## **Attachment 2: TRAINING NEEDS ANALYSIS (NEW APPLICATION)**

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| **Activity Title** |  |
| **Scientific Planning Committee (SPC)** | List ALL members mentioned in your A1 |

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| **Guiding Questions** | **Answers** | |
| What are the 3 essential parts of a complete needs assessment?  *\*(TIP: These must be identified to justify the relevance of your activity.)*   * *Identification of the learning gap(s)* * *Analysis of the underlying causes of the gaps* * *Use of credible evidence sources to support the identified needs* | 1.  2.  3. | |
| **TYPES OF Needs Analysis**  Which of the following **sources or tools** did you use to identify the learning gaps?  (Highlight or **mark in BOLD** the tools that apply. Add “Others” if necessary.) | Audit of Patient Records  Current Research Evidence  DATIX/Incident Reports  Department/Chair Leadership  Departmental Quality Metrics or Dashboards  Focus Group/Discussion  National Guidelines  Needs Assessment Survey  Patient Feedback or Complaints  Peer-Reviewed Literature  Planning Committee Members  Public Performance Data  Accreditation or Regulatory Requirements  Requested by Institution/Sidra (Leadership)  Specialty Society Guidelines | Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No |
| What potential barriers might prevent participants from **achieving or implementing the learning outcomes** and improving patient outcomes?  *E.g., in a bilingual environment lack of a translator or not able to speak both languages can be a barrier.* | **Provider Barriers** (Clinical knowledge, expertise, peer influence, motivation, cultural competence, fear/legal concerns)  **Team Barriers** (roles, responsibilities, shared values and trust, team structure, competence, consensus)  **Patient Barriers** (patient characteristics, patient adherence, communication barriers)  **System/Organization Barriers** (work overload, practice process, referral process, cost, insurance reimbursement, culture and safety)  **Other Barriers** (lack of opportunity, not enough time, lack of consensus) | INPUT BARRIERS HERE |
| Did you seek input directly from your **target learners** about their learning needs or performance gaps?  *Tests include self-assessment test, chart audits, incident reports, published literature, quality data, interviews, direct observation, and survey.* | YES or NO  If YES, provide details:  What method was used?  How many did you ask?  How many did not respond?  When did you ask them?  What questions were asked?  What target group were they? | |
| From the learners’ perspective, what specific knowledge, skills, or attitudes do they need to develop through this learning activity, particularly in areas where they currently experience gaps or challenges? | 1.  2.  3.  4.  5.  6. | |
| What were the **common or unexpected gaps** identified?  Summarize findings in **2–3 paragraphs.** |  | |
| Did the SPC or planners identify additional learning gaps through their expertise, departmental data, or quality reports?  *Data can be from incident reports, direct observation, discussions between planners.*  List 3 or more SMART gaps  (areas where learners currently lack knowledge, skills, or attitudes) from the SPC’s/Planners’ perspective. | 1.  2.  3. | |
| How did you validate or compare the planners’ identified gaps with those from the learners? (Explain briefly, e.g., through SPC discussions or review meetings.)  Were the outcomes of these discussions **documented in the SPC Minutes of Meeting?** | 1.  2. | |
| Which **evidence sources** were used to support the identified needs and learning objectives? (Cochrane database, Up-To-Date, Gold standard journals?)  List at least 3 or more references. | 1.  2.  3. | |
| Summarize the **key evidence or findings** from these references that support the learning activity.  (Write 2–3 paragraphs.) |  | |
| Does your planned activity align with the **CPD Mission Statement** *(i.e., it is evidence-based, designed to close identified gaps, and aims to improve competence, performance, or patient outcomes)?* |  | |