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| Learning needs assessment tool |
| For allied health assistants |
| OFFICIAL |

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# Introduction

A learning needs assessment is an opportunity to identify targeted learning needs for an allied health assistant (AHA). These may relate to skill development, career progression or areas of clinical interest.

You can use this learning needs assessment as part of:

* onboarding
* workplace, rotation or discipline orientation
* regular supervision
* performance improvement or appraisal activities to ensure a culture of ongoing learning and development.

A learning needs assessment does not replace the need to formally record regular clinical supervision and performance appraisals.

Identifying learning needs help people access relevant external professional development. It can also inform targeted professional development programs.

Organisations and health services should work with AHAs to complete learning needs assessments yearly (or sooner if needed).

# Instructions

The learning needs assessment outlines:

* learning needs
* possible educators or next steps
* reason for the need.

More information on these 3 elements is in **Table 1**. An example of how to document a learning need is in **Table 2**.

If you need to record more than 3 learning needs, add a new row by going to the last table cell and selecting the **Tab** key.

Table 1: Template columns

| Column | Description |
| --- | --- |
| Learning need | What are your top 3 ongoing learning needs you would like to address in the next 12 months?Write these in a way that describes what outcome or change in practice you would like from the education |
| Educator or next steps | Suggested educator or next steps to meet the need |
| Reason | What is the ‘driver’ of the learning need?For example, consumer therapy and supports needs, supervision responsibilities or career goals. |

Table 2: Example learning need

| Learning need | Educator or next steps | Reason |
| --- | --- | --- |
| To increase knowledge and facilitate conversations with consumers about pain management approaches in the community setting, as supported by the delegating allied health professional. | Chronic pain clinic physiotherapist | Increasing presentation of chronic pain consumers |

# Learning needs assessment

## My details

| Detail | Answer |
| --- | --- |
| Name |  |
| Role |  |

## Learning needs

| Learning need | Educator or next steps | Reason |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

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