

### Attachment 3: Annual Learning Needs Assessment Tool

RN\_\_\_ LPN\_\_\_ NA\_\_\_ HCT\_\_\_ Corpsmen\_\_\_ Other\_\_\_\_\_

Department/Area: \_\_\_\_\_ Date: \_\_\_\_\_

**Steps:**

1. Brainstorm staff needs in each of the areas listed below.
2. Prioritize those needs and choose those to focus on.
3. In planning education for the fiscal year, determine if results of assessment are competencies, in-services, just-in time trainings.

Competency Needs	Preferred Method(s) of Learning	Priority (Hi-Med-Lo)
What are <b>NEW</b> Procedures, policies, equipment, initiatives affecting this job?		
What are <b>CHANGES</b> in procedures, policies, equipment, initiatives affecting this job?		
What are <b>HIGH RISK</b> aspects of this job? (Anything that could cause harm, death or legal action to an individual or the organization)		
What are <b>PROBLEMATIC</b> aspects of this job? (Identified through quality management data, incident reports, patient or staff surveys, other forms of evaluation)		

(Wright, 2005, p. 25-26)

Do not create a separate age or generational competency; add those considerations to the above priorities.

\*\*Attempt to limit the focus to no more than 10 competencies each year.