

Self-Assessment Program Development Template

Section 3 of the Framework of CPD Options of the Maintenance of Certification Program

Background

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Rationale: Completing a thorough review of the current or evolving evidence within each area of a particular disease provides specialists with an opportunity to evaluate their current knowledge with best evidence to identify opportunities for improvement that can be addressed through additional learning activities. The focus of a SAP is to uncover unidentified deficiencies for future learning.

Step 3 (optional): Create the written content for the SAP

Many Self-Assessment Programs include a written summary of current evidence organized into sections to explain the basic key knowledge areas or practice recommendations that serve as the basis for the program. The written component can be organized in multiple formats including a case base format.

If a case or series of cases are presented and a summary of the current evidence is provided then this step should include:

- Selecting a SAP program development writing committee
- Dividing the program into sections or themes
- Establishing learning objectives
- Assigning individuals to write the content for individual sections.
- Identifying appropriate references

Rationale: Reviewing a summary of the key evidence or knowledge across the disease, disorder, or topic will provide participants with an opportunity to learn about best evidence and compare their knowledge with current understanding.

Step 4: Create multiple-choice questions (MCQ), short answer questions (SAQ) or true/false statements for each section or theme with appropriate distracters. For each MCQ, link the correct response to an appropriate reference.

Rationale: Written Self-Assessment Programs are frequently designed to assess knowledge or the application of knowledge to practice. MCQ's and SAQ's are common, highly reliable and valid methods for assessing cognitive domains.

Step 5: Create a scoring key and answer sheet (consider optical scanner technology) or web based assessment tools that will provide individuals with section specific feedback (questions answered correctly; incorrectly with supporting references).

The answer sheet should include instructions for how to complete and submit the scoring sheet for credits

Rationale: Providing specific feedback on which answers were correct and incorrect with references enables specialists to determine if there are important gaps in their practice knowledge that should be addressed through engaging in further learning activities. Providing specific feedback (by section or theme) is a required accreditation standard for SAP.

Step 6: Create a SAP evaluation form to be completed by participants. The evaluation form will elicit information about the value or relevance of the program as identified by the participant on completion of the program.

The evaluation form should include an assessment of the following areas:

- Relevance or importance to practice
- Clarity of the content and evaluation questions

- Thoroughness in assessing content areas
- Capability in assessing knowledge gaps

Rationale: The purpose of the evaluation is to assist program planners to modify the program (where required) based on participant's feedback

Step 7: Create a SAP reflection tool that the participants can use to assess and document the outcomes for them and use this information to develop a learning plan to address any areas where improvement is required.

The SAP reflection tool should prompt participants to review the feedback provided and:

- Identify specific areas that require improvement
- Use the framework of CPD options in the Maintenance of Certification program to a learning to address these identified areas

Rationale: The purpose of a SAP is not just to identify where knowledge is up-to-date, but to identify areas where further learning needs to be completed.

Step 8: Ensure that the program materials inform participants about the importance of documenting their outcomes or proposed actions on MAINPORT for credit

Participants must be directed to the self-assessment templates in MAINPORT to complete the documentation of all relevant sections and submit the activity for credit. CPD providers must provide:

- Instructions for how to get to MAINPORT
- What sections must be completed
- The number of hours that have been established for completing all program elements

Rationale: Completing a Self-Assessment Program is not an end in itself. Each participant needs to be informed of the important of documenting their assessment and identified outcomes or plans on