

PROGRAM DEVELOPMENT TOOLKIT

NEEDS ASSESSMENT PHASE II: DATA GATHERING & ANALYSIS



NOSM U CEPD
TIP SHEET

A “need” is the gap between the current state - “what is” and the ideal desired state - “where we would like to be.” This template can assist with identifying, prioritizing, and ultimately selecting which needs to target with your program. The consequences for not meeting the need, the difficulty of correcting the need (given resources and barriers), and the criticality of the need, are all factors to consider when deciding where to invest your resources and time.

Use the chart below to list and prioritize the needs, examine consequences that will occur if the need is not met, the difficulty to correct the need, and the degree of criticality.

Needs	Causes of Need	Consequences if Need is Not Met	Difficulty to Correct (low, med, high)	Criticality 1 2 3 4 5 1= low; 5 = high
<p>Example: learner evaluations show lack of psychological safety in feedback processes</p>	<p>-burnout -lack of faculty resources -limited guidance for faculty -changing teaching culture</p>	<p>-decrease in learner satisfaction & performance -translates to patient outcomes -neg. effect on workplace culture</p>	<p>Medium</p>	<p>4</p>

Needs	Causes	Consequences	Difficulty to Correct (low, med, high)	Criticality 1 2 3 4 5

In column 1: List the needs that were you have identified as a committee.

In column 2: List all possible “treatable” causes of each need, itemized separately for each need (i.e., why does this need persist?). A given need may have more than one cause.

In column 3: List consequences if the cause is not removed and the need is not met, also itemize separately for each need. A given need may have more than one consequence.

In column 4: Enter a rating (low, medium, high) of the difficulty of correcting the problem once it has occurred.

In column 5: Enter a rating on a scale of 1-5, of the degree of criticality of the need if it is not met, with 5 being the most critical.

