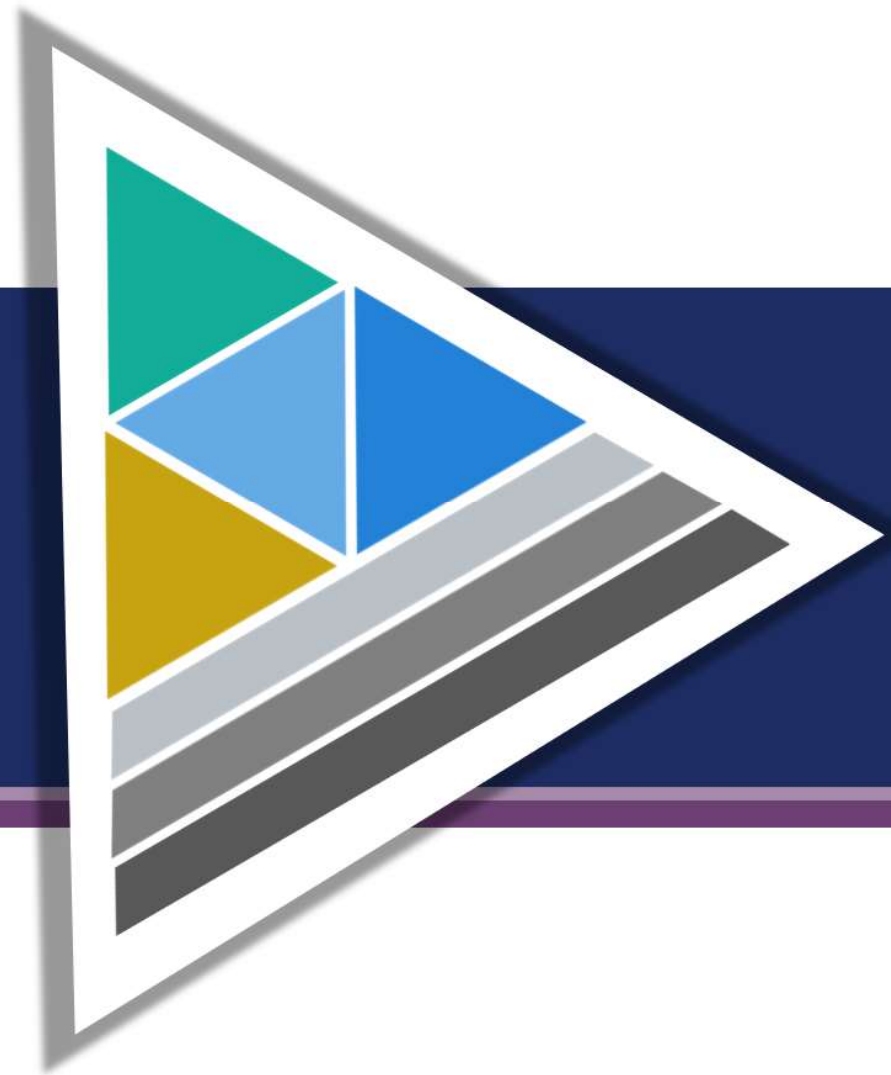# AWARENESS, TRAINING, AND DEVELOPMENT:
A SCAFFOLD APPROACH TO COMPLIANCE EDUCATION

INTERNAL NEED ASSESSMENT TOOL

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Purpose: Thank you for attending the SCCE 2020 Presentation *Awareness, Training, and Development: A Scaffold Approach to Education*. This accompanying resource tool was designed to assist participants in conducting an internal assessment of need as it pertains to educational content and delivery in a structured way. Please feel free to modify this tool to best fit the needs of your compliance program and your institution.

SECTION I: NEED IDENTIFICATION		
I. What education is needed?	**How do we know it is needed? What specific information assisted in identifying the educational need?**	**If this education required by institutional policy, applicable law or regulation please provide any specific provisions to what or how the education must be created/delivered.**
	☐ New policy, law, or compliance information ☐ Annual requirement ☐ Requested by department/unit ☐ Response to non-compliance or near-miss ☐ Reported concern/compliance investigation ☐ Risk assessment ☐ Result of audit ☐ Change/revision of policy, law, or compliance information ☐ Data/Analytics ☐ Emerging Issues/Trends ☐ Other:	

SECTION II: AUDIENCE

Who is the intended audience? (Check all that apply)

- [ ] Entire University/College community
- [ ] Division/Unit/Department Specific
- [ ] Faculty
- [ ] Staff
- [ ] Students
- [ ] Graduate/Professional Students
- [ ] Vendors/Contractors
- [ ] Volunteers
- [ ] Patients
- [ ] Adjunct Faculty
- [ ] Management
- [ ] Board
- [ ] Other _____

Please provide more details on the intended audience, if applicable (i.e. what department, any sub-section of audience).

Are there any specific needs the intended audience has that will need to be considered in the development of the education (i.e. location, language, accessibility, and technology)?

If applicable, how will this educational initiative be tracked for compliance/completion?

SECTION III: EDUCATION OUTCOMES

What outcomes with this educational initiative achieve?

- [ ] Audience members will be able to identify resources applicable to the topic
- [ ] Audience members will be able to apply concepts learned on the topic
- [ ] Audience members will be able to retain information learned on the topic
- [ ] Audience members will be able to demonstrate skills or competencies learned on the topic
- [ ] Audience members will be able to locate information and resources covered on the topic
- [ ] Other _____

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SECTION IV: CONTENT CREATION AND DELIVERY

What specific topic(s) will be included in this educational initiative? If there are multiple topics, please provide information on all.	What modalities will be used to deliver the education (i.e. online module, newsletter, video, and in-person)? Please select all that apply.
What resources can be helpful in developing the content regarding the identified topic area(s)?	Does the delivery require collaboration with other offices for distribution?
What content-area experts or key stake holders would be helpful to include in the creation/review of the content?	What is the timeframe to complete the development of the educational initiative?
Has the content been reviewed against other education provided previously to ensure consistency and reduce redundancy, if applicable?	What is the timeframe to deliver the development of the educational initiative?
What barriers/challenges do you anticipate to impact either the development of the content or in the delivery, and how do you plan to address those?	

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SECTION V: EVALUATION	
How will this educational initiative be evaluated for its effectiveness in achieving the intended outcomes?	**Will this method of education provide opportunity for learning assessment? (i.e. quizzes, feedback) If so, how?** **Who will receive the results of the assessment of learning (i.e. audience member, compliance office, HR)?** **How will the information gleaned from the assessment be used?**