



DIABETES RESEARCH NETWORK

PATIENT ADVOCATE

TRAINING NEEDS ANALYSIS

The Diabetes Research Network (DRN) wants to ensure that Patient Advocates involved in network activities get the most from their time and commitment. This Training Needs Analysis is designed to identify areas that are most important for Patient Advocates to fulfil their specific role(s) within the network, and to assess the individual's current level of skill and knowledge in those areas. Once we have this information, we will try to provide appropriate training and development opportunities to make sure that those involved are equipped to contribute fully to the future of the DRN.

If you would like to discuss your role within the network, or what skills might be appropriate, please contact Martin Lodemore on 020 7594 1796 or at: m.lodemore@imperial.ac.uk, your Local Research Network centre, or the coordinator of the activity with which you are involved.

Name: _____

DRN centre: _____

Group: _____

Date: _____

GENERAL SKILLS AND EXPERIENCE

Please indicate by ticking the relevant boxes how you rate the importance to your role of each skill or experience area, and the level of skill or experience that you feel you have currently. When scoring each area, please use the following scale:

Importance:

1-not at all important 2-not particularly important 3-important 4-very important 5-extremely important

Current Skill or Experience Level:

1-no skill or experience 2-some skill or experience 3-reasonable skill or experience 4-quite skilled or experienced 5-very skilled or experienced

Communication skills (e.g. listening skills, presentation skills, taking part in discussions)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Committee procedures (e.g. preparing for meetings, dealing with agendas and minutes)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Critical analysis skills (e.g. reading and analysing reports, critiquing reports or papers)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Presentation skills (e.g. public speaking techniques, delivering presentations)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Language skills (please state specific language): _____

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Other skills (please list any other skills which you consider appropriate to your role)

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COMPUTER SKILLS AND EXPERIENCE

If use of a computer will be required for your involvement, please indicate by ticking the relevant boxes how you rate the importance of each skill for your role and the level of skill or experience that you feel you have currently. When scoring each area, please use the following scale:

Importance:

1-not at all important 2-not particularly important 3-important 4-very important 5-extremely important

Current Skill or Experience Level:

1-no skill or experience 2-some skill or experience 3-reasonable skill or experience 4-quite skilled or experienced 5-very skilled or experienced

Everyday computer skills (e.g. using Windows, organising computer files)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Using the Internet and on-line activities (e.g. searching the net, using e-mail, downloading files)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Using the DRN Portal (e.g. accessing areas, finding files, downloading files)

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Using specific software (e.g. MS Word, Excel, PowerPoint – please state which): _____

Importance	1.	2.	3.	4.	5.
Skill level	1.	2.	3.	4.	5.

Do you have knowledge/experience of other software packages (please list any which might be appropriate to your role, or future roles within the DRN)

DIABETES AND RESEARCH KNOWLEDGE AREAS

Please indicate by ticking the relevant boxes how you rate the importance to your role of each skill or experience area, and the level of skill or experience that you feel you have currently. When scoring each area, please use the following scale:

Importance:

1-not at all important 2-not particularly important 3-important 4-very important 5-extremely important

Current Skill or Experience Level:

1-no skill/experience 2-some skill/experience 3-reasonable skill/ experience 4-quite skilled/experienced 5-very skilled or experienced

Living with diabetes, or caring for someone with diabetes

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.

General knowledge of diabetes

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.

The complications of diabetes (please state if specific complication required): _____

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.

How clinical research works

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.

What is happening in diabetes research

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.

How the Diabetes Research Network operates

Importance	1.	2.	3.	4.	5.
Knowledge	1.	2.	3.	4.	5.