



**Ada Canyon Medical Education Consortium
CONTINUING MEDICAL EDUCATION**

Needs Assessment

Needs assessment is the systematic process of gathering information and using it to determine instructional solutions to close the gap between



Identification and analysis of CME needs provide the basis for developing educational objectives. The Activity Director and/ or planning committee should ask the following questions and answer them utilizing sources/documentation:

- How prevalent is the need among the target audience?
- How many different assessment sources indicated this need?
- How significantly will the unfulfilled need hinder health care delivery?
- How directly is the need related to actual physician performance?
- How likely is it that a CME activity will improve practice behavior?
- Are sufficient resources available to effectively address this topic?
- How receptive will the target audience be to a session on this topic?

EXAMPLES OF NEEDS ASSESSMENT SOURCES/DOCUMENTATION

Expert Needs:

Activity faculty	Summary of recommendation(s) and source of recommendation(s)
Department chair	Summary of recommendation(s) and source of recommendation(s)
Peer-reviewed literature	Abstracts/full journal articles
Planning committee	Meeting minutes/communication showing discussion related to areas of education need/topics of interest
Research findings	Copy of findings
Subject-matter expert(s)	List of expert name(s)/medical societies AND summary of recommendation(s)
Updated guidelines	Copy of guidelines Description of new procedure, technology, treatment, etc. with references

Participant Needs:

Focus group	Summary of findings/recommendation(s) related to areas of education need/topics of interest
Needs assessment survey	Summary of survey results related to areas of education need/topics of interest
Previous evaluation summary	Copy of evaluation summary related to areas of education need/topics of interest
Other physician requests	Summary of requests related to areas of education need/topics of interest



Observed Needs:

Analyses of medical records	Copy of audit reports, chart reviews or statistical data
Epidemiological data	Copy of reports or statistical data
Hospital/clinic QA analyses	Copy of audit reports, chart reviews or statistical data
M&M data	Copy of audit reports, chart reviews or statistical data

Environmental Scan:

Direct-to-consumer ads	Copy of ad(s)
Industry press	Copy of article(s)
Lay press	Copy of article(s)
Legislative/regulatory changes	Copy of the measure/change Copy of government-produced reports/documents Copy of update requirements
Organizational changes	Copy of the measure/change Copy of the safety goal and/or competency Copy of update requirements