



# ACEM LEARNING NEEDS ANALYSIS (LNA) TEMPLATE

## TABLE OF CONTENTS

Overview of LNA process .....	1
Preparation for LNA .....	1
Creation of LNA.....	1
Table 1: LNA Template (paper-based version of online LNA) .....	4

## Overview of LNA process

The ACEM Learning Needs Analysis (LNA) is a process designed to assist trainees to identify their learning needs for each stage of training (i.e. Provisional, Advanced Stage 1, 2 and 3) and develop a plan to meet their learning needs that is relevant to each placement. All trainees will be encouraged to create a learning plan for each placement and record this online. This plan can then provide the framework for the discussions between the DEMENT and trainees as follows:

- Learning Goals are identified relevant to the placement.
- Trainees and DEMENTs/Supervisors agree the plan for that placement.
- Trainees implement the plan over the period of the placement (or timeframe agreed with the DEMENT/Supervisor).
- Trainees and DEMENTs/Supervisors review progress at the end of the placement and discuss strengths, achievements, gaps in learning, areas for improvement and strategies to meet the goals.

## Preparation for LNA

To prepare for an LNA, trainees should:

- Review the [ACEM Curriculum Framework](#)  
Reflect on progress with meeting the learning outcomes outlined and identify specific learning outcomes relevant to the stage of training that require attainment.
- Review results from In-Training Assessments (ITAs) and Workplace-based Assessments (WBAs)  
Note any components that have been identified as areas of strength or improvement and/or remediation requirements

## Creation of LNA

To create an LNA, trainees should:

- Complete an LNA using the online LNA system (*currently under development for the 2015 training year*).
- Discuss this with the DEMENT/Supervisor (and a mentor if available) learning activities and opportunities available during the placement to create the formal LNA.

This online LNA system is accessible to trainees, DEMENTs/Supervisors via the Online Training Portal. Each field in the LNA system is dynamic and can be updated throughout the placement.



## LNA Overview

<p>Beginning of placement (~first 2 weeks of placement)</p>	<p>Trainee completes a self-directed LNA using the online system</p> <ul style="list-style-type: none"> <li>• Trainee identifies potential goals for the placement (minimum of 3 goals recommended):             <ul style="list-style-type: none"> <li>○ Refer to the ACEM Curriculum Framework to identify relevant learning outcomes for the placement</li> <li>○ Indicate areas of strength to build upon and areas for improvement</li> </ul> </li> <li>• Trainee indicates suggested strategies/activities to achieve the identified goals:             <ul style="list-style-type: none"> <li>○ List resources and activities to assist with learning</li> <li>○ Describe how to demonstrate meeting the goals</li> </ul> </li> <li>• Trainee to discuss placement analysis with DEMENT/Supervisor/Mentor</li> </ul>	<p>Joint meeting with DEMENT/ Supervisor and Trainee</p> <ul style="list-style-type: none"> <li>• Trainee to initiate joint LNA meeting</li> <li>• DEMENT/ Supervisor to review/adjust and agree goals for placement</li> <li>• DEMENT/ Supervisor to review/adjust strategies to achieve the identified goals:             <ul style="list-style-type: none"> <li>○ Indicate education interventions planned</li> <li>○ Indicate resources required to meet the goals</li> </ul> </li> <li>• DEMENT/ Supervisor to review the goals for the placement and learning needs for the stage of training to ensure they are achievable.</li> </ul>
<p>Middle of placement (This is recommended if placement is &gt;3/12 months)</p>	<p>Trainee completes a self-assessment of LNA using the online system</p> <ul style="list-style-type: none"> <li>• Trainee to indicate progress towards agreed goals:             <ul style="list-style-type: none"> <li>○ Review/adjust strategies goals for placement</li> <li>○ Review/adjust strategies to achieve the identified goals</li> </ul> </li> <li>• Trainee to discuss placement analysis with DEMENT/Supervisor/Mentor</li> </ul>	<p>Joint meeting with DEMENT/ Supervisor and Trainee</p> <ul style="list-style-type: none"> <li>• Trainee to initiate joint LNA meeting</li> <li>• DEMENT/ Supervisor to review trainee self-assessment of LNA:             <ul style="list-style-type: none"> <li>○ Provide assessment and feedback on progress</li> <li>○ Review and refine goals and strategies for placement</li> <li>○ Indicate actions to demonstrate trainee has made improvements in the identified goals</li> </ul> </li> <li>• DEMENT/ Supervisor to indicate status of goal:             <ul style="list-style-type: none"> <li>○ Ongoing (i.e. yet to meet the goal); or</li> <li>○ Achieved (i.e. has met the goal)</li> </ul> </li> </ul>
<p>End of placement (~last 3 weeks of placement)</p>	<p>Trainee completes a self-assessment of LNA using the online system</p> <ul style="list-style-type: none"> <li>• Trainee to indicate achievement of agreed goals</li> <li>• Trainee to discuss placement analysis with DEMENT/Supervisor/Mentor</li> </ul>	<p>Joint meeting with DEMENT/ Supervisor and Trainee</p> <ul style="list-style-type: none"> <li>• Trainee to initiate joint LNA meeting</li> <li>• DEMENT/ Supervisor to review trainee self-assessment of LNA:             <ul style="list-style-type: none"> <li>○ Provide assessment and feedback on achievement of goals (i.e. what extent the trainee has been successful in meeting the goals during this placement)</li> <li>○ Suggest learning goals for next placement</li> </ul> </li> <li>• DEMENT/ Supervisor to indicate status of goal:             <ul style="list-style-type: none"> <li>○ Ongoing (i.e. yet to meet the goal); or</li> <li>○ Achieved (i.e. has met the goal)</li> </ul> </li> </ul>

**Table 1: LNA Template (paper-based version)**

<b>Start of Placement</b> Please consider each Domain in the Curriculum Framework and identify strengths and areas for improvement			
<b>Learning Needs Analysis</b>	<b>Learning Goals for the placement</b> <i>What are the trainee's goals?</i>	<b>Strategy/activities to achieve the identified goals</b> <i>Describe how the goals will be achieved.</i>	<b>Actions to demonstrate improvements in the identified goals</b> <i>What is evidence of achievement of these goals?</i>
<b>Trainee Self-Assessment</b>			
<b>Trainees record of DEMENT/Supervisor agreement</b>			
<b>DEMENT/Supervisor Confirmation/Comments</b>			

Trainee Name: ..... Signature: ..... Date: .....	DEMENT/Supervisor Name: ..... Signature: ..... Date: .....
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(Learning Needs Analysis Template)

<b>Middle of Placement</b> Please consider each Domain in the Curriculum Framework and identify strengths and areas for improvement				
<b>Learning Needs Analysis</b>	<b>Assessment of progress towards learning goals</b> <i>How is the trainee progressing towards meeting their goals? Do their WBA results suggest they are progressing or are there difficulties?</i>	<b>Learning Goals for remainder of placement</b> <i>What are the trainee's goals? Which domains need focus?</i>	<b>Strategy/activities to achieve the identified goals</b> <i>What activities can the trainee engage in to progress their learning? What resources will assist the trainee's learning?</i>	<b>Actions to demonstrate improvements in the identified goals</b> <i>Describe how the trainee has met the goals outlined.</i>
<b>Trainee Self-Assessment</b>				
<b>Trainees record of DEMENT/Supervisor agreement</b>				
<b>DEMT/Supervisor Confirmation/Comments</b>				

<b>Trainee Name:</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....	<b>DEMT/Supervisor Name:</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....
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(Learning Needs Analysis Template)

<b>End of Placement</b> Please consider each Domain in the Curriculum Framework and identify strengths and areas for improvement				
<b>Learning Needs Analysis</b>	<b>Assessment of progress towards learning goals</b> <i>How far has the trainee progressed? What do their WBA results suggest? What do they need to focus on for their next placement?</i>	<b>Learning Goals for next placement</b> <i>Which domains need focus?</i>	<b>Strategy/activities to achieve the identified goals</b> <i>What activities can the trainee engage in to progress their learning? What resources will assist the trainee's learning?</i>	<b>Actions to demonstrate improvements in the identified goals</b> <i>Describe how the trainee has met the goals outlined.</i>
<b>Trainee Self-Assessment</b>				
<b>Trainees record of DEMENT/Supervisor agreement</b>				
<b>DEMENT/Supervisor Confirmation/Comments</b>				

<b>Trainee Name:</b> .....	<b>DEMENT/Supervisor Name:</b> .....
<b>Signature:</b> ..... <b>Date:</b> .....	<b>Signature:</b> ..... <b>Date:</b> .....