appropriate training ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

C. To what degree could the appropriate organisational changes raise your performance level in this activity? Please rate expected performance after organizational change ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

B. How good do you consider your current performance in this activity?
Grading from 1 – 7, where 1= not good at all, 7= very good

A. How crucial is this activity for successful performance in your work?
Grading from 1 – 7, where 1= not at all crucial, 7= extremely crucial

	↓	↓	↓	↓
8. Communicating with patients face-to-face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Defining viable research subjects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Treating patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Introducing new ideas at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Gaining access to literature related to your clinical work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Offering feedback to colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Making information available to patients and/or carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Statistically analysing your own research data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Showing colleagues and/or students how to do things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Planning and organising individual patient care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Evaluating patients' psychological and social needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. To what degree could the appropriate training raise your performance level in this activity? Please rate expected performance after appropriate training ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

C. To what degree could the appropriate organisational changes raise your performance level in this activity? Please rate expected performance after organizational change ONLY.
Grading from 1 – 7, where 1= little or no improvement, 7= very great improvement

B. How good do you consider your current performance in this activity?
Grading from 1 – 7, where 1= not good at all, 7= very good

A. How crucial is this activity for successful performance in your work?
Grading from 1 – 7, where 1= not at all crucial, 7= extremely crucial

19. Organising your time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Using technical equipment (including computers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Writing papers on your research studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Undertaking health promotion activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Achieving your goals with limited resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Assessing patients' clinical needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Collecting and collating relevant research information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Planning a research study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Working as a member of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Gaining access to research means (e.g. time, money, information and equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Undertaking administrative activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Personal adaptation to health service change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: SPECIAL TRAINING NEEDS

Please define the clinical fields in which you would like to have further training or guidance. Give fields in order of importance in the box below:

THANK YOU VERY MUCH FOR YOUR COOPERATION

Please make sure that you have answered all the questions and post the completed questionnaire in the enclosed envelope as soon as possible.