Public Health Workforce Survey
2011 Emergency Preparedness Training Needs Assessment
Template Sample

Scope

A newly developed training needs assessment is available to assist public health agencies and partners to identify preparedness and emergency response training needs. NWCPHP collaborated with a state partner to survey the training needs, interests, and modality preferences of their public health workforce. The instrument assesses current confident levels and training needs in public health emergencies and included questions on delivery preferences, barriers to training, and priority general workforce development topics areas.

Purpose

The purpose of the training needs assessment was to identify the emergency preparedness training needs, interests, and modality preferences of the public health workforce. The results of this assessment can be used by public health planners and partners to develop and implement emergency preparedness and response training plans.

The public health workforce is diverse in professional background, level of public health training, positions within organizations, age, race/ethnicity/language, etc. Therefore, the analysis can include some stratification or focus on different subgroups within the workforce.

Outcomes

1. Identify the best mechanisms for training the emergency preparedness and response public health workforce
   - How does the workforce currently access training?
   - What training modalities are preferred by staff?
   - What strategies or incentives will maximize participation in training?

2. Identify high priority training interests and needs related to selected areas of public health practice (topics, target audiences, level of content/competence to target). For example, high priority training areas identified to date include:
   - Familiarity with incident command;
   - Emergency Operations;
   - Processes for keeping the media informed;
   - Risk communications;
   - Continuity of operations;
   - Volunteering during an emergency;
   - Personal and family preparedness;
- Office/division/agency policies around various emergency situations (e.g. natural disaster vs. biochemical disaster)
- Response scenarios;
- Training necessary if you are a responder;
- Public health roles and responsibilities in an emergency, etc.

3. Identify gaps in resources/training tools needed to train new emergency preparedness and response workforce members with no prior public health training or experience.

4. Understand the level of interest/potential volume of participants in future training programs.

5. Identify training needs at the state level to assist in planning for their own training activities and emergency preparedness and response workforce development.

Format

The Emergency Preparedness Training Needs Assessment template consists of 63 questions in four sections:

I. Employment Information
II. Emergency Preparedness Competencies
III. Training Preferences
IV. Demographic Information

National Frameworks

The assessment was created using two national frameworks. Competency statements were developed to reflect the Centers for Disease Control and Prevention’s (CDC) new Public Health Preparedness Capabilities: National Standards for State and Local Planning. The assessment included questions that were designed to reflect the functions and tasks listed for each of the fifteen preparedness capabilities. Statements from the Public Health Preparedness & Response Core Competency Model were included to assess confidence and training need surrounding these newly developed competencies by the CDC, Preparedness and Emergency Response Learning Centers (PERLCs) and Association of Schools of Public Health.

Analysis

A detailed analysis plan was developed to assess knowledge/skill area, level of confidence in knowledge/skill, and perceived need for training, using a 4-point scale for each. A composite score was calculated for each of the 32 emergency preparedness competencies. The composite score is the sum of the percentage of respondents reporting they are “not at all confident” or “somewhat confident” in a given competency and the percentage of respondents reporting a “moderate need” or “high need” for training in the same competency. The final analysis plan included stratification of various questions by response groups.
The following is a sample of questions on the Emergency Preparedness Training Needs Assessment:

## II. Emergency Preparedness Competencies

<table>
<thead>
<tr>
<th>TASK</th>
<th>LEVEL OF CONFIDENCE</th>
<th>NEED FOR TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td>Very Confident 1</td>
<td>No Need 1</td>
</tr>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td>Somewhat Confident 2</td>
<td>Low Need 2</td>
</tr>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td>Confident 3</td>
<td>Moderate Need 3</td>
</tr>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td>Not at all Confident 4</td>
<td>High Need 4</td>
</tr>
<tr>
<td>How confident are you in your ability to perform this task?</td>
<td>Not Applicable N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK</th>
<th>LEVEL OF CONFIDENCE</th>
<th>NEED FOR TRAINING</th>
</tr>
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<tbody>
<tr>
<td>Describe the role of state and local public health agencies.</td>
<td>1 2 3 4 N/A</td>
<td>1 2 3 4 N/A</td>
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<tr>
<td>Describe the role of public health agencies in a natural disaster (flood, earthquake, etc.)</td>
<td>1 2 3 4 N/A</td>
<td>1 2 3 4 N/A</td>
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<tr>
<td>Describe the role of public health agencies in a nuclear, radiological, or chemical incident.</td>
<td>1 2 3 4 N/A</td>
<td>1 2 3 4 N/A</td>
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<tr>
<td>Locate current federal, state, and local public health laws and describe how they affect the public health agencies response in an emergency.</td>
<td>1 2 3 4 N/A</td>
<td>1 2 3 4 N/A</td>
</tr>
</tbody>
</table>

41. I have a plan for my family in the event of a public health emergency.

- [ ] Yes
- [ ] No

42. I have an emergency kit with a flashlight, food, and water for my home.

- [ ] Yes
- [ ] No

## III. Training Preferences

44. Which of the following training formats would you be likely to participate in? (Check all that apply)

- [ ] Classroom training
- [ ] Day long workshop-style event
- [ ] Webinar presentations
- [ ] Distance education that can be completed at your own pace (e.g., satellite or web-based courses)
- [ ] A combination of classroom instruction and distance education
- [ ] Other (please specify)
46. How important is each of the following issues to you when participating in training courses?

<table>
<thead>
<tr>
<th></th>
<th>Highly important</th>
<th>Moderately important</th>
<th>Somewhat important</th>
<th>Not important</th>
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</thead>
<tbody>
<tr>
<td>Opportunity to interact with instructor</td>
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<tr>
<td>Opportunity to interact with other participants</td>
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<td>Being part of a group that is taking the same course at the same time</td>
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<td>Opportunity to start at any time</td>
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<tr>
<td>Opportunity to complete at your own pace</td>
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56. Please specify any additional training needs related to emergency preparedness and response that you may have: