CPD Activity Planning - Establishing Links

The below table demonstrates how the CPD activity planning process should provide links and traceability from start to finish.

Step 1		Step 2		Step 3		Step 4		Step 5		Step 6
Needs Assessment		**Analysis of Needs Assessment**		**Learning Objectives**		**Learning Formats**		**CanMEDS Roles**		**Evaluation**
Demonstrate that a needs assessment has been conducted.		Demonstrate that your scientific planning committee has reviewed and analyzed the results of your needs assessment or evaluation data and put forth relevant topics for CPD events that are identified in the analysis.		Demonstrate the learning objectives for the activity were developed based on the analysis of the needs assessment/evaluation data.		Demonstrate the link between the needs assessment and chosen learning formats. Try to highlight where the learning formats chosen where done so because it was the best fit for the proposed program and desired result. Example, learning a new skill is better facilitated through simulation or lab environment as opposed to via didactic lecture.		Identify the CanMEDS Roles addressed within the CPD activity.		Demonstrate that you have evaluated the Learning Objectives. Go back to your needs assessment to ensure you have fulfilled the original identified need(s).
Example Documentation: Provide the results of a Needs Assessment survey(s) or evaluation results.		**Example Documentation:** Minutes from scientific planning committee to see where/why/how CPD events were chosen or planned.		**Example Documentation:** Create a table that shows how the needs were identified, how the need was decided on by the scientific planning committee and what the final learning objectives are in the activity program.		**Example Documentation:** Create a table with the needs assessment result, final learning objective and relevant learning format. Show that there is a link between all three.		**Example Documentation:** The final program, promotional material, brochures etc.		**Example Documentation:** Example of evaluation form where it evaluates the Learning Objectives. Did the participants feel that the learning objectives were achieved?