



# QUICK TIPS

# HOW TO CONDUCT A GAP ANALYSIS

## 4 >> Program Design Series

**Quick tips:**

How to Conduct a Gap Analysis

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## WHAT IS A GAP ANALYSIS?

A gap analysis is a tool used to identify and define current health care issues. It clarifies the discrepancy between the current reality in health care and the desired or optimal health care situation and identifies an opportunity that may be addressed in a CPD intervention.

## WHEN TO CONDUCT A GAP ANALYSIS

A gap analysis often is conducted as one of the very first steps in preparation for an educational intervention. A gap analysis of health care issues will help focus the curricular goals, specify the appropriate target audience, help identify faculty, and inform the more specific needs assessment of the target audience.

## WHY CONDUCT A GAP ANALYSIS?

A gap analysis provides the program planner with a bigger picture of the area of concern and can provide information that you can use to build a small-scale intervention or a long-term or curricular CPD plan. You can also continue to go back to your original gap analysis as you build your evaluation stages to ensure that your intervention is poised to fill the identified gap. It provides information you can keep going back to as new ideas for CPD arise. While you may not want to conduct a gap analysis every time you plan a program as it requires significant resources and time, it's an effective tool to highlight key areas.

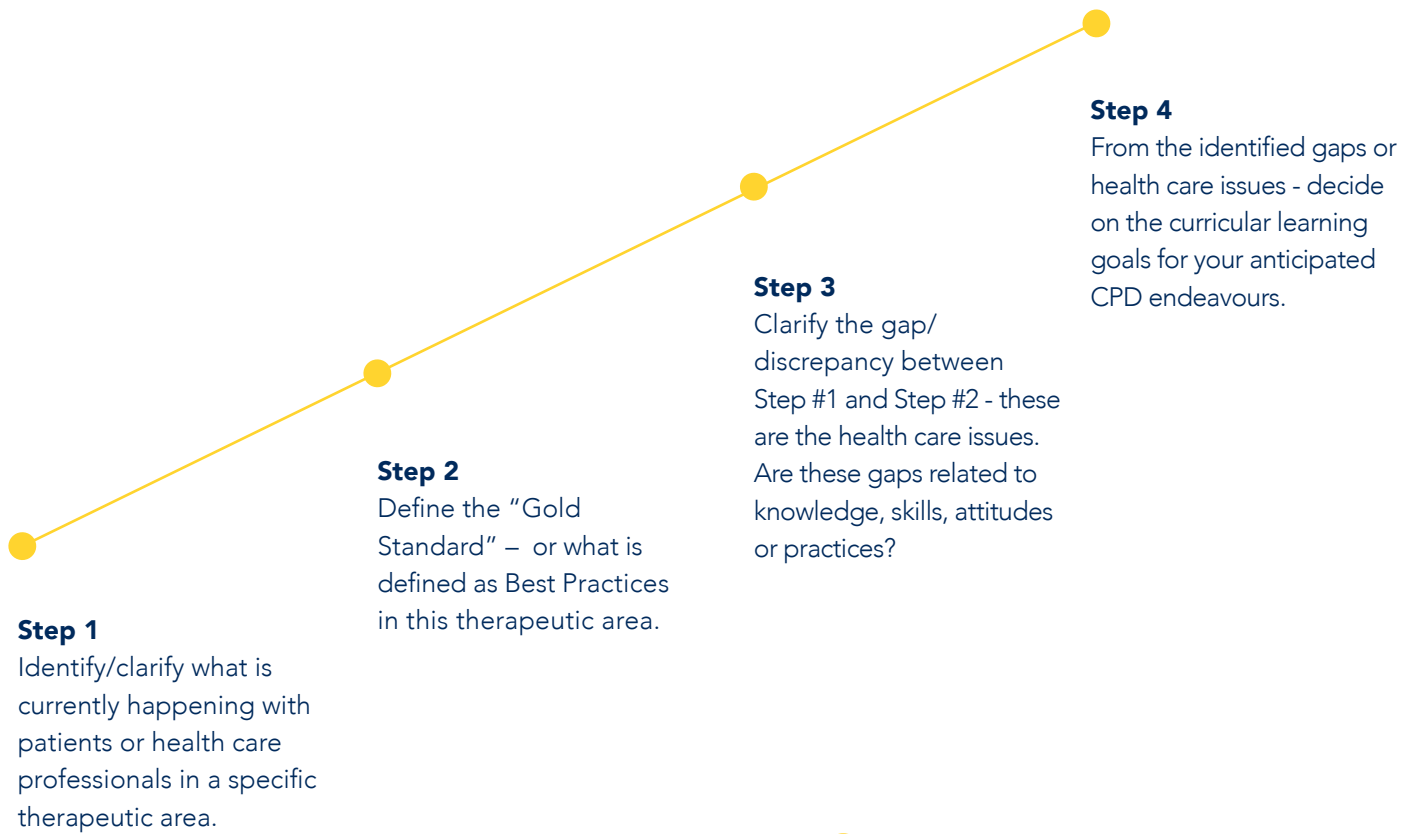
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## STEPS IN CONDUCTING A GAP ANALYSIS

A gap analysis is a very thorough approach to determining that a gap does exist.



### SAMPLE TEMPLATE

Click to view the "[Template gap analysis](#)"

## REFERENCES

Wittich, C. M., Chutka, D. S., Mauck, K. F., Berger, R. A., Litin, S. C., & Beckman, T. J. (2012). Perspective: a practical approach to defining professional practice gaps for continuing medical education. *Acad Med*, 87(5), 582-585. doi:10.1097/ACM.0b013e31824d4d5f

## ACKNOWLEDGEMENTS

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**This quicktip is part of the quicktips for program design series.  
Review all of the tips to help you create your best prpgram.**

### **PROGRAM DESIGN**

- 1 >> What are Adult Learning Principles**
- 2 >> Models of Course Design and Steps for Course Development**
- 3 >> Creating a Representative Scientific Planning Committee**
- 4 >> How to Conduct a Gap Analysis**
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