



Role of the NATH Training Needs Analysis (TNA) Focus Group Member

- Act as an ambassador for the TNA within your practice and across your networks:
 - 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
- Participate in the TNA yourself
- Participate in a virtual focus group (if required) to:
 - Deep dive into specific areas of the TNA results to understand feedback in more detail
 - Discuss how best NATH can make improvements to our service based on the TNA feedback
 - Identify how you and your practice can help us achieve the actions / outcomes from the TNA feedback and how you commit to supporting this, e.g. getting an increased uptake of shorter courses based on priority needs
- Provide us with any feedback (yours or hearing from others) on the experience of survey so that we can improve it and make sure it is fit for purpose next year

We don't expect promoting the TNA 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/>

How being a TNA Focus Group Member will benefit you

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 the promotion work during the go live dates

- Share the survey as far and wide across all your networks to help increase uptake.
- We will highlight the target number we want to reach as a minimum at the end of the survey, as well as weekly PCN targets to hit that. 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).
- **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 PCN so you can monitor engagement levels.
- Whilst our target is min 10%, the higher the engagement per 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 our TNA Focus Group Members. **Please only use this web link when encouraging participation.** This is the first year we are trialing Focus Group Members 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 the engagement of your collective 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 PCN progress summaries and make it a competition to get the highest number of responses per PCN!
- 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

TNA virtual focus groups

Should we require focus groups after the TNA closes and we have done our initial analysis, we will reach out to you again to outline the terms of reference for the group (e.g. aims, objectives), and book in a Teams meeting date.