 

**Medical Sciences Graduate School Training Needs Analysis (TNA) for Graduate Students**

Student’s Name: Status: *PRS / DPhil / Confirmed* Year of Study: *1 / 2 / 3 / 4*

Funded by: Date: Supervisor:

Please confirm that you have discussed your TNA with your supervisor

A **Training Needs Analysis** (TNA) is the process that you engage in with your supervisor to identify your **training** and development needs. It is recommended that you attempt to complete the TNA form yourself before discussing it with your supervisor. You are required to complete this TNA during your first term. You are also required to submit a completed TNA with your applications for *Transfer and Confirmation of status*. You may also complete the TNA at other times in eVision (Student Self Service).

You should fill in the first column in all 5 sections. The amount of detail provided in the next two columns of training experienced and planned is likely to vary depending on your stage.

Training opportunities can be identified on the [Divisional Skills Training website](http://www.medsci.ox.ac.uk/skillstraining). **Table 1** below matches these training opportunities with the skills that they provide. This TNA is based on the [Vitae Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) (RDF).

**RESEARCH SKILLS - Recommended for 1st year students**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I have a good understanding of a variety of different research methods and techniques, especially those relevant to my research project (gained by literature review). |  |  |  |
| I have good understanding of the principles of experimental design and the use of appropriate statistical tests. |  |  |  |
| I am familiar with identifying and using -   * library resources * citing and referencing * information technology skills necessary for my research project |  |  |  |

**COMMUNICATION SKILLS - Throughout your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I am able to effectively communicate my research:   * through my writing * have the necessary English language skills * am able to verbally present and defend my research |  |  |  |
| I have experience of:   * presenting research at conferences * writing and publishing papers |  |  |  |

**ETHICAL AND LEGAL UNDERSTANDING - Throughout your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training and/or experience | Ideas for further development |
| I understand:   * standards of good research practice * how to avoid plagiarism * and have experience of submitting my work or ethical approval * issues relating to privacy and confidentiality |  |  |  |

**TEACHING SKILLS - Recommended for students in 2nd or 3rd year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | If yes/some, please specify which | If no, which are you hoping to undertake? |
| I have undertaken teaching training at Oxford (e.g. PLTO, DLT or PGCert) - See [link](https://www.ctl.ox.ac.uk/programmes-and-courses) |  |  |  |
| I am aware of teaching opportunities in Oxford; e.g. undertaking:   * lab demonstration * college tutorials * final year undergraduate supervision |  |  |  |

**CAREER DEVELOPMENT - To be completed anytime, especially during the latter part of your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I manage my own career progression, e.g.:   * setting realistic and achievable career goals, * identifying and developing ways to improve my employability * establishing a career network. * by planning to write research grants |  |  |  |
| At interview I am able to:   * present my own skills and personal attributes * present an effective CV, applications, and at interview |  |  |  |

**Table -1-**

Please refer to <https://www.medsci.ox.ac.uk/study/skillstraining> for the most up-to-date information. You may also wish to refer to *IT Learning Centre*, *Centre for Learning and Teaching*, *People and Organisational Development*, *Continuing Education*, *Research Services*, *Bodleian iSkills* and *Language Centre* (see <https://www.medsci.ox.ac.uk/study/skillstraining/resources> for links).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESEARCH SKILLS** | **COMMUNICATION SKILLS** | **ETHICAL AND LEGAL UNDERSTANDING** | **TEACHING SKILLS** | **CAREER DEVELOPMENT** |
| Micron Advanced Microscopy | Transfer of status | Introduction to research ethics and research integrity | Preparation for teaching and Learning at Oxford (PLTO) | Careers in medical communications |
| NMR | Writing a transfer report | \* Research Integrity online course | Developing Learning and Teaching (DLT) | The Imposter Syndrome - *Podcast* |
| Qualitative research synthesis made simple | Viva preparation | \*Avoiding Plagiarism Oxford University certification course | Large group and lecturing | So, you want to be a Principal Investigator? |
| Beginners R programming for Cytometry | Writing a thesis  Writing a thesis - follow up | When science goes bad – a look at scientific misconduct |  | Managing research staff: an introduction for Post-docs |
| Training on quantitation of Fiji/Image J | [How to plan your PhD](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/215) - *Podcast* | Simulating data to improve your research: an introduction |  |  |
| Analysing biological data by model fitting in GraphPad Prism | The Balanced Researcher - *Podcast* |  |  |  |
| Computational Biochemistry | How to work with your supervisor | your research: an introduction |  |  |
| Electron Cryo microscopy | Writing a medical conference abstract |  |  |  |
| Introduction to Statistics | [7 secrets of highly successful research students](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/216) - *Podcast* |  |  |  |
| CyTOF: Introduction to Cytometry | Presentation skills |  |  |  |
| Scientific computing in MATLAB (online) | Writing and publishing research papers |  |  |  |
| How and why to undertake a systematic review | Vicarious trauma |  |  |  |
| Experimental design: the good, the bad and the ugly |  |  |  |  |
| Research techniques day |  |  |  |  |
| Planning and designing reproducible research: clinical sciences |  |  |  |  |
| Qualitative research synthesis made simple |  |  |  |  |
| X-Ray Crystallography |  |  |  |  |

*\*These courses are mandatory and should be completed during your first term.*