

Hampshire Partnership Training Needs Analysis

1. Which service is this being completed for?

* 1. Which directorate or service are you representing?

Older Peoples Mental Health Services

Facilities Management

Finance

Learning Disability Services

Social Care Services

Specialised Services

Human Resources

Information and Performance

Adult Mental Health

Other (please specify)

* 2. Please enter your name and contact details.

Name:

Job Title

Email Address:

Phone Number:

Hampshire Partnership Training Needs Analysis

2. Clinical elective

Our Trust needs to know if the current 'elective clinical' training that we provide is still meeting the needs of directorates. Please review the courses below using the drop down fields.

If you do not have any clinical areas in your service please skip this question.

1. Top Tip - select the drop down fields for one topic at a time.

| | Is this training applicable to your directorates/ service? (Y/N) | Does it meet your current training needs? (y/n - n/a) | What is the priority of this training? (High or Low) |
|---|---|--|---|
| Autism Awareness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Deprivation of Liberties Safeguards | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Mental Capacity Act & DOLS | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Exercise Supervision | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Administration of Anti- Psychotics | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Alcohol and Dementia | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Buccal Midazolam | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| CANFOR-S | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Clinical Audit | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Communication in LD | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Dementia Care | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Depot and IM Administration | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Dialectical Behaviour Therapy | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Dual Diagnosis | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Eating and Drinking Difficulties | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Epilepsy Awareness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Health of the Nation Outcome Scales | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Memory Matters Group for Patients | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Introduction to Cognitive Behaviour Therapy | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Introduction to Dialectical Behaviour Therapy | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Introduction to Post Traumatic Stress Disorder | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Makaton | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Making Recovery a Reality | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Medical Devices | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |

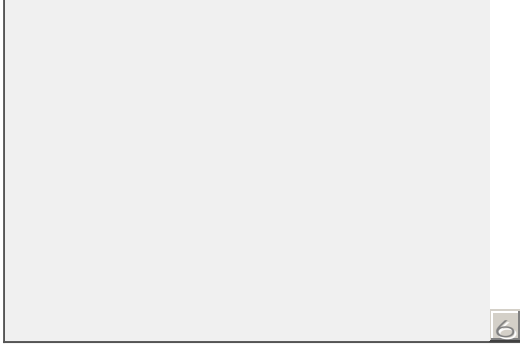
Hampshire Partnership Training Needs Analysis

Controllers

| | | | |
|--|--------------------------------|--------------------------------|--------------------------------|
| Mood Disorders | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Nurses Providing Evidence to the Tribunal | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Participation and Engagement | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Person Centred Planning | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Personality Disorders | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Producing Easy Read Information | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Psychopharmacology and Advanced Medicines Management | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Psychosis - Introduction | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Rectal Diazepam | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Risk Taking in Therapy | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Risperdal Deltoid Administration | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Search | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Self Harm - Working Collaboratively | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Sexual Abuse & Sexual Violence Awareness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Signing | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Slips, Trips and Falls | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Support Plans | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Supported Living | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Supporting Staff after Trauma | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Venepuncture | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Women's Mental Health | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Working with People with Dementia | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| WRAP | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Learning Disability and Dementia | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Sensory Loss Awareness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Physical Health Assessment and Monitoring | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |

Please comment on your answers

Hampshire Partnership Training Needs Analysis



Hampshire Partnership Training Needs Analysis

3. Nutrition Training

As part of the "Quality reporting" and CQRM schedule for 2010/11, we are required under question 37 to report on the level of nutrition training with the Trust.

To assist in planning and development of a training strategy please complete the following.

* 1. What nutrition training have you provided to your staff?

- None
- Internal provision (delivered by your staff)
- Internal provision (delivered by other Trust staff)
- External provision (purchased set of training)
- elearning access
- Other

Other (please specify)

2. Which staff have attended nutrition training?

- Health Care support Workers
- Qualified Nurses
- Medical Staff
- Allied Health professionals
- Psychologists
- Other
- None

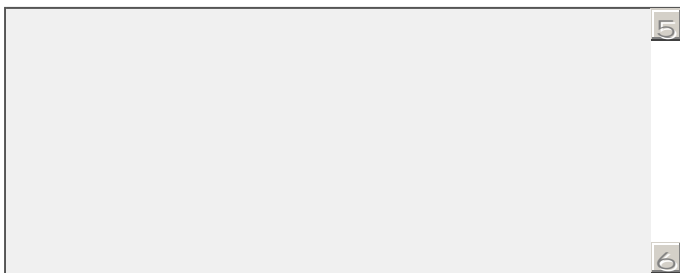
Other (please specify)

CQRM Question 36, Nutrition

All users of inpatient services (minimum overnight stay) must have an individual nutritional assessment (using a nationally validated tool such as M.U.S.T or equivalent) undertaken within 48 hours of admission (where appropriate) which is repeated at least once weekly for the duration of their admission. Where the tool identifies the patient being at risk a care plan is to be implemented.

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- * 3. To meet the standard laid out in question 36 (see above). What are your training needs for nutrition assessments and care planning? Example: The number of staff, the level of training needed.



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4. Non-Clinical Elective

Our Trust needs to know if the current 'non-clinical elective' training provision is still meeting your needs. Please review the courses below using the drop down fields.

1. Top Tip - select the drop down fields for one topic at a time.

| | Is this a training need for your service/ directorate? (y/n) | Does it meet your current training needs? (y/n - n/a) | What is the priority of this training? (High/Low) |
|---|--|---|---|
| Managing Workloads | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Assertiveness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Coaching and Feedback | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Delivering Equality - elearning | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Effective Communication | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Emotional Intelligence | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Equal Opportunities | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Facilitation Skills | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Impact Assessments | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Information Governance | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| IT Training (Word, Excel, Powerpoint, Publisher, Outlook) | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| KSF - Awareness | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| NHS Elite - IT Skills elearning | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| NHS Health - IG elearning | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Oracle: Requisitions, Receiving and Notifications | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Presentation Skills | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Respect and Values (was working with dignity) | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Supporting Staff after Trauma | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Telephone Skills for Traumatic Events | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Training Database - Reports and Functions | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Training Practice | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| CV and Interview Skills | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Minute Taking | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Speed Writing | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Personal Effectiveness and Management | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |

Hampshire Partnership Training Needs Analysis

Development

Basic Skills in Project
Management

Caring for Customers

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5. Management and Leadership

Our Trust needs to know if the current management and leadership training provision is still meeting your needs. Please review the courses below using the drop down fields.

1. Top Tip - select the drop down fields for one topic at a time.

| | Is this a training need for your service/ directorate? (y/n) | Does it meet your current training needs? (y/n - n/a) | What is the priority of this training? (High/Low) |
|---|--|---|---|
| Advance Leadership Programme (bands 7&8+) | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| ASPECTS of Leadership (bands 5&6) | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Appraisal skills | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Budget management | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Discipline and Grievance handling | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Facilitating flexible working | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Harrassment and bullying | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Interviewing skills | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Managing performance | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Managing sickness absence | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Organisational change | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Recruitment and selection | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |
| Supporting staff after trauma | <input type="text" value="6"/> | <input type="text" value="6"/> | <input type="text" value="6"/> |

Please comment on your answers

Hampshire Partnership Training Needs Analysis

6. Essential Training Delivery

For both statutory and mandatory training what is your preferred method of delivery?

* **1. Top tip - you may select more than answer per row.**

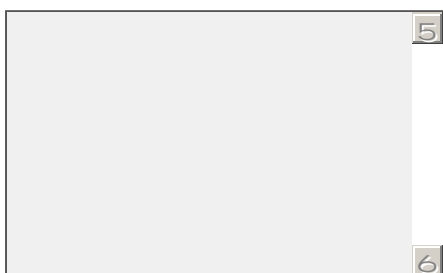
| | online assessment | self study module online | face 2 face training course | short presentation | online video | practical assessment | online and practical assessment |
|-------------------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| Fire | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Food hygiene | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health and safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moving and handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assessment and positive risk taking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Care planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Care programme approach | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict resolution and breakaway | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Care and responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Infection prevention and control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information governance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medicines management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mental health act | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PROACT SCIP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safeguarding Adults | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

* 2. How should PD&T coordinate essential training?

- As we do now, scheduled courses across Hampshire
- Essential training days e.g: 3 yearly update days
- A mix of 'one off' courses and essential training days
- Bulk training in a large venue
- Put as much online as possible
- Practical scenario based assessments at work bases

Other ideas?



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7. Directorate Specific Essential Training

What would your mandatory training list look like?

1. Here is a opportunity to create your own list of "essential training" topics. Putting aside the current list of statutory and mandatory topics, please detail in order of priority, the topics that you think are essential to your service or directorate, and the staff groups that would need to do these. This is not a test, but an opportunity to contribute to a bespoke Essential Training framework for your directorate or service.

Example:

Appraisal skills - All staff band 6 and above

Infection control - All clinical staff

Physical health assessments - All qualified nurses

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| 17 | |
| 18 | |
| 19 | |
| 20 | |

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8. Widening participation

Our Trust currently provides 4 key development tools for bands 1-4, these are:

- 1) Learning Accounts
- 2) NVQ's
- 3) Adult numeracy and literacy
- 4) Apprenticeships

The future of this funding is yet to be determined. How well do these tools meet your current needs?

*** 1. Please rate the value of the £150.00 learning accounts**

| | No Value | Little value | Some Value | High Value |
|---|----------|--------------|------------|------------|
| For individuals e.g: Art lessons, counselling skills | jñ | jñ | jñ | jñ |
| For the purchase of one off events e.g: Customer Service skills | jñ | jñ | jñ | jñ |
| For your service or directorate | jñ | jñ | jñ | jñ |

Leave comments about learning accounts here

*** 2. We offer NVQ's (National Vocational Qualifications) in 4 levels; 2,3,4&5. The topics range from Business Admin, Portering, Front of house, Social Care to Housekeeping.**

How well does the NVQ provision meet the needs of your directorate or service, what could we do better in this area?

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* **3. Skills for life provides adult literacy and numeracy development. 3.5 million UK workers struggle everyday with reading, writing and maths. (ref: Get On at Work)**

How important is it that this development opportunity continues for your staff?

Extremely important

Important

Important but not a priority

Not important

4. The Centre for Professional Development in Mental Health (CPDMH) is the Trust's own self financing, in-house provider of continuing professional development educational events and training courses. It organises and delivers a rolling programme of events at venues across Hampshire.

Please list the directorate's current top 3 unmet C.P.D learning needs and indicate the number and type of staff requiring learning and/or training in each topic

Topic 1

Topic 2

Topic 3

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9. What else do you need?

1. Please detail any other training that you are currently providing within your directorate or service.

Example:

- a) Nutrition training - provided by a supplier
- b) Slips Trips and Falls - provided by our Matrons
- c) Observation training - provided by our Matrons

| | |
|----|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |
| 3 | <input type="text"/> |
| 4 | <input type="text"/> |
| 5 | <input type="text"/> |
| 6 | <input type="text"/> |
| 7 | <input type="text"/> |
| 8 | <input type="text"/> |
| 9 | <input type="text"/> |
| 10 | <input type="text"/> |

2. What other training that has not already been mentioned or addressed in this survey are you expected to/ would like to provide during 2011/12.

Example:

Buccal Midazolam

Project Management

| | |
|----|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |
| 3 | <input type="text"/> |
| 4 | <input type="text"/> |
| 5 | <input type="text"/> |
| 6 | <input type="text"/> |
| 7 | <input type="text"/> |
| 8 | <input type="text"/> |
| 9 | <input type="text"/> |
| 10 | <input type="text"/> |

10. PD&T Evaluation

This page is an opportunity to provide feedback for Personal Development and Training.

* **1. As a director of a service, or leader of a department, how satisfied are you with the service that PD&T provides.**

Very satisfied

Satisfied

Unsatisfied

Very unsatisfied

* **2. What 3 objectives would you like to see PD&T work towards over the next 18 months?**

1

2

3

11. Final Comments

1. Please add any final comments or feedback about your training needs for 2011/12 or this method of needs analysis.

| | |
|--|---|
| | 5 |
| | 6 |

12. Sign off

- * 1. The information submitted has been agreed / authorised by the Director of Operations for your directorate, or the most appropriate Senior Director/Lead for your service.

Signed off by

Job Title

Date