## **Attachment 2: RE-APPLICATION TRAINING NEEDS ANALYSIS REPORT**

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| **Training Needs Analysis Report** | | |
| **Completed by:** | | **Date:** |
| **1.** | **Old/Expired Activity Code** | **HSGI-01-P\_\_\_\_\_\_\_\_\_\_\_\_** |
| **2.** | **Activity Title** |  |
| **3.** | **Activity Accreditation Period** |  |
| **4.** | **Number of Sessions held for the year** |  |
| **5.** | **Total number of attendees for the year** |  |
| **6.** | **Number of attendees by profession/target audience for the year** |  |
| **7.** | **Number of external attendees for the year** |  |
| **8** | **Number of attendees not from the target audience for the year** |  |
| **9.** | **Number of completed evaluations for the year** |  |
| **10.** | **Number of credits/hours issued for the year (the number of hours on the certificates added up for the year)** |  |
| **11.** | **Number of attendees who achieved their learning outcomes** |  |
| **12.** | **Number of attendees that will change their practice as a result of the learning** |  |
| **13.** | **Did you issue IPCE – Interprofessional Continuing Education Credits?**  **If yes, what changes were made by attendees to improve their practice and patient healthcare outcomes?** |  |
| **14.** | **Any other relevant findings** |  |

**\*Guide to completion: No percentages please, only use numbers.**

**Qualitative data results**

Please provide a brief content analysis of the comments regarding the evaluation and the reflection. Look at the answers to each question and provide a summary. See table below. You can add more questions that you answer.

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| **Scientific Planning Committee to Complete** | |
| 1. Type of changes to practice most often mentioned by attendees? |  |
| 1. What type of information did attendees gain? List 2-3. |  |
| 1. What comments were made about the quality of the education? About presenters? |  |
| 1. What future topics have been requested to cover learning gaps? |  |
| 1. What changes should be made to the program for the following year? |  |
| 1. If you issued IPCE credits it is an accreditation requirement that a **group reflection\*** of about 12 or more participants is run at least once about 2-3 months after a few sessions. Did you conduct a post-session group reflection? What were your findings? |  |
| 1. Any other comments? |  |

\*Group reflections means that you run a focus group, not an individual evaluation.