

## SGNA Needs Assessment/Education Planning Information

Description: A needs assessment is a tool used to identify gaps in learning. These learning gaps are discrepancies in what is known versus what is practiced.

Methods: The following are methods commonly used to assess learning needs in adults.

1. The **questionnaire** is the most common method for gathering data on learning needs. To be effective, the questionnaire items should not merely comprise a "wish list" of topics, but should encourage the learner to identify learning needs based on competencies needed in a particular area of practice.
2. The **interview**, used alone or in conjunction with other methods, can provide valid and reliable data on learning needs. Select a sample of learners that is representative of the target population. Ask them to identify their learning needs and those of their colleagues; then validate the data gathered with the learners' supervisors.
3. **Observation** is another method of needs assessment. This method is especially useful in clinical practice settings.
4. **Group discussion** is helpful in identifying and/or validating adult learning needs. A facilitator in the group focuses discussion and documents the outcomes of the discussion.
5. **Advisory committees** are used to help assess specific learning needs of the groups they represent.
6. **Records and reports** can provide indications of learning needs.
7. The **literature** for nursing issues and trends, interviews with experts in their fields, nursing audits and quality improvement reports also indicate learning needs.
8. **Individual discussions** with consumers can reveal learning needs for healthcare professionals. Changing conditions within a society often impose learning demands on nurses.

Interpretation: Education should be planned based on the learning needs of the target audience. These needs are often the result of problems or issues encountered in clinical situations, general professional issues or practice trends. Data should be gathered for the needs assessment using the methods identified above, including staff interviews, analyzing the unit's needs and reviewing professional literature on the topic. The manner in which the education is delivered (independent study, classroom, power point and test, demonstration, etc.) should be chosen based on the characteristics of the learner and their needs.

## SGNA Needs Assessment/Education Planning Information – Due July 31

Educators Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Topic: \_\_\_\_\_

Total number of contact hour(s) or educational time: \_\_\_\_\_

### **Needs Assessment:**

1. Describe how the need for education on this topic was determined & validated. *i.e. surveys, interviews, PI data, occurrences, regulatory/accreditation requirements, etc.*
2. Describe the intended target audience:
3. List any potential barriers to education for this target audience:

### **Educational Strategy/Design/Content:**

4. Does this topic/content align with the facilities mission and values?  
 Yes  
 No
5. Describe the objectives, content and teaching methods to be used:  
*\*You may use/attach the 5 column grid (Educational Activity Documentation Form). Please assure that all the following components are included.*
  - Realistic/measureable objectives.
  - Teaching methods that fit the learner needs, objectives and teaching environment.
  - Appropriate amount of time allotted for teaching/learning.
6. List references /evidence-based for the content:
7. Check the following boxes to assure best practice in educational design:  
 Considered the learner's beliefs and attitudes in planning process  
 Complied with copyright requirements

## Needs Assessment Questionnaire [Sample]

Please complete the following education needs-assessment survey. This information will enable us provide education needed to perform you role and deliver safe patient care. Please be honest as this is a confidential survey. Thank you in advance for your participation.

Date: \_\_\_\_\_

Name (Optional): \_\_\_\_\_

Discipline: RN \_\_\_\_\_ HCT \_\_\_\_\_ Other \_\_\_\_\_

Years of experience in your role: \_\_\_\_\_

1. Identify specific infection prevention topics that would improve your ability to do your job.
  
  
  
  
  
  
  
  
  
  
2. Identify specific infection prevention topics that would improve your ability to provide safe patient care.
  
  
  
  
  
  
  
  
  
  
3. How do you learn best?
  
  
  
  
  
  
  
  
  
  
4. How do you prefer to obtain education?
  
  
  
  
  
  
  
  
  
  
5. Additional comments or suggestions to improve unit-based education and competencies.