Learning Needs Analysis
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About the New LNA

1. What are the changes that I can expect with the new LNA format?

The LNA has been amended based on feedback from members to improve its usability. Beginning 19 September 2017 you will see the new format, which includes the following changes:

<table>
<thead>
<tr>
<th>Previous LNA</th>
<th>LNA from 19 September 2017</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning objectives from the training curriculum and Professional Qualities Curriculum are added to the LNA.</td>
<td>Learning goals are added to the LNA. Learning objectives from the training curriculum and Professional Qualities curriculum can then be mapped to each goal.</td>
<td>Free text fields are more flexible, allowing trainees to identify their own goals.</td>
</tr>
<tr>
<td>Self-evaluation of objectives is done at the completion of LNA Part 2.</td>
<td>Self-evaluation of goals is done at both the start and end (LNA Part 1 and 2).</td>
<td>Capturing self-evaluation at LNA Part 1 will allow the trainee to compare self-evaluation before and after the period indicated, and keep track of progress towards goals.</td>
</tr>
</tbody>
</table>
2. How will I be impacted by these changes?

The September 19 launch date was selected to minimise impact to trainees based on rotation schedules and submission trends.

Note that the following LNAs will retain the old format:
- LNAs for the 2017 Training Year that have been completed before 19 September 2017
- LNAs for all Training Years prior to 2017

The following LNAs will follow the new format:
- All new LNAs created on or after 19 September 2017
- LNAs for the 2017 Training Year where:
  o LNA Part 1 has been created, but not submitted
  o LNA Part 1 has been submitted, but LNA Part 2 has not yet been completed

These LNAs will be automatically transitioned using to the new format if they are still incomplete by 19 September 2017.

General Questions

3. When should I do a Learning Needs Analysis?

You should complete a LNA within the first few weeks of each training period. Completing the LNA at the start of each training period will allow you to tailor your learning to meet your needs and goals.
4. What should I put in my Learning Needs Analysis?

- Learning goals for the dates indicated in the LNA.
- Self-evaluation of your level of competence for each learning goal.
- (optional) Learning objectives from the training curriculum and Professional Qualities Curriculum that correspond to your stage of training.
- Learning strategies and resources which will assist in meeting your learning goals.

5. Who will see my Learning Needs Analysis?

Once submitted, your rotation supervisor and nominated supervisor(s) will be sent an email directing them to view your LNA.

6. Can I modify or delete my LNA once I've submitted it?

After you have submitted LNA Part 1, you can continue to make changes to your LNA and resubmit it as long as LNA Part 2 has not yet been completed.

Once you have completed LNA Part 2, you will no longer be able to make any changes to your LNA.

7. When should I complete the self-evaluation?

The self-evaluation should be completed at the end of the training period. The online system will automatically assign a self-evaluation date, normally two weeks prior to the end of the date indicated in the LNA. You will also receive a reminder email.

8. Can a supervisor comment on a trainee's Learning Needs Analysis?

**BT, AT, AFRM**

No. Supervisors cannot comment electronically on the LNA. However, the trainee should meet with the supervisor prior to submission so they can incorporate any suggestions made. A trainee may also meet with a supervisor following submission to review and improve the learning plan.

**AFOEM**

Yes. Supervisors can suggest revision and make comment on a learning plan prior to approving it. Therefore, it is recommended that the trainee should meet with the supervisor to discuss the learning plan in advance, so any required comments can be provided at this meeting.
9. What do the different online statuses mean?

### BT, AT, AFRM

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not yet submitted</td>
<td>You have started but not yet submitted your LNA Part 1 (draft).</td>
</tr>
<tr>
<td>Submitted (Self-evaluation due by…)</td>
<td>LNA Part 1 has been submitted and you will need to complete Part 2 by the indicated date.</td>
</tr>
<tr>
<td>Overdue for evaluation</td>
<td>Your LNA Part 2 is overdue.</td>
</tr>
<tr>
<td>Completed</td>
<td>You have completed LNA Part 2.</td>
</tr>
</tbody>
</table>

### AFOEM

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not yet submitted</td>
<td>You have started but not yet submitted your LNA (draft).</td>
</tr>
<tr>
<td>Submitted</td>
<td>Your LNA has been sent to your supervisor for approval.</td>
</tr>
<tr>
<td>In revision</td>
<td>Your supervisor has reviewed your LNA and recommended changes prior to approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>Your LNA has been approved by your supervisor.</td>
</tr>
<tr>
<td>Self-evaluation due / Overdue for evaluation</td>
<td>You are coming to the end of your training period and it is now time to complete your self-evaluation.</td>
</tr>
<tr>
<td>Completed</td>
<td>You have completed LNA Part 2.</td>
</tr>
</tbody>
</table>

10. What if my rotation has not yet been approved and I don’t have access to the portal?

If you are a Basic Trainee and you do not yet have access to the portal, please download the soft copy form at [http://www.racp.edu.au/docs/default-source/default-document-library/bt-learning-needs-analysis.docx?sfvrsn=6](http://www.racp.edu.au/docs/default-source/default-document-library/bt-learning-needs-analysis.docx?sfvrsn=6). You can save your answers in that document. Once you receive access to the portal, you can create an LNA online and paste your answers there.
11. What if my auto-filled details are incorrect? What if my previous run supervisors are showing up?

If any of your details are incorrect, please contact the following to amend these details:

- Basic Training: PREP_BT@racp.edu.au (AU), Basic.Training@racp.org.nz (NZ)
- Advanced Training: AdvancedTraining@racp.edu.au (AU), AdvancedTraining@racp.org.nz (NZ)
- Australasian Faculty of Occupational and Environmental Medicine - OccEnvMed@racp.edu.au
- Australasian Faculty of Rehabilitation Medicine - Rehab@racp.edu.au

12. What if I am dual training?

Trainees undertaking dual training must complete the greater number of teaching and learning and formative assessment tools required by each overseeing committee. For example, if one program requires trainees to complete two Learning Needs Analyses per year and the other program requires trainees to complete one Learning Needs Analysis per year, the dual trainee must complete two Learning Needs Analyses per year. Completed tools are not allocated to a particular training program, therefore completed tools count towards the requirements of both programs. If the trainee is undertaking training rotations which count towards only one training program, they must complete the minimum requirements of that program only.

For more details, please refer to: https://www.racp.edu.au/trainees/variations-in-training

13. What if my rotation changes halfway through? Do I do another LNA?

You will need to advise the College of the change to your rotation using the relevant application form. Please contact the following:

- Basic Training: PREP_BT@racp.edu.au (AU), Basic.Training@racp.org.nz (NZ)
- Advanced Training: AdvancedTraining@racp.edu.au (AU), AdvancedTraining@racp.org.nz (NZ)
- Australasian Faculty of Occupational and Environmental Medicine - OccEnvMed@racp.edu.au
- Australasian Faculty of Rehabilitation Medicine - Rehab@racp.edu.au