This document is not compulsory but has been designed to help you structure and record your needs assessments. We hope it will also help you set clear learning objectives and assess your educational methods after the activity. **You may not necessarily need to complete everything at all levels**, **or you may need to add additional lines or questions**. This form can be amended or completed to suit your needs.

**Part 1**: should be completed **prior** to the activity, providing the result of your research and needs assessments

**Part 2**: should be completed **after** the activity (result of post-activity evaluation). The **faculty** as well as **learners** should be asked to feed-back

**PART 1: Pre-activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Topic(s)** | **Identified Gaps** | **Educational needs** | **Learning objectives** | **Expected outcomes** |
| 1. Community health | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |
| 1. Patient health | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |
| 1. Performance | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Topic(s)** | **Identified Gaps** | **Educational needs** | **Learning objectives** | **Expected outcomes** |
| 1. Competence | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |
| 1. Skills | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |
| 1. Behaviour | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |
| 1. Knowledge | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. |

**PART 2: Post-activity**

1. **Learning: Procedural**

For each of the below items, please indicate what the **faculty** noted/observed from the learners during the activity:

**1= poor; 2= average; 3= good; 4= very good; 5= outstanding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Knowledge** | | | | |
| Educational needs from audience at the start of the activity | Responsiveness to educational methods applied during the activity | Improvements noticed throughout the activity | Were the expected outcomes met | Will the learner be able to apply what was taught in their daily practice? |
|  | Rate 1-5 |  | Yes/no | Yes/no |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Behaviour** | | | | |
| Educational needs from audience at the start of the activity | Responsiveness to educational methods applied during the activity | Improvements noticed throughout the activity | Were the expected outcomes met | Will the learner be able to apply what was taught in their daily practice? |
|  | Rate 1-5 |  | Yes/no | Yes/no |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | | | | |
| Educational needs from audience at the start of the activity | Responsiveness to educational methods applied during the activity | Improvements noticed throughout the activity | Were the expected outcomes met | Will the learner be able to apply what was taught in their daily practice? |
|  | Rate 1-5 |  | Yes/no | Yes/no |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competence** | | | | |
| Educational needs from audience at the start of the activity | Responsiveness to educational methods applied during the activity | Improvements noticed throughout the activity | Were the expected outcomes met | Will the learner be able to apply what was taught in their daily practice? |
|  | Rate 1-5 |  | Yes/no | Yes/no |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance** | | | | |
| Educational needs from audience at the start of the activity | Responsiveness to educational methods applied during the activity | Improvements noticed throughout the activity | Were the expected outcomes met | Will the learner be able to apply what was taught in their daily practice? |
|  | Rate 1-5 |  | Yes/no | Yes/no |

1. **Learning: Declarative**

For each of the below items, please summarise what the **learners** fed back in their post-activity evaluation form:

**1= poor; 2= average; 3= good; 4= very good; 5= outstanding**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Rate** | **Comments?** |  |
| By attending the activity, do you expect your knowledge, skills, attitude and behaviour to be improved? | Rate 1-5 |  | |
| **Question** | **Responses** |  | |
| How will you apply what you have learned to your daily practice? |  | | |
| How do you think this will impact your patient’s health? |  | | |

1. **Satisfaction**

In this section, please summarise results of the post-activity evaluation, pertaining to the **learner**’s satisfaction with the quality of the activity

**1= poor; 2= average; 3= good; 4= very good; 5= outstanding**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Rate** | **Comments/Suggestions** | |
| Rate the activity’s content (poor to outstanding) | Rate 1-5 |  |  |
| Please rate the activity’s overall level of interactivity | Rate 1-5 |  | |
| Please rate the educational method used | Rate 1-5 |  | |
| **Question** | **Yes/No** | **Comments/Suggestions** | |
| Did you find the content well balanced and tailored/targeted to the audience? |  |  | |
| In your opinion, have the set educational goals for this activity been met? |  |  | |
| Did the activity meet your expectations? |  |  | |
| Was there any commercial or promotional bias evident in this CME activity? |  |  | |
| **Question** | **Comments/Suggestions** | | |
| What was the primary reason for your taking part in this activity? |  | | |

1. **Participation**

For each of the below items, please indicate what the **faculty** noted/observed from the learners during the activity:

**1= poor; 2= average; 3= good; 4= very good; 5= outstanding**

|  |  |  |
| --- | --- | --- |
| **Question** | **Rate** | **Comments/Suggestions** |
| Please rate the overall activity’s level of interactivity | Rate 1-5 |  |
| How well did the learner react to stimulation to take part in interactive sessions? | Rate 1-5 |  |

1. **Other**

Please summarise in this section responses pertinent to the organisation/logistical aspect of the activity, learners’ evaluation of speakers and chairs and/or other questions that you may have added to the post-activity questionnaire.