

Appendix G: Public Health Workforce Skill and Training
Needs Assessment

Profile and Training Needs Assessment
of
Community and Public Health Professionals in
the State of Maine

conducted by
The Maine Turning Point Project

Please clearly print your name and the organization which employs you.

Name: _____

Organization: _____

Anonymity

Your answers to the following questions will be completely anonymous. You have been asked to write your name on this cover sheet so that we are able to re-contact individuals who do not return their completed questionnaires. When your completed questionnaire is received, your name will be checked and this cover sheet will be torn off and destroyed. No record linking your name and your responses to this questionnaire will be kept. All lists of participants will be destroyed prior to any data analysis.

1. Which of the following occupational categories best describes your present job responsibilities?* (Please circle one number below.)

Occupational Categories
1. Manager: Implements and evaluates community/public health programs including budgeting, data management, staff coordination/supervision, and contracts/fiscal monitoring.
2. Administrator: Plans, directs, manages and evaluates the use of health services resources and personnel on an agency/organizational level. Includes medical directors and health officers.
3. Clinician or Clinical Consultant: Provides clinical care in a community/public health setting or serves as a clinical consultant to other providers. May include nurses, nutritionists, pharmacists, physicians, counselors, patient health educators, psychologists, social workers, etc.
4. Behavioral Researcher: Uses social and behavioral science research methods to develop and conduct research designed to prevent, resolve or ameliorate health problems. May include anthropologists, economists, sociologists, physicians, etc.
5. Biostatistician, Epidemiologist: Uses mathematical and/or epidemiological models for compilation, analyses and reporting of information on health status, program efficacy, etc.
6. Disease Investigator: Assists biostatisticians, epidemiologists or behavioral/social scientists in developing or conducting research and incorporating findings into programs.
7. Laboratory Scientist or Technician: Plans, designs or implements laboratory tests and procedures. Includes microbiologists, chemists, toxicologists, immunologists, etc. Also includes those who assist laboratory scientists in performing the aforementioned functions.
8. Occupational Health Specialist: Reviews, analyzes and evaluates work environments or designs programs to prevent disease or correct hazards. Includes industrial hygienists, safety specialists, etc.
9. Environmental Health Specialist or Environmental Engineer: Applies environmental health and engineering principles to prevent and control environmental health hazards. Includes sanitarians, environmental health specialists and technicians, and sanitary, chemical and civil engineers.
10. Auditor, Inspector or Surveyors: Audits, inspects and surveys programs, institutions, equipment, products and personnel, using approved standards. Includes facilities and financial contract auditing.
11. Health Communications Specialist: Develops and implements internal and external communications strategies to disseminate health information, programs and policies via channels including mass media, computer technology, and written reports and information.
12. Community Organizer/Health Educator: Works directly with community groups to assess needs, build coalitions, and develop, implement and evaluate programs addressing health needs.
13. Health Planner/Policy Analyst: Analyzes population needs, program and legislative policies, and allocation of health resources in relationship to community/public health goals and objectives.
14. Health Care Consultant: Provides technical assistance, training and consultation to individuals and/or groups in the aforementioned job categories.

* Please remember: this survey is asking about your job responsibilities and not your educational background.

2. Below is a list of major categories of activities performed in professional community and public health jobs. Please enter the approximate percent of your work time that you spend on each category of activities. (Please enter 0 if you do not spend any time on a particular category.)

Percent of Time (%)	Category of Activities
	Clinical Care, Patient Education and Consultation: Provides, coordinates or consults regarding <u>patient clinical care</u> including education, counseling, nutrition and social work.
	Monitoring, Investigation and Surveillance: Assesses health and disease indicators for individuals and populations, or environmental quality (e.g., air and water quality, food sanitation).
	Administration and Management: Develops policy and regulations, staff coaching/supervision, team building, strategic plan development, financial planning and managing resources, etc.
	Community Involvement and Planning: Works with communities to conduct needs assessments, develop plans, build coalitions and involve all populations including hard-to-reach groups.
	Communication, Public Education and Information: Develops and implements internal (organizational) and external (community) information dissemination strategies including mass media, information technology and interpersonal communication.
	Evaluation and Research: Develops and conducts evaluation of existing community or environmental health programs or policies, or develops and conducts formative research for development of new health programs and policies.
Total = 100%	

3. How many total years have you worked in community/public health?
(Please enter 0 if you have never occupied such a position.)

Number of years: _____

4. Does your job include any managerial or supervisory responsibility?

_____ No
_____ Yes

If Yes, for how many years have you had managerial or supervisory responsibilities?

_____ Years

5. In your current job, to what extent would you benefit from additional training in each of the following areas? (For each item, please circle the number that best corresponds with the importance you place on additional training in this area.)

Areas of Training	No Benefit		Some Benefit			Great Benefit	
1. Best practice – clinical skills	1	2	3	4	5	6	7
2. Best practice – environmental health skills	1	2	3	4	5	6	7
3. Best practice - laboratory skills	1	2	3	4	5	6	7
4. Health promotion and disease prevention - theory and application	1	2	3	4	5	6	7
5. Overview of the community/public health system (including systems theory, financing and delivery)	1	2	3	4	5	6	7
6. Finance and personnel management, and budgeting	1	2	3	4	5	6	7
7. Group facilitation (including team building, leading meetings)	1	2	3	4	5	6	7
8. Cross-cultural and cross-age communication	1	2	3	4	5	6	7
9. Interpersonal communication (including mentoring and coaching)	1	2	3	4	5	6	7
10. Health and risk communication strategies (e.g., media advocacy, video conferencing)	1	2	3	4	5	6	7
11. Mediation and negotiation	1	2	3	4	5	6	7
12. Participatory teaching/training skills	1	2	3	4	5	6	7
13. Community/program planning (including needs assessment, setting goals and objectives)	1	2	3	4	5	6	7
14. Community involvement/mobilization (including underserved populations, public/private partnerships)	1	2	3	4	5	6	7
15. Legislative/policy planning	1	2	3	4	5	6	7
16. Provision of technical assistance/consultation services	1	2	3	4	5	6	7
17. Electronic communication (including Internet and INPHO)	1	2	3	4	5	6	7
18. Data analysis and utilization (including statistics)	1	2	3	4	5	6	7
19. Survey design and implementation	1	2	3	4	5	6	7
20. Quality improvement and assurance strategies	1	2	3	4	5	6	7
21. Disease outbreak investigation	1	2	3	4	5	6	7
22. Written communication (e.g. grant writing, analytic writing and report generation)	1	2	3	4	5	6	7
23. Other: _____ _____	1	2	3	4	5	6	7

6. Which training topic listed in question #5 would make the most positive difference in your ability to perform your current job effectively and efficiently?

Training topic # _____

7. Which training topic listed in question #5 would make the most positive difference in future options and career enhancement in public health?

Training topic # _____

8. For the training topic selected in question #6, please rank order (1-5) the following modes of delivery with 1 = most preferred and 5 = least preferred.

- On-site training (with instructor/trainer)
 Regional training (with instructor/trainer)
 Computer-based training (self study modules)
 Two-way audio/video conference
 Satellite downlink conference (1-way video, two-way audio)

9. Please complete the following information about your educational background. (Circle the number of the highest level of education you have completed; fill in the year you graduated for each degree; and your field of study for each of your degrees beyond high school.)

Education Background	Degree/Field of Study (e.g. BA Health Education)	Year
1. Less than high school		
2. High school diploma or equivalency		
3. Associate/2 year/junior college		
4. Bachelors Degree/RN		
5. Masters Degree		
6. Doctorate/MD		
7. Other: _____		

10. Please list all of your licenses, certifications, and/or registrations in the field of health care.

___ Please check here if you do not have any health care-related licenses, certifications or registrations.

11. In what county are you currently employed?

_____ (Please specify.)

The results from this survey will be held strictly confidential and use of demographic data will be used for statistical analysis purposes only and not linked to the name of respondent.

12. Who is your employer? (Please check one.)

- [1] Bureau of Health (BOH)
- [2] Local health department
- [3] Other State agency (non-BOH)
- [4] Clinics
 - a. Dental clinic
 - b. Rural health clinic
 - c. Free medical clinic
 - d. Planned Parenthood/Family Planning
 - e. Other community-based *or* non-profit health care clinic
- [5] Federal government
- [6] Hospital (non-governmental)
- [0] Other (Please specify: _____)
- DMHM RSA

13. What is your gender? (Please check one.)

- Female
- Male

14. What is your age?

- 18 – 30 41 – 50 65+
- 31 - 40 51 - 65

15. Do you speak any language other than English? (Please check one and fill in the blank, if appropriate.)

- No
- Yes (Please specify: _____)

16. Which of the following best described your race/ethnicity? (Please check one and fill in the blank, if appropriate.)

- [1] Hispanic/Latino(a)
- [2] White
- [3] Black/African American
- [4] Asian American or Pacific Islander
- [5] American Indian or Alaskan Native
- [0] Other (Please specify: _____)

Thank you for your help.
We welcome comments on this training needs assessment.
Please use the back of the questionnaire for this purpose.