



NOTTINGHAMSHIRE
ALLIANCE TRAINING HUB

Role of the NATH Training Needs Analysis (TNA) Ambassador

- Raise awareness of the survey in advance of it going live so people know it is coming and understand why it is beneficial to participate
- Promote, circulate and encourage uptake of the NATH Primary Care Training Needs Analysis (TNA) across your networks each week the survey is live
- Aim to achieve a minimum of 10% response rate for job groups / PCNs you are specifically targeting
- Participate in the TNA yourself
- Provide us with any feedback (yours or hearing from others) on the survey so that we can improve it and make sure it is fit for purpose

We don't expect this to be an onerous task, simply to circulate an email each week and promote it through word of mouth at any network events you are already attending. Details of our TNA survey can be found on our website here:

<https://www.nottstraininghub.nhs.uk/events-training/training-needs-analysis/>

Why volunteer as an ambassador?

Support the development of you and your peers in ensuring the right training is provided in 2023/24 to meet the needs of our workforce

Build on your reputation as a leader, influencer and role model across your peers and the ICS

Build strong relationships with your local Training Hub (NATH)

Develop your communication skills

Increase your network across the ICS, and help others in similar job groups find and network with each other

Demonstrate collaborative working across ICS partner organisations and be a part of a System-wide project

How will it work?

- We will inform you which job groups / PCNs we would specifically like you to target. You can also share the survey as far and wide across all job groups in addition to the target job groups, to maximise our reach, however the focus will be on the target group.
- The data we provide you will include the latest figures we have for workforce numbers across Nottingham and Nottinghamshire ICS (we appreciate these may not be accurate but are using it as our guide). We will highlight the target number we want to reach as a minimum at the end of the survey, as well as weekly targets to hit that.
- **The survey is live for 4 weeks.**
- **It is ONLY for primary care workers in Nottingham and Nottinghamshire, and we want all individuals to complete the survey. It is not set-up for managers to complete on behalf of their teams.**
- Each Monday after weeks 1, 2, and 3, we will share an update with you on how many responses we have had against each job group / PCN so you can monitor engagement levels and see where you need to push for further responses.
- Whilst our target is min 10%, the higher the engagement per job group / PCN, the more accurate and reliable the training needs identified will reflect the majority of the workforce.
- You will be provided with a unique web link for the survey which is specific to you or the target job group / PCN. **Please only use this web link when encouraging participation.** This is the first year we are trialing ambassadors to help spread the word. The unique links help us see how many individuals are clicking through to the survey from your advert source.
- We will also provide you with a weekly figure of the number of link clicks to help you measure your engagement of your promotion.
- When the survey is closed, we will share the final figures with you so you have a complete picture. The summary of the results will be published on our website once analysed (1-2 months after closing date). We'll send you an email when live so you can see the report findings.

Benefits / examples of messages you can use to promote the survey

- Share with them the progress summaries and make it a competition! Strive for over 50% response rate! Race against other job groups / PCNs, or encourage people to get the highest number of responses per Primary Care Network.
- At the end, there is the option for people to enter into a draw to receive a voucher – three people received a voucher from last year's survey!
- Give countdowns to the closing date, e.g. 2 weeks left, 1 day left – don't miss out! We directly use this feedback to shape our annual programme of training events.
- Link to our blog post which highlights what we actioned from all the feedback we received last year to demonstrate that their voice does make a difference –

<https://www.nottstraininghub.nhs.uk/news/you-said-we-did-%E2%80%93-primary-care-training-needs-analysis-2022/>

- We have introduced a new section this year looking at Equality, Diversity and Inclusion (EDI) training needs, specifically to help address inequalities highlighted in the Nottingham and Nottinghamshire Primary Care Racial Equity and Diversity Working Group Racism and Discrimination Survey Report 2022 –
<https://www.nottstraininghub.nhs.uk/news/tackling-racism-and-discrimination-in-primary-care-survey-results/>
- Reassure people we are taking their data protection seriously and have a specific Privacy Policy for the TNA data, which they can read on our website here -
<https://www.nottstraininghub.nhs.uk/events-training/training-needs-analysis/tna-privacy-policy/>
- Examples of events we hosted last year from the TNA results:
 - Mental Health in Primary Care
 - Frailty Conference
 - Introduction to the Diabetes Prevention Programme
 - Palliative Care
 - Joint Injections in Primary Care
- Examples of training we are commissioning over 2022/23 from the last TNA results:
 - Spirometry
 - Care navigation for non-clinical roles
 - MPSU leadership modules
 - Group consultations