NOTE: In the Questionnaire below most of the questions are followed by statements or alternative answers that you may find it easy to tick. At the end of each question space is provided for additional comments. This questionnaire is developed to assess the effectiveness of in-house training in the department of health & family welfare in A.P. It is assumed that your answers will be treated in strict confidence.

I. Name

II. Designation

III. District

IV. Primary Health Centre/ Mandal

V. Title of the current Training Programme

VI. Venue of the Training

VII. Date

VIII. Age (in completed yrs.)

IX. Total experience in Dept. of Health & Family Welfare

X. Total Experience in the present position

XI. Educational Qualifications
   a. 10th Class     b. Intermediate     c. Graduate     d. Post Graduate

XII. Your terms of appointment
   a. On Contract basis     b. Regular Employee

XIII. Have you attended any training programmes (other than the current training programme) during the last 5 years
   If yes

<table>
<thead>
<tr>
<th>Title of the Training Programme</th>
<th>Duration</th>
<th>Venue for the training</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
1. What do you think could be the reason for nominating you to the current training programme
   a) As per my training needs identified by my Superiors (Eg. DM & HO)
   b) My own initiative to upgrade my capabilities
   c) Every employee has to attend the current training compulsorily, hence they have deputed me to fulfill the training quota of my district.
   d) Any other reason (Specify) ____________________________
   e) Don’t know

2. When you were asked to attend the training programme were you informed about its objectives and contents
   1. Yes  2. No

3. Were you sent training material or brochure in advance by the course coordinators
   1. Yes  2. No

4. Were you given the deputation orders sufficiently in advance to attend the present training?
   1. Yes  2. No

5. How many days in advance did you receive deputation orders
   1. 1 - 3 days  2. 3 - 5 days  3. 5 - 7 days  4. others

6. How many days in advance you feel you should be given prior information regarding the training you should attend
   1. 1 - 3 days  2. 3 - 5 days  3. 5 - 7 days  4. others

7. Were you relieved in time to reach the venue of training?
   1. Yes  2. No

8. How did the office of the DM & HO communicate about the current training to you?
   a) Telephonically  b) Telegraphically
   c) Deputation Order Letter by post  d) Special messenger
   e) In the meeting of MOs with DM & HO

9. Could you attend to the inaugural of the current training in time?
   1. Yes  2. No
   If No what are the reasons?

10. Have you faced any special difficulties to attend the present training programme?
    If Yes specify

________________________________________________________________________
________________________________________________________________________
11. Were you nominated TWICE for the same training programme any time since you joined service?  
1. Yes  
2. No

PERCEPTIONS TOWARDS TRAINING

Answer Code:  
SA - Strongly Agree  
A - Agree  
PA - Partially Agree  
DA - Disagree  
SDA - Strongly Disagree

(Tick or Indicate the appropriate answer code)

12. Training cannot be a substitute for experience  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

13. Training programmes enables one to improve:

<table>
<thead>
<tr>
<th></th>
<th>1. SA</th>
<th>2. A</th>
<th>3. PA</th>
<th>4. DA</th>
<th>5. SDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) One’s knowledge, concepts</td>
<td></td>
<td></td>
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<tr>
<td>b) Work performance &amp; Quality of Care provided to patients</td>
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<tr>
<td>c) Administrative and Managerial Skills</td>
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<tr>
<td>d) Clinical Skills in areas relevant to PHC Situation</td>
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<tr>
<td>e) Desired attitude</td>
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</tbody>
</table>

14. Training cannot make a person better than what he is  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

15. Training programmes are like a vacation and offers a pleasant relief from stress and strains of work at PHC.  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

16. Training programmes enables one to get promotiona in the Dept. of Health & Family Welfare  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

17. Training is a drudgery and waste of time tends to be too academic and does not consider the realities of work situation  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

18. I look forward to a training programme as it provides opportunities to interact with other participants for sharing concepts and ideas relating to PHC and other activities  
1. SA  
2. A  
3. PA  
4. DA  
5. SDA

19. Training programmes offer the following incentives and benefits. (Tick one or more)
   a) Monetary benefits
   b) promotion opportunities,  
   c) Opportunity to learn new skills, ideas and concepts  
   d) builds up confidence  
   e) Not useful in any way  
   f) any other specify
20. Do you feel training is needed:
   a) To improve your routine work at PHC 1. SA 2. A 3. PA 4. DA 5. SDA
   b) When a new assignment is given 1. SA 2. A 3. PA 4. DA 5. SDA
   c) Any other reason, specify ________________________________

21. (a) Is there a policy in your department to indicate your training needs
   1. Yes 2. No 3. Don't Know
   (b) At district level is there a mechanism to know your training needs
   1. Yes 2. No 3. Don't Know

IN-SERVICE TRAINING

22. Are you nominated for training when you feel it is required most
   1) Always 2) Most of the times 3) some times 4) rarely 5) never

23. State the predominant criteria followed by authorities for nominating employees for trainings in your district
   1. DM & HO nominates the employee as per the training needs of the employee
   2. DM & HO nominates the employee as per the availability (sperability) of the employee
   3. Freshers are given preference
   4. The employees themselves liaision with district authorities to get nominations for trainings
   5. Any other specify ________________________________

24. If you cannot attend a training programme after receiving deputation orders, what according to you could be the major cause
   a. Personal and Family Problems
   b. Work Pressure
   c. I can learn most of the things they teach at trainings by myself
   d. Delay in communication
   e. Others (Specify) ________________________________

25. Are there any training programmes considered as prestigious and much sought after by PHC staff like you.
   1. Yes 2. No
   If yes, Please give the name of the programme and the sponsoring institution
   ________________________________
26. In your department before posting or just after joining service, are employees of your cadre given any induction training to enable them to perform well
1. Yes 2. No 3. Don't Know

a) Do you feel that an employee should be given "Induction Training" before joining PHC service 1. Yes 2. No

b) In your case how did you manage when you were newly posted to the present job at PHC
1. I was given the necessary training before joining
2. My superiors guided me
3. I manged on my own
4. My co-wokers helped me in learning things
5. Any others (Specify) _______________________

c) What is your opinion about the training skills of your immediate supervisor 1. Excellent 2. Very Good 3. Good 4. Average 5. Poor

d) Given a choice where would you prefer to be trained on various aspects pertaining to your job functions

a. with in the PHC by our immediate supervisors b. At DTTs/ RTCs/IIHFW

c. Any of the above d. Others (Specify) ______

27. What according to you is the optimum duration of the training

a) Residential programme of
- 3 days to less than one week
- 1 - 2 weeks
- More than 2 weeks

b) Non residential programme
- 3 days to less than one week
- 1 - 2 weeks
- More than 2 weeks

28. What are your comments on the effectiveness of the following methods generally adopted by the training institutions which have trained you from time to time

<table>
<thead>
<tr>
<th>Method</th>
<th>Too Much</th>
<th>Adequate</th>
<th>Too little</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Lectures</td>
<td></td>
<td></td>
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<tr>
<td>b) Role play</td>
<td></td>
<td></td>
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<td>c) Group discussions</td>
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<tr>
<td>d) Case study / exercises</td>
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<tr>
<td>e) Hands on training in hospitals</td>
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<td></td>
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<tr>
<td>f) Community based trainings</td>
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<tr>
<td>g) Other methods, (Specify)</td>
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</tbody>
</table>
29. In your opinion is the blend of theoretical and practical aspects of trainings optimal in the trainings you have attended.
   1. Yes  2. No

What are your suggestions in this regard?

30. When did you receive course material/module/handouts for ongoing training?
   a) At the start of the programme  b) During the course of the programme
   c) At the end of the programme  d) Not received

31. a. What is your opinion regarding the coverage and adequacy of the module/background material given for current training programme?
   a) Adequate  b) Inadequate

   b. Your opinion on the overall quality of the course material/Modules given for the training programme
   a) Excellent  b) Very good  c) Good  d) Average  e) Poor

TRAINING AND TRANSFER OF LEARNING TO JOB SITUATION

32. In your department do you have a training policy that is linked to employees placement/transfer
   1. Yes  2. No  3. Don't Know

If yes, mention instances where you were given training before joining the assignment/promotion/transfer

33. a) Are there any instances where you have received training in a particular aspect but could not use it in day to day work
   1. Yes  2. No

   b) If yes, Probable reasons for not using the skills learnt
   1. No scope for using the acquired knowledge and skills at PHC level
   2. Suitable postings not given
   3. Senior man is already handling
   4. Any other specify ________________________________

   c) After receiving the training whether you have been able to implement the new ideas, concepts that you have acquired during the training
   1) To a large extent  2) To some extent  3) Partly
   4) Very little  5) Not at all

Your Comments: ________________________________
34. Generally what are the problems you face in implementing the ideas, concepts, experiences that are learnt/acquired during training

I. Training and job needs are not related
   1. SA  2. A  3. PA  4. DA  5. SDA

II. Routine work takes away lot of my time, hence I hardly find time to implement the ideas, concepts that I have learnt during the training.
   1. SA  2. A  3. PA  4. DA  5. SDA

III. PHC is lacking the infrastructural facilities and hence it is not possible to use the knowledge and skills that I have learnt.
   1. SA  2. A  3. PA  4. DA  5. SDA

IV. Too frequent transfers takes away my enthusiasm
   1. SA  2. A  3. PA  4. DA  5. SDA

V. Scope for introducing the new ideas and using the skills learnt in the PHC is minimum as everybody is busy with their routine work
   1. SA  2. A  3. PA  4. DA  5. SDA

36. Since joining service did the various trainings that you have attended in different institutions cover the following aspects of primary health care (Tick in the appropriate boxes)

   Note: For different functionnaires components of Primary Health Care are given based on their job functions

<table>
<thead>
<tr>
<th>Component of Primary Health Care including RCH</th>
<th>Training given</th>
<th>Not given</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Medical Care, (i.e., treatment of common diseases, Outpatient and Inpatients)</td>
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<tr>
<td>2. Maternal Care</td>
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<tr>
<td>Ante-natal</td>
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<td>Intranatal</td>
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<td>Post Natal</td>
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<tr>
<td>High risk identification and referral</td>
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<tr>
<td>Conducting normal delivery</td>
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<tr>
<td>Abortion / MTP</td>
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<td>3. Child Care (New born resuscitation, ARI, Diarrhea diseases)</td>
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<td>4. RTI, STI (Syndromic management &amp; Referral)</td>
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<td>5. Family Planning</td>
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<td></td>
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<tr>
<td>a. IUD Insertion</td>
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<td>b. Tubectomy</td>
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<td>c. Vasectomy</td>
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<tr>
<td>Component of Primary Health Care including RCH</td>
<td>Training given</td>
<td>Not given</td>
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<td>-----------------------------------------------</td>
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<tr>
<td>7. National Health Programs</td>
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<tr>
<td>i. TB - Case detection &amp; Prompt treatment</td>
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<td>ii. Malaria</td>
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<td>iii. JE</td>
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<td>iv. Leprosy</td>
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<td>v. GE</td>
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<td>vi. HIV/AIDS</td>
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<tr>
<td>8. School Health services</td>
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<td>9. Immunization services</td>
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<tr>
<td>10. Adolescent Health Problems</td>
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<tr>
<td>11. Training of health staff &amp; community</td>
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<tr>
<td>12. Administrative &amp; Managerial skills</td>
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<tr>
<td>(Office procedures, Personal management,</td>
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<tr>
<td>Correspondence, PHC Maintenance etc.)</td>
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<tr>
<td>13. Management Information system i.e. Reports and records</td>
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<tr>
<td>14. Supervision &amp; Monitoring</td>
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<tr>
<td>15. Intersect oral Coordination &amp; Community Participation</td>
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<tr>
<td>16. Community Needs Assessment (CNA)</td>
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</table>

**TRAINING NEEDS ASSESSMENT**

37. If you are required to indicate your training needs mention them as you wish to be trained?

<table>
<thead>
<tr>
<th>Training Needs</th>
<th>How will it be useful to you</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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**ON THE JOB TRAINING AT PHCS**

38. Do you have a record of training programmes attended by you at your PHC

1. Yes 2. No

39. Would you like to consider yourself a trainer for your subordinates/ lower functionnaires at the PHC

1. Yes 2. No
40. Have you ever given training to your subordinates on any aspect
   1. Yes  2. No
   If Yes, in which aspects (eg. Pulse polio)

41. If funds are provided would you like to undertake training of your functionaries in the needed areas regularly
   1. Yes  2. No

42. Do you possess requisite training skills to train your staff
   1. Yes  2. No

43. How do you rate your own training skills

44. Would you like to be trained in training skills
   1. Yes  2. No

CURRICULUM IN FOUNDATION COURSE

45. In your opinion did your course curriculum in the foundation course/entry qualification, sufficiently cover all the subject areas which constitute primary health care at PHC level
   1. Yes  2. No

46. What are the subject areas which need to be included in the basic curriculum for efficient discharge of primary health care

47. When you joined PHC service, were you familiar about the functioning of the PHCs
   1. Yes  2. No

48. During your foundation course/entry qualification, were you exposed to PHC/Sub-center/rural setup
   1. Yes  2. No

49. Did the training programme you attended since joining the service cover all the aspects of Primary health care
   1. Yes  2. No

   If No, What are the topics which have not been covered in any of the training programmes that you have attended.

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TRAININGS AT IIHFW, RFVVTCS, DTTS

50. a. Have you attended any training programme conducted by IIHFW/RFPTCs/DTTs

1. Yes 2. No

If yes, what is your opinion regarding the following (✓)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Faculty Competency</td>
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<tr>
<td>b. Infrastructure facilities</td>
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<tr>
<td>c. Quality of the programmes</td>
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</table>

b. Any other information you wish to provide for improvement and changes in the training function of training institutions of Department of Health & Family Welfare

EVALUATION OF TRAININGS

51. Were you asked to evaluate the trainings courses attended by you? If yes answer the following questions.

<table>
<thead>
<tr>
<th>Evaluation done or not</th>
<th>What was evaluated</th>
<th>How was evaluation done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-trainings phase</td>
<td>Yes/No</td>
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<tr>
<td>(Before the training started)</td>
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<tr>
<td>During the trainings</td>
<td>Yes/No</td>
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<tr>
<td>Post training Phase I</td>
<td>Yes/No</td>
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<tr>
<td>(i.e., at the conclusion of the training)</td>
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<tr>
<td>Post training Phase - II</td>
<td>Yes/No</td>
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<tr>
<td>(i.e., after you have gone back to PHCs)</td>
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</table>

Your comments on evaluation of training in the department

52. Please tick the response which according to you reflect the effects of evaluation on training practices

1. Routine activity with little effect
2. Useful for training institutions
3. Source of feedback for trainers to improve their training skills
4. Any other specify ____________________________

53. When you are asked to evaluate the faculty, facilities, course usefulness you

1. Are very objective
2. Report only good about faculty and facilities irrespective of what they are (happy sheets)
3. Any other specify ____________________________

54. Do the nominating authorities conduct ‘briefing’ and ‘debriefing’ sessions with you on the trainings you attend

a. Always  b. Most of the time  c. Some times  d. Rarely  e. Never