

Professional Development Needs Analysis

Purpose/Learning Outcomes

- › What is the purpose/aim of the program/activity?
- › What is the need/gap to be addressed?
- › What learning outcomes and/or competencies need to be addressed?
- › What is the service delivery outcome you are aiming to achieve?
- › How does this professional development improve patient outcomes?

Audience

- › Who is your audience? Is it discipline specific?
- › Why are they participating? What are the motivators/drivers?
- › How much time do the participants have to undertake the CPD activity/program?
- › What kind of commitment is required? Time? Money? Effort?
- › What are the barriers to participation and how can these be overcome/reduced?
- › How does the activity fit into their career development?
- › How will they find out about it – how will it be marketed/advertised?

Budget/Resourcing

- › What funding is available to you for the development of the program/activity?
- › What financial resources are required to develop the program /activity?
- › What resources do you need to develop and deliver the program /activity?
- › Is there any external expertise required to develop content for the program/activity?
- › Do you have the required expertise available?
- › What other expenses may be involved?
- › Are there ongoing costs? Will these be covered by participants/users?
- › What resources will be required by participants to use/ undertake the activity?

Content development/Structure

- › What forum/format will you use to present the material?
- › Does the program /activity have/require a defined curriculum?
- › How will the program /activity be structured (beginning, middle, end)
- › How will the program be delivered (what will be the elements)? Does it have a defined structure/path through it?
- › Will you develop your own content/resources or use content/resources already available?
- › Does the program /activity require a trained/ accredited provider?
- › Are you going to assess clinical content and validity?
- › How are you going to deal with copyright and IP issues? Images, consent?
- › Does the age of the resource matter? Will it/content require ongoing review?
- › What overall framework/educational underpinning are you going to use that integrates information, learning objectives, assessment items and learning activities?

Assessment

- › How will participation be assessed?
- › Are you going to assess participants' learning outcomes/ competencies? If so, will you assess participants' learning and how – formal (i.e. exam)/informal (i.e. participant reflection) assessment?
- › What will participants receive upon completion of program? CPD points, certificate etc?
- › Will you seek external accreditation/endorsement for the resource/activity?

Evaluation

- › How are you going to manage the overall evaluation process?
- › Are you going to assess the educational merit and/or usefulness of the program/activity?
- › What are the key indicators that will assist you to evaluate the programs' success?
- › Will you use peer review or participant feedback? If so, how?
- › Are you going to measure the resource/activity 'quality'/efficacy? If so, how?