

## NHS Gap Analysis and Familiarisation

### Objectives

The first half of the day will involve a full Training Needs Analysis to identify any gaps in knowledge, understanding and confidence and the second half of the consulting day will consist of delivery of an ESR Familiarisation session.

| Who Should Attend   | Prerequisites  | Duration |
|---|--|----------|
| <ul style="list-style-type: none"> <li>All ESR Users</li> </ul> | <ul style="list-style-type: none"> <li>Pre Scoping Call between iTrain Education Consultant and Trust Representative</li> <li>TNA questionnaire completed by each employee</li> <li>Identify key Employees that require a TNA interview &amp; suitable timeslots arranged</li> <li>Session attendee and room logistics in place</li> </ul> | 1 Days   |

### Preparation before onsite visit

- Account Manager Logistics**  
 This call will be to book a date for the site visit, clarify responsibilities and site details.
- Pre Scoping Call between iTrain Education Consultant and Trust Representative**  
 This call will identify what areas the trust want iTrain to focus on and what they feel are their present challenges and opportunities and next steps before the visit.
- High Level TNA questionnaire completed by each employee**  
 A questionnaire will be distributed to the trust prior to the visit for each employee to complete. The questionnaire will help the Education Consultant to establish some of the gaps in learning.
- Identify key Employees /Superusers / Subject Matter Experts that require a TNA interview**  
 It is important that the trusts identify the relevant group of employees that are intended to benefit from the TNA and that the expectation of the employees are managed and that all those involved in the TNA have time to consider their requirements.
- Suitable timeslots have been arranged for iTrain trainer interviews**  
 Post confirmation of the visit date, all employees will need to be allocated a timeslot.

Each employee will have a 20 minute slot with a maximum of 5 employees.

### Onsite Task List

- Analysis of TNA Questionnaire**  
 The education consultant will then spend some time working through the results of the questionnaire in preparation for the interviews.
- Interview Employees**  
 Specified Employees will have a 20 minute interview slot to discuss their needs and to complete some additional questions.
- Familiarisation Session**  
 This is a half day session that will take all users through standard navigation, icons and functionality in ESR. It is a great way to bring all users up to a level of knowledge that can be transferred across any of ESR modules. This session also gives users a chance to ask any ESR questions or issues.
- Pre departure meeting discussion**  
 A half hour meeting will be arranged for the end of the consulting day to discuss the initial outcomes of the TNA, a topline overview of the proposal and any other ESR requirements that may require discussion.
- TNA Summary Report**  
 A TNA Summary Report will be written by the Education Consultant, incorporating the results of the TNA with key gaps, recommendations, and requirements.

## Post Visit

- **Commercial Proposal**

iTrain are committed to helping the Trusts create change and actual benefits. We invest a day of consultancy and you gain tangible deliverables to guide you in taking the necessary steps to enable change.

- **Release of TNA**

The Proposal will be released to the client inclusive of the TNA.