

Needs Assessment Table

Below you will find a list of options that will help you assess the need for your proposed activity. Use the table to answer the questions in the **Activity Justification** section.

Please note that CE activities should fill a specific gap in knowledge, competence, or performance. As an approved CE provider, we are required to ensure that the organizer, planning committee, and speaker of each CE Activity adequately demonstrates the need for the CE activity as well as the empirical evidence that grounds your intervention.

You do not have to submit this document with you proposal. You may include documentation that speaks to the need for your activity to strengthen your proposal.

Needs Assessment (Submit appropriate documentation to demonstrate need with your proposal)	
<input type="checkbox"/>	Continuing review of changes in quality of care (e.g., chart reviews, audit reports)
<input type="checkbox"/>	Ongoing census of diagnoses made by physicians on staff (e.g., summary of notes, minutes of meetings)
<input type="checkbox"/>	Advice from authorities of the field or relevant medical societies (e.g., list of expert names/medical societies AND summary of recommendations)
<input type="checkbox"/>	Formal or informal surveys of target audience, faculty, or staff (e.g., summary of survey – must relate to education need/topics of interest)
<input type="checkbox"/>	Discussing in departmental meetings (e.g., summary of meeting minutes – must relate to need/topics of interest)
<input type="checkbox"/>	Data from peer-reviewed journals, government sources, consensus reports (e.g., abstracts/full journal articles, government produced documents)
<input type="checkbox"/>	Review of board examinations and/or re-certification requirements (e.g., board review/update requirements)
<input type="checkbox"/>	New technology, methods of diagnosis/treatment (e.g., description of new procedure, technology, treatment, etc.)
<input type="checkbox"/>	Legislative, regulatory, or organizational changes affecting patient care (e.g., copy of the measure/change)
<input type="checkbox"/>	Other, specify: