

# Developing an Assessment System

1. Determine the purpose of each of your specific evaluation tools
  - Base on one or more objectives
  - What specifically are we trying to measure (Knowledge, Skill, Attitude or Behavior)?
  - What kind of tool is best for measuring this KSA or B?
  - Will this information/data be valuable to collect?
2. What is the scope of this evaluation?
  - What will be the focus of the assessment?
    - Narrow your target (e.g. procedural skill)
    - Don't try to do too much
  - Will the instrument measure what it claims to? (Validity)
3. Who is the audience for this assessment?
  - While you can have multiple audiences, it's always best to
  - Identify your target audience
  - Will the resulting data be meaningful to the audience?
4. Can this evaluation method be feasibly implemented in the context of practice?
  - Who will conduct the assessment?
  - Is the evaluator trained in use of the tool?
  - Is there a communication system/technology that can streamline the process?
  - Is the time it will take to complete worth the value of the outcome data?
5. How will the evaluation system be managed?
  - Data routing
  - Timeframes
  - Compliance
  - How many and what types of reports will be developed?
6. To whom will the data go?
  - Who will be involved in the analysis of results?
  - Identify the most important end users
    - Resident
    - Directors
    - Institution
  - Will they see what they need to see to do their job?
7. How will the effectiveness of this evaluation tool be assessed?
  - How will data be used in curriculum, tool or system redesign?
  - Who will evaluate the effectiveness of the assessment system?
  - Continuous quality improvement