

Training Needs Analysis Report – Alcohol and Drugs

ADAT Prevention & Education Subgroup

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Executive Summary

The Training Needs Analysis Report – Alcohol and Drugs details the results of an analysis undertaken in 2006 across Ayrshire and Arran on behalf of the Alcohol and Drug Action Team (ADAT) Prevention and Education Sub-group. The report provides a comprehensive analysis of the alcohol and drug related training needs of over 50 services from within the National Health Service (NHS), Local Authority and Voluntary Sectors.

The Information and Research Team of the Addiction Services of Ayrshire and Arran National Health Service (NHS) developed a questionnaire to identify selected services' alcohol and drug related training requirements. The questionnaire appraised the services' skills and knowledge of addiction related topics, and additionally ascertained the importance and relevance of a number of topic areas to each service in terms of the services' perceived knowledge, skill and importance in that area.

The report presents background information detailing the process and methodology used to undertake the Training Needs Analysis, reflects on the areas of operation and main remit of the participating services, and provides the results of the Training Needs Analysis.

The key findings of the Training Needs Analysis Report – Alcohol and Drugs include the following:

- A preference of attending pre-arranged calendared courses whilst also having the option of receiving in-house training;
- Participating services rated themselves as being most knowledgeable of the topic 'alcohol awareness', and least knowledgeable of the topic 'working with psycho-stimulant users';
- Participating services rated their overall skills only slightly lower than their knowledge for each topic.

The following specific topic areas were highlighted as requiring priority training across all services:

- Screening and signposting information;
- Information on alcohol and drug treatment and rehabilitation services;
- Legal aspects of substance use;
- Employability issues associated with substance misuse;
- Information on mental health and substance misuse issues;
- Child protection and substance use issues;
- Relapse prevention.

The Training Needs Analysis provides recommendations for future development and practice. The information and feedback from those participating in this Training Needs Analysis will provide considerable direction for future training course delivery in the coming years.

Introduction

This report provides information of a Training Needs Analysis (TNA) undertaken in 2006 by the Information and Research Team of the Addiction Services of Ayrshire and Arran National Health Service (NHS) on behalf of the Alcohol and Drug Action Team (ADAT) Prevention and Education Sub-group.

The ADAT Prevention and Education Sub-Group previously conducted a mapping exercise identifying services who undertake alcohol and drug prevention and education activities.

To complement this, the ADAT Prevention and Education Sub-Group agreed to contact all the services who responded to the mapping exercise with a follow up training needs questionnaire to identify training requirements in relation to alcohol and drug related topics. A questionnaire (Appendix 1) was designed, with a covering letter giving information and direction (Appendix 2), for services to complete and distributed to all identified services/teams/organisations. The results of this Training Needs Analysis will be used to provide a focus and direction for the delivery of future addiction related training across Ayrshire.

This report provides the findings of the Training Needs Analysis.

Methodology

After initial discussions with representatives of the ADAT Prevention and Education Sub-group a scoping exercise was undertaken to quantify and outline how to approach over 50 services across Ayrshire and Arran and conduct a training needs analysis. Options were discussed on the best way to gather feedback from the identified services who had responded to a previous ADAT Prevention and Education sub-group mapping exercise.

Discussions were also held with representatives from the Ayrshire Addiction Training Forum since this Forum co-ordinates and delivers varied addiction related training courses across Ayrshire and Arran (please refer to Appendix 3 for more information regarding the Ayrshire Addiction Training Forum).

As a result of the discussions and the consultation process it was agreed to design a questionnaire and to distribute it to all the services identified in the previous mapping exercise. This questionnaire (Appendix 1) was used to quantify the skills and knowledge of services and to look at the relevance of topics and respondents' training needs.

The questionnaire was registered with and, support was received from the Clinical Effectiveness Team for North Ayrshire Community Health Partnership. A simple scales format was used for each of the 23 topics identified in the questionnaire.

From the list of NHS, Local Authority and Voluntary Sector services, appropriate managers were identified as a main contact for each service. Each of these managers was then sent the questionnaire, with an accompanying cover letter, requesting the assistance of their service(s) to complete the questionnaire.

The questionnaire was designed to be used at team level and managers were asked that it was completed to reflect on the team as a whole, rating their knowledge and skills and the team's particular level of importance of training in each identified topic.

A Freepost return envelope was provided for the completed questionnaire to allow easy return. After a period of 3 weeks, to allow for completion and return, a further letter and questionnaire was sent to those who had not responded.

The collated information was entered into an Access Database for ease of analysis. Analysis was then undertaken against each of the questionnaires with further correlation against area, type of organisation/team, topics knowledge and skills. The findings of the analysis are included in the report.

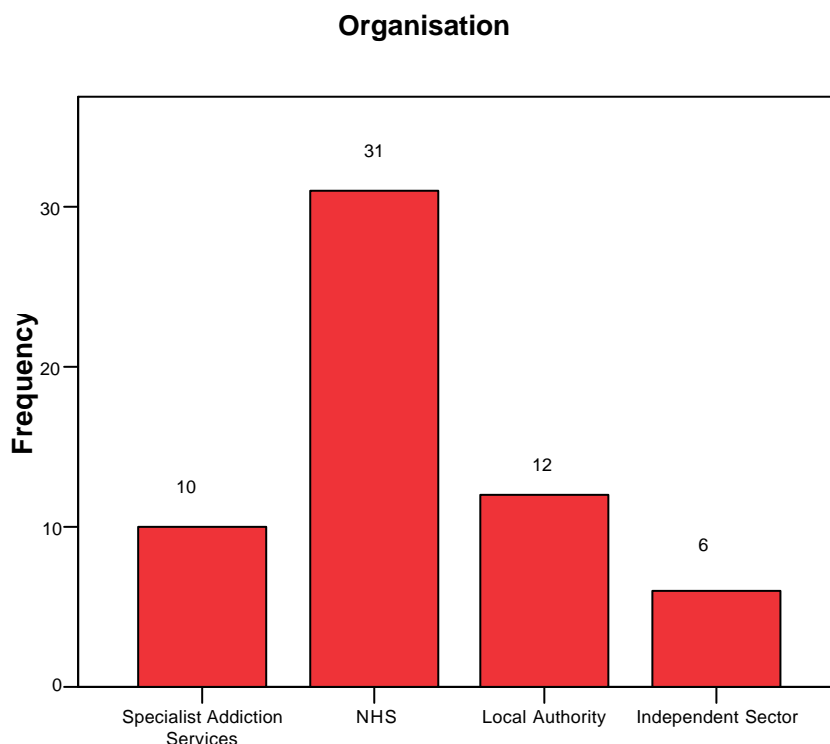
Training Needs Analysis – Findings

Fifty questionnaires were sent out to services across Ayrshire and Arran with 59 organisations returning the training needs questionnaire (some managers sent on copies of the questionnaire to other services who had expressed an interest in participating in this training needs analysis). This excellent response shows the interest and need for alcohol and drug related training, with additional agencies and organisations that were not included on the original distribution list taking the opportunity to complete and return a questionnaire to reflect their needs.

Fifty-nine services responded (Figure 1):

- 10 specialist addiction services (8 of which were NHS);
- 31 NHS services (Non-Addiction Services);
- 12 local authority services;
- 6 independent sector/charity organisations.

Figure 1: The types of services responding to the questionnaire



Size of services

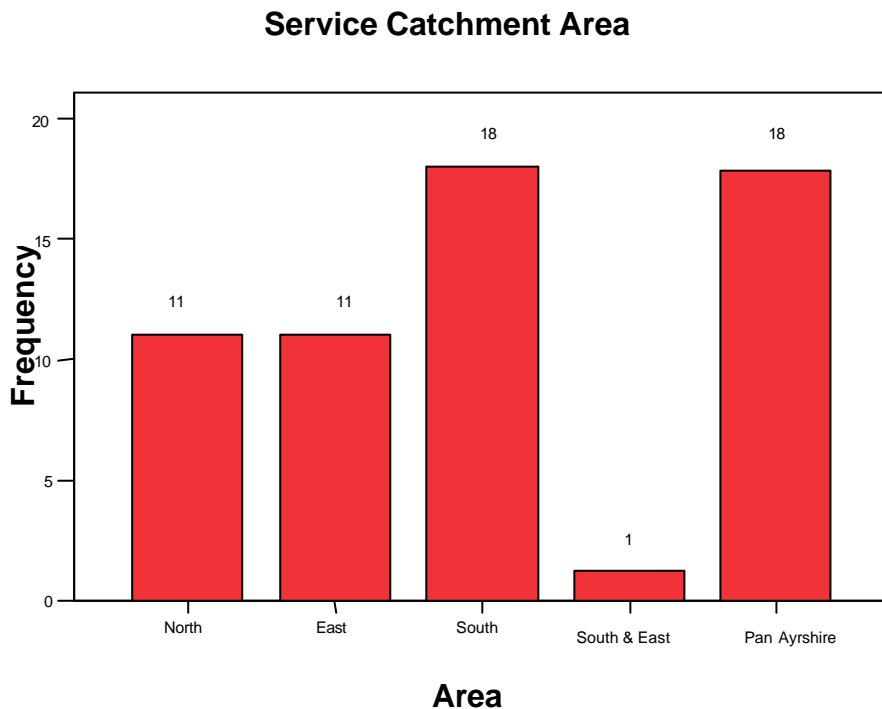
The teams and services that responded ranged in size from smaller teams of less than 10 staff to larger teams/organisations of up to 520 staff with an overall mean size of 25 staff members.

Location

The services that responded to the training needs questionnaire had the following catchments (Figure 2):

- 11 services covered North Ayrshire only;
- 11 services covered East Ayrshire only;
- 18 services covered South Ayrshire only;
- 1 service covered both South and East Ayrshire;
- 18 services worked across Ayrshire and Arran (pan Ayrshire).

Figure 2: The catchments of the responding services.

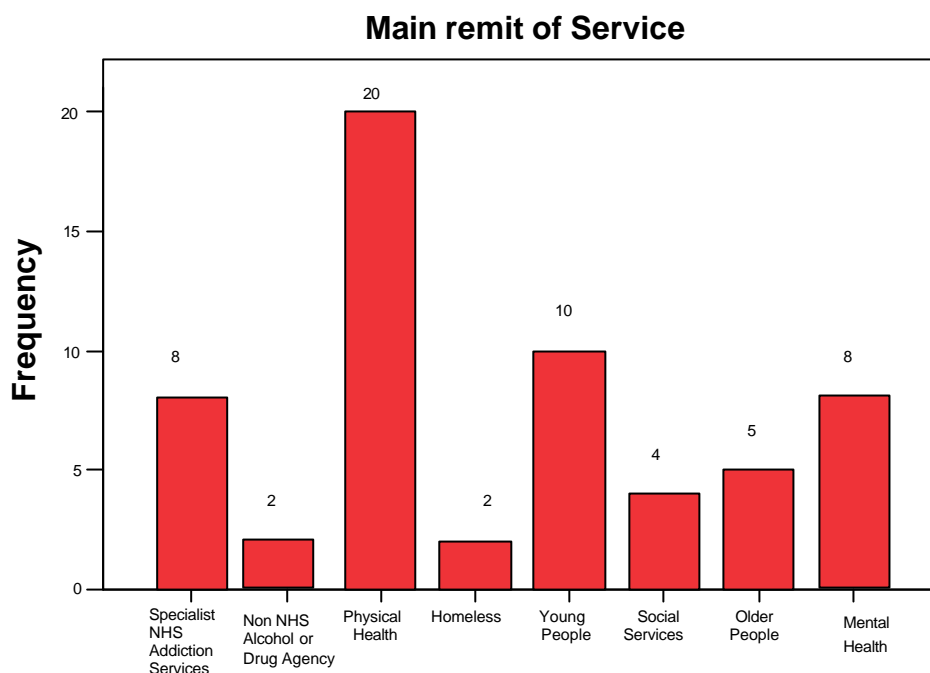


Services – main remit

The main remit of the responding services were as follows (Figure 3):

- 8 specialist NHS addictions services;
- 2 non NHS Alcohol and Drug agencies;
- 20 physical health services;
- 2 homeless services;
- 10 young people services;
- 4 social services;
- 5 older people services;
- 8 mental health services.

Figure 3: The main remit of each service.

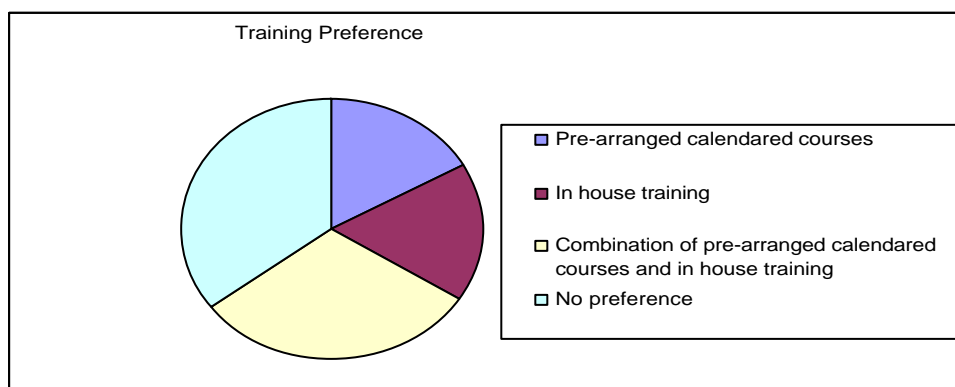


Training format

Services were requested to indicate if their staff would prefer to receive alcohol and drug related training by either attending pre-arranged calendared courses or receiving the training direct 'in house', or if they had no preference (Figure 4). The following responses were recorded:

- 10 teams (17%) would prefer to receive their training via the pre-arranged calendared courses;
- 10 teams (17%) would prefer in house training;
- 18 teams (30%) would prefer a combination of in house training and attending the pre-arranged calendared courses;
- 21 teams (36%) had no preference.

Figure 4: Pie chart illustrating the services preferred training method.



The results infer that services preferred the option of being able to attend pre-arranged calendared courses whilst also having the option of receiving the training directly 'in house' (combination). The availability of choice was welcomed.

Ratings regarding knowledge, skills and importance of addiction related topics

Participants were asked to rate their knowledge and skill base in relation to 23 different alcohol and drug related topics. Participants were encouraged to rate each topic on a simple rating scale of one to five where:

Knowledge: 1 = No Knowledge → 5 = fully complete updated knowledge
Skill: 1 = No Skill → 5 = fully competent

Participants also rated the importance of each topic in relation to their service on a scale of A to C where:

Importance of topic: A = Not Important → C = Extremely Important

Overall ratings for all services

Table 1 details how services ranked topics according to knowledge, skills and importance from:

- Most knowledgeable to least knowledgeable;
- Most skilled to least skilled;
- Most important to least important.

Table 1: Topics ranked from highest to lowest according to knowledge, skills and importance.

KNOWLEDGE		SKILLS		IMPORTANCE	
RATING - HIGHEST TO LOWEST	TOPIC	RATING - HIGHEST TO LOWEST	TOPIC	RATING - HIGHEST TO LOWEST	TOPIC
1	Alcohol awareness	1	Alcohol awareness	1	Alcohol & drug treatment & rehabilitation services
2	Anxiety management	2	Basic drug awareness	2	Child protection & substance misuse issues
3	Basic drug awareness	3	Anxiety management	3	Basic drug awareness
4	Child protection & substance misuse issues	4	Challenging attitudes	4	Anxiety management
5	Challenging attitudes	5	Child protection & substance misuse issues	5	Screening & signposting tool
6	Working with young people	6	Working with young people	6	Brief interventions
7	Brief interventions	7	Brief interventions	7	Mental health & substance misuse
8	Drug effects	8	Working with female drug users	8	Drug effects
9	Working with female drug users	9	Drug effects	9	Alcohol awareness
10	Mental health & substance misuse	10	Mental health & substance misuse	10	Challenging attitudes

KNOWLEDGE		SKILLS		IMPORTANCE	
RATING - HIGHEST TO LOWEST	TOPIC	RATING - HIGHEST TO LOWEST	TOPIC	RATING - HIGHEST TO LOWEST	TOPIC
11	Alcohol & drug treatment & rehabilitation services	11	Alcohol & drug treatment & rehabilitation services	11	Working with young people
12	Harm reduction strategies & needle exchange awareness	12	Alcohol related brain damage	12	Working with female drug users
13	Alcohol related brain damage	13	Normalising dependency	13	Alcohol related brain damage
14	Normalising dependency	14	Harm reduction strategies & needle exchange awareness	14	Legal aspects
15	Wound identification	15	Screening & signposting tool	15	Normalising dependency
16	Screening & signposting tool	16	Wound identification	16	Relapse prevention
17	Relapse prevention	17	Legal aspects	17	Employability issues for drug & alcohol misusers
18	Drug & alcohol: fatal & non fatal overdose	18	Relapse prevention	18	Wound identification
19	Legal aspects	19	Drugs, alcohol & criminal justice	19	Drugs, alcohol & criminal justice
20	Drugs, alcohol & criminal justice	20	Drug & alcohol: fatal & non fatal overdose	20	Drug & alcohol: fatal & non fatal overdose
21	Employability issues for drug & alcohol misusers	21	Employability issues for drug & alcohol misusers	21	Harm reduction strategies & needle exchange awareness
22	SMR 24/25	22	SMR 24/25	22	Working with psycho-stimulant users
23	Working with psycho-stimulant users	23	Working with psycho-stimulant users	23	SMR 24/25

The following sections examine services knowledge, skills and importance of each topic in further detail.

Courses rated by knowledge (across all respondents)

It is interesting to note that of the first 12 topics which services have rated as having the most knowledge of, 9 of these topics are core topics delivered by the Ayrshire Addiction Training Forum (AATF) or by the AATF jointly with STRADA. Another topic (child protection) has been targeted and delivered by the Ayrshire Child Protection Committee after being identified as a priority topic for all staff. Of the 2 remaining topics, a mental health and substance misuse course is being developed jointly by the AATF and STRADA whilst the topic of Brief interventions is being piloted by the AATF jointly with the NHS Health Promotion Department.

Courses rated by skills (across all respondents)

The skills column in Table 1 above shows no great differences between the topics indicated for skill and knowledge.

The ratings we can see from these two columns are only slightly different with respondents rating their overall skills only slightly lower than that of their knowledge for each topic.

Topics for training

Topics for training have been categorised according to the extent to which the knowledge and skills ratings differed from the importance ratings, with differential ratings* being calculated accordingly.

*The differential rating is calculated as the difference in score between the Knowledge rating and the Importance rating added to the difference in score between the Skills rating and the Importance rating. This is illustrated in the equation below:

Differential rating = (Knowledge rating – Importance rating) + (Skills rating – Importance rating).

A high positive differential rating infers that this topic is a higher priority for training.

Following on from this three categories of training have been identified:

- Priority Training
- Additional Training Needs
- Training to be consolidated/ updated

To identify the collective training needs across all services and to highlight the differing patterns of training needs across different organisations, the identified topics for training under these categories are discussed:

- 1) across all responding organisations (Tables 2-5) and then individually by:
- 2) Specialist Addiction Services (Tables 6-8)
- 3) NHS (Tables 9-11)
- 4) Local authority and Independent Sector (Tables 12-14).

1. Across All Responding Organisations

PRIORITY TRAINING – ESSENTIAL TRAINING TO BE SPECIFICALLY TARGETTED

Table 2: Priority Training topics across all responding organisations.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Screening & signposting tool	5	16	15	+21
Alcohol & drug treatment & rehabilitation services	1	11	11	+20
Legal aspects	14	19	17	+8
Employability issues for drug and alcohol use	17	21	21	+8
Mental health and substance misuse	7	10	10	+6
Child protection and substance misuse issues	2	4	5	+5
Relapse prevention	16	17	18	+3
Brief Interventions	6	7	7	+2
Working with psycho-stimulant users	22	23	23	+2
Drug effects	8	8	9	+1
Drugs, alcohol and criminal justice	19	20	19	+1

ADDITIONAL TRAINING TO BE TARGETED

Table 3: Additional training topics to be targeted.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Basic Drug Awareness	3	3	2	-1
Alcohol related brain damage	13	13	12	-1
SMR 24/25	23	22	22	-2
Drug and alcohol fatal and non fatal overdose	20	18	20	-2
Normalising dependency	15	14	13	-3
Anxiety Management	4	2	3	-3

TRAINING – TO BE CONSOLIDATED/UPDATED

Table 4: Topics to be consolidated/updated across all responding organisations.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Wound infection	18	15	16	-5
Working with female drug users	12	9	8	-7
Working with young people	11	6	6	-10
Challenging attitudes	10	5	4	-11
Harm reduction strategies and needle exchange awareness	21	12	14	-16
Alcohol awareness	9	1	1	-16

Additional Knowledge/training which services highlighted would be of benefit:

Table 5 highlights what additional knowledge requirements respondents highlighted would be of benefit.

Table 5: Additional knowledge requirements identified by respondents.

Additional Knowledge requirement	Number of organisations requesting this additional training
Addiction services (including screening and signposting)	9
Legal issues and criminal justice	6
Basic drug and alcohol	5
Current trends and issues	4
Mental health and substance misuse	4
Working with young people	4
Advanced drug awareness	2
Current best practice	2
Drug use and pregnancy	2
Education	2
Psycho stimulants	2
Wound management	2

The knowledge requirements include information on services in Ayrshire, to legal aspects, current trends and issues. They reflect the continued knowledge needs of all agencies to meet demand in keeping apace with the developing and growing challenges within the Addiction field. Although these topics are covered in some of the courses available, this information should be used when planning future training.

2. Specialist Addiction Staff

PRIORITY TRAINING – ESSENTIAL TRAINING TO BE SPECIFICALLY TARGETED

Table 6: Priority training needs for specialist addiction staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Legal aspects	4	18	19	+29
Drug and alcohol: fatal and non fatal overdose	4	14	17	+23
Employability issues for drug and alcohol misusers	9	21	19	+22
Child protection and substance misuse issues	2	11	13	+20
Mental health and substance misuse	4	14	13	+19
Relapse prevention	4	12	11	+15
Working with young people	10	17	16	+13
Alcohol and drug treatment and rehabilitation services	1	6	8	+12
Alcohol related brain damage	17	21	23	+10
Working with female drug users	10	14	13	+7
Drug effects	4	6	6	+4
Working with psycho-stimulant users: cocaine and crack	18	21	19	+4
Normalising dependency	10	12	11	+3
Challenging attitudes	2	4	2	+2

ADDITIONAL TRAINING TO BE TARGETED

Table 7: Additional training needs identified by specialist addiction staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Drugs, alcohol and criminal justice	21	18	18	-6
Wound identification	22	18	19	-7
Alcohol awareness	10	5	6	-9
Brief interventions	10	6	5	-9

TRAINING TO BE CONSOLIDATED/UPDATED

Table 8: Training topics identified by specialist addiction staff for consolidation and updating.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
SMR 24/25, CHRISTO and waiting times framework refresher update	10	1	1	-18
Anxiety management	18	6	8	-22
Harm reduction strategies and needle exchange awareness	18	6	8	-22
Basic drug awareness	16	2	2	-28
Screening and signposting tool	22	2	2	-40

Please note that the exceptionally low differential rating scores for training topics to be consolidated or updated reflects that these topics are already core competencies of specialist addiction services staff.

3. NHS Staff

PRIORITY TRAINING – ESSENTIAL TRAINING TO BE SPECIFICALLY TARGETED

Table 9: Priority training needs identified by NHS staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Screening and signposting tool	3	17	16	+27
Alcohol and drug treatment and rehabilitation services	1	12	11	+21
Legal aspects	10	19	19	+18
Relapse prevention	13	16	17	+7
Employability issues for drug and alcohol misusers	18	20	20	+4
Mental health and substance misuse	9	11	9	+2
Drugs, alcohol and criminal justice	20	21	21	+2
Child protection and substance misuse issues	4	4	5	+1
Working with psycho-stimulant users	22	22	23	+1

ADDITIONAL TRAINING TO BE TARGETED

Table 10: Additional training needs identified by NHS staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Anxiety management	1	1	1	0
Brief interventions	8	8	8	0
Alcohol related brain damage	7	6	6	-2
Normalising dependency	16	15	15	-2
SMR 24/25	23	22	22	-2
Basic drug awareness	5	3	3	-4
Drug effects	11	8	10	-4
Wound identification	15	13	13	-4
Drug and alcohol: fatal and non fatal overdose	20	18	18	-4

TRAINING TO BE CONSOLIDATED/UPDATED

Table 11: Training needs for NHS staff requiring updating or consolidation.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Alcohol awareness	5	2	2	-6
Working with young people	17	14	13	-7
Working with female drug users	12	8	6	-10
Harm reduction strategies and needle exchange awareness	19	7	12	-19
Challenging attitudes	14	4	3	-21

4. Local Authority and Independent Sector Staff

PRIORITY TRAINING – ESSENTIAL TRAINING TO BE SPECIFICALLY TARGETED

Table 12: Priority training needs for local authority and independent sector staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Screening and signposting tool	4	15	14	+21
Alcohol and drug treatment and rehabilitation services	4	11	7	+10
Mental health and substance misuse	8	10	10	+4
Working with psycho-stimulant users: cocaine and crack	21	23	23	+4
Child protection and substance misuse issues	1	3	2	+3
Alcohol related brain damage	15	17	16	+3
Drug and alcohol: fatal and non fatal overdose	17	19	18	+3
Working with young people	3	3	5	+2
Relapse prevention	19	20	20	+2

ADDITIONAL TRAINING TO BE TARGETED

Table 13: Additional training needs of local authority and independent sector staff (continued overleaf).

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Brief interventions	6	6	6	0
Drug effects	7	7	7	0
Normalising dependency	12	12	12	0
Drugs, alcohol and criminal justice	13	13	13	0
Legal aspects	16	16	16	0

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Wound identification	21	21	21	0
Anxiety management	8	8	7	-1
Basic drug awareness	2	1	1	-2
SMR 24/25, CHRISTO and waiting times framework refresher update	23	22	22	-2
Working with female drug users	11	9	10	-3
Employability issues for drug and alcohol misusers	20	17	19	-4

TRAINING TO BE CONSOLIDATED/UPDATED

Table 14: Training to be consolidated/ updated for local authority and independent sector staff.

Topic	Importance rating	Knowledge rating	Skills rating	Differential rating (+ or -)*
Harm reduction strategies and needle exchange awareness	18	14	15	-7
Challenging attitudes	10	5	2	-13
Alcohol awareness	14	1	2	-25

Conclusion

The Training Needs Analysis proved to be successful in terms of the number and the variety of services that responded to the questionnaire, and in terms of the depth and the richness of the information supplied by participants. The exercise was well received by those responding and services have shown by their responses that there is a need for this type of training across organisations in Ayrshire and Arran.

The report highlights important baseline information about services' knowledge and skills in relation to addiction related topics. This provides an insight as to the training topics the services believe need to be targeted and enhanced.

The respondents to the questionnaire covered a wide range of organisations and disciplines across Ayrshire and Arran from NHS, Local Authority and Voluntary staff. This shows the nature and complexity of addiction related issues and the challenges which are faced by a wide range of staff within many organisations during their normal working day.

Priority training needs that were consistently highlighted across services included:

- Screening and signposting information;
- Information on alcohol and drug treatment and rehabilitation services;
- Legal aspects of substance use;
- Employability issues associated with substance misuse;
- Information on mental health and substance misuse issues;
- Child protection and substance use issues;
- Relapse prevention.

In addition to these areas each service/organisation had other priority training topics:

- Specialist addiction service staff also require priority training on fatal and non-fatal overdose training and working with young people;
- NHS services require additional training on drugs, alcohol and the criminal justice system;
- Local Authority services highlighted information on psycho-stimulant drug use and alcohol related brain damage as additional priority training topics.

Recommendations:

- The report to be provided to ADAT Steering Group for comment and discussion.
- The report will be made available to the ADAT Ayrshire Addiction Training Forum steering group to help influence and develop future training courses as delivered via the Ayrshire Addiction Training Forum and STRADA.
- Support for the conclusions and recommendations of the report to be directed by the ADAT Ayrshire Addiction Training Forum steering group.
- ADAT Steering Group to examine possibility of additional funding and resources to target priority topics for training identified within the findings.
- ADAT Prevention and Education Group to assist in the identification of target groups for training
- A copy of the completed report to be sent out to all participant services who returned a questionnaire.
- Alcohol and drug related training delivered by the Ayrshire Addiction Training Forum and STRADA in Ayrshire and Arran should focus on the priority training topics as highlighted in this report whilst continuing to deliver established training topics such as basic alcohol and drug awareness.
- Specific training on screening for substance use, information on how to signpost individuals to specialist addiction services and clear information on the alcohol and drug treatment and rehabilitation services available in Ayrshire and Arran should be targeted at non specialist addiction staff.
- Training Needs Analysis to be repeated in 2 years time and supported through the Ayrshire Addiction Training Forum to continue to identify and monitor skill, knowledge and importance of identified addiction topics for staff.
- Additional staff groupings to be identified for future targeting of training needs.

Training Needs Analysis

Introduction

To allow training courses to be developed in line with the training requirements and demands of staff and communities within Ayrshire & Arran, I would be grateful if the following questionnaire be completed with consideration to your service/staff's training requirements for the coming year.

Please complete the questionnaire for the service/team/department that you line manage.

Section 1

General Information

Contact Name: _____ Tel No: _____

Email: _____

Name of service/team: _____

Address: _____

Please tick your organisation:

NHS Local Authority Independent Sector

Other (Please state) _____

Please state the main remit of your service/team e.g. drug agency, criminal justice, mental health, young people etc: _____

Total Number of Staff in service/team

Please tick the area(s) within Ayrshire your team works:

North

South

East

Section 2

A number of alcohol and drug related courses are currently delivered across Ayrshire. Please indicate your staffs knowledge level and skill level of each of the following topics for your service.

Knowledge: 1= No Knowledge → 5 = fully complete updated knowledge

Skill: 1= No Skill → 5 = fully competent

Please also rate how important it is for this topic to be delivered for your service.

Importance of topic: A = not important → C = Extremely Important

TOPICS

1. **Alcohol Awareness** This course is to raise awareness, increase confidence and knowledge of alcohol and related issues.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

2. **Basic Drug Awareness** This course is to provide a basic understanding of the use and misuse of drugs.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

3. **Working with Female Drug Use** To provide an understanding of issues relating to female drug use.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

4. **Anxiety Management** This is a one day course looking at exercises and tools needed to assist clients in improving their coping skills.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

5. **Working with Young People** To provide an understanding of Young People, their drug use and other issues pertinent to this group.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

6. **Harm Reduction Strategies & Needle Exchange awareness** To provide a practical understanding of how drugs are administered, associated problems and harm minimisation techniques. To increase awareness and understanding of the risks and prevention methods in relation to blood borne viruses.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

7. **Wound Identification** To provide an understanding and increase knowledge of wounds drug users may experience, infection control issues and first aid measures in relation to wound management.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

8. **Child Protection & Substance Misuse Issues** to provide an understanding of child protection and alcohol and drug related issues.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

9. **Brief Interventions** To provide an understanding of practical methods and tools that could be used in a brief intervention with clients who present with alcohol and drug issues.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

10. **Screening & Signposting Tool** To provide a detailed understanding of a new locally developed tool which will help and guide agencies into screening and signposting individuals to the appropriate specialist addiction services

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

11. Alcohol and Drug Treatment & Rehabilitation Services To provide an understanding of the addiction agencies and services operating in Ayrshire. Topics covered include referral routes, service criteria and interventions provided.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

12. Challenging Attitudes To dispel stereotypical views and attitudes towards clients who use alcohol or drugs.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

13. Legal Aspects To provide an overview of the misuse of drugs act 1971 and also provide information on legal aspects for staff when they are in client's homes or when clients visit their work premises.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

14. Drug Effects To examine all categories of drugs and the effects on the individual and the factors that can influence the effect.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

15. Normalising Dependency To understand what dependency is and to provide an overview and discussion of different models of addiction or dependency.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

16. Alcohol Related Brain Damage To provide detailed information of the issues surrounding alcohol related brain damage.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

17. SMR 24/25, CHRISTO & Waiting Times Framework Refresher Update

To update and refresh knowledge on information gathering systems used by addiction services.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

18. Relapse Prevention To provide an understanding of the approaches used to reduce the risk of recommencing addictive behaviours.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

19. Mental Health & Substance Misuse To provide an understanding of the links between and the effect and impact of mental health problems and substance use.

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

20. Working with Psycho-Stimulant Users: Cocaine and Crack

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

21. Drug & Alcohol: Fatal and Non Fatal Overdose

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

22. Employability Issues for Drug and Alcohol Misusers

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

23. Drugs, Alcohol and Criminal Justice

Knowledge:	1	2	3	4	5
Skill:	1	2	3	4	5
Importance:	A	B	C		

Section 3

Additional Requirements

What training would help staff in their role in providing alcohol and drug prevention and education activity?
Skills:
Knowledge:

Please indicate whether your staff would prefer to attend:

Pre-arranged calendar courses yes/no
Receive the training in house yes/no
No preference yes/no

Many thanks for taking the time to reflect on your teams/service, alcohol and drug related training requirements.

Your participation is greatly appreciated and will directly influence further training provision within Ayrshire.

**Please return to:
Allan Burt, Prevention Officer – Service Development & Effectiveness,
Information & Research Team, Addiction Services, Dundonald Health
Centre, 2 Newfield Drive, Dundonald, Ayrshire, KA2 9EW,
Tel No: 01563 851338**

North Ayrshire Community Healthcare Partnership

Information and Research
Team
Addiction Services
Dundonald Health Centre
2 Newfield Drive
Dundonald
Ayrshire KA2 9EW
Tel: 01563 851338
Fax: 01563 850684

Dear all

REF: ADAT Prevention and Education Sub-Group – Training needs Analysis

The ADAT Prevention and Education Sub-Group recently conducted a 'Mapping Exercise' identifying Services who undertake alcohol and drug prevention and education activities. To complement this, the Sub-Group has agreed to contact all the Services who responded to the 'Mapping Exercise' with a follow up training needs questionnaire to identify training requirements in relation to alcohol and drug related topics. A questionnaire has been provided for your team and the results of this training needs analysis will be used to provide a focus and direction for the delivery of future addiction related training across Ayrshire.

If you line manage a team could you please complete the attached questionnaire provided. If you are responsible for a number of teams please feel free to complete a questionnaire on behalf of each one, or pass onto those appropriate teams for action. This questionnaire is designed to be used at **team level** and we would ask that you complete the questionnaire to reflect on your team as a whole, rating their knowledge and skills and the teams particular level of importance of training in this subject. You may wish to consider requesting each staff member to complete an individual questionnaire and you then return a collated team response.

Many thanks for taking the time to reflect on your team, alcohol and drug related training requirements.

Could you please return the questionnaire by in the envelope provided?

If you require any assistance or clarification with the completion of this questionnaire, please feel free to contact Allan Burt on 01563 851338.

We thank you for your time and participation.

Yours sincerely

Peter McArthur
Information and Research Co-ordinator
On behalf of ADAT Prevention and Education Sub-Group

For details of those participating please see enclosed distribution list.

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Appendix 3

Ayrshire Addiction Training Forum

The Ayrshire Addiction Training Forum was formed in January 1996 following detailed negotiation and planning and has received recognition as an example of innovative practice in multi agency working, providing a high level of integration between health promotion and clinical services.

The Forum is a multi agency alliance, which promotes co-ordinated, evidence based, quality training on alcohol and drug related issues.

The Forum includes representatives from the NHS Addiction Services, Health Services, Vernon Centre, Townhead Centre, Ayrshire Council on Alcohol, Alcohol and Drug Action Team (ADAT), East Ayrshire Local Authority, North Ayrshire Local Authority, South Ayrshire Local Authority, Strathclyde Police, Scottish Training on Drugs and Alcohol (STRADA) and Criminal Justice Partnership for Ayrshire.

The Forum delivers high quality training covering local issues, delivered by local experienced clinical and non clinical staff. The Forum has been pro-active and delivers addiction courses aimed at differing levels of knowledge and skills.

Courses currently on offer via the Training Forum include:

- Introduction to alcohol and related issues;
- Basic drug awareness;
- Harm reduction and needle exchange delivery;
- Working with female drug use;
- Drug use and services;
- Working with young people;
- Wound care issues.

The Information and Research Team's Prevention Officer - Training is responsible for the co-ordination, development, delivery and facilitation of the training events. The courses are all planned events and places on courses are booked in advance through the Information and Research Team.

Acknowledgements

The NHS Information and Research Team would like to thank members of the Prevention and Education Sub-group and the Ayrshire Addiction Training Forum for their guidance in developing the process for undertaking the training needs analysis.

Particular thanks to all the services who took the time to complete and return a questionnaire. Their active participation in this analysis is greatly appreciated.

For further information please contact:
Allan Burt or Peter McArthur on 01563 851338.