



ORIGINAL RESEARCH PAPER

Nursing

COMMUNITY NEED ASSESSMENT

KEY WORDS: CNA Process, Action plan. Work Plan

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ABSTRACT

'Community Need Assessment' approach focuses on planning for each health services as per actual needs assessed by the service providers at their own level. The CNA process is based on the felt needs of community and on people's involvement and consultation with them for their co-ordination, co-operation and for better utilization of the services. A document mentioning activities to be carried out in a specified time frame indicating the resource requirement, timetable and place/venue for each action is referred to as 'Action plan'. A work plan is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, offering the reader a better understanding of the scope of the project. Through work plans, the process is broken down into small, achievable tasks and identifies the things to be accomplished

Definition of CNA:

The approach of planning for each health services as per actual needs assessed by the service providers at their own level instead of achieving the set targets passing from upper level to lower level is referred to as 'Community Need Assessment' approach.

Purposes of CNA:

- To set priorities
- To identifying target as well as high risk groups
- To do the realistic estimation of services and matching of resources needed for the same
- To develop the realistic action/work plan

CNA Process:

The CNA process suggested for assessment of community needs is by conducting household survey and consultation with representative of the community and other functionaries working in the same community. Hence CNA approach is

- Based on the felt needs of community and actual capacity of service provider
- Not to give uniform target to all sub-centre as was done earlier but to develop realistic workload based on actual needs of the people for different services
- Based on people's involvement and consultation with them for their co-ordination, co-operation and for better utilization of the services.

Steps of CNA process:

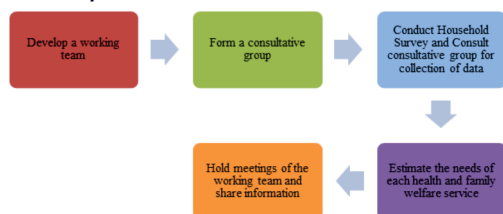


Figure 1 Steps of Community Need Assessment

- Develop a working team consisting of AWWs, TBA, MSS(Mahila swasthya sangh) members, link members and leaders of youth organization at every village.
- Form a consultative group of panchyat members, teachers, priests, opinion leaders etc.
- Conduct household survey with the help of working team and collect relevant information
- Consult the consultative members for collection of more information and confirmation or validation of the information collected through survey
- Estimate the needs of each health and family welfare service based on the analysis of survey data
- Hold meetings of the working team and consultative members every month regularly

- Share information regarding services provided and seek feedback

Action plan:

Action plan: A document mentioning activities to be carried out in a specified time frame indicating the resource requirement, timetable and place/venue for each action is referred to as 'Action plan'.

Major Elements of Action Plan: An action plan has three major elements

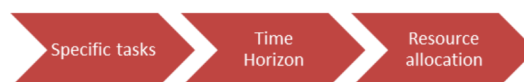


Figure 2 Major Elements of Action Plan

- (1) Specific tasks: what will be done and by whom.
- (2) Time horizon: when will it be done.
- (3) Resource allocation: What specific funds are available for specific activities.

Criteria for a good action plan:

The action plan should meet several criteria. It should be

- Complete:** It should list all the action steps or changes to be sought in all relevant parts of the community (e.g., schools, business, government, faith community)
- Clear:** Action plan should make it clear that who will do what and by when.
- Current:** The action plan should anticipate the newly emerging opportunities and barriers.

When an action plan should be created:

Ideally, an action plan should be developed within the first six months to one year of the start of an organization. It is developed after determination of the vision, mission, objectives, and strategies of the organization. Action plan is the blueprint for running the organization or initiative.

Steps for preparation of action plan:

- Prepare the map of sub-centre and its area
- Conduct household survey with the help of working team and collect relevant information
- Consult the consultative members for collection of more information and confirmation or validation of the information collected through survey
- Compare these estimates with demographic calculations
- Set priorities, fix workload for each service as per the identified needs
- Identify high risk groups
- Estimate workload and resource requirement for each component of the services and prepare the plan of actions by indicating details of fixed days and the time for each service,

plan for providing these services such as by conducting clinic at sub-centre headquarter

For example: for estimation of probable indicators, the formula that could be used is as follows

- Probable number of pregnancies= population of area \times birth rate of area+10% for pregnancy wastage; if the birth rate is 30/1000 and population is 5000 then probable number of pregnancies would be $5000 \times 30/1000+15$ (10% of pregnancy wastage) =165
- Antenatal registration= 100% of pregnant mothers
- Detection and treatment of high risk pregnancies= 15% of antenatal mothers that is $(165 \times 15/100)$

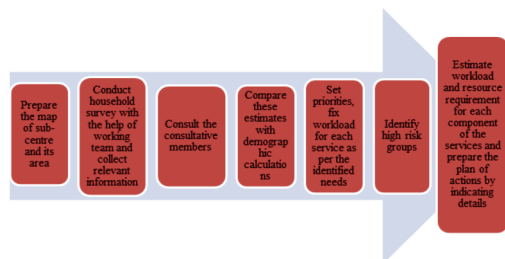


Figure 3 Steps of Action Plan

- Detection and treatment of anemic mothers= 50% of antenatal mothers $(165 \times 50/100)$
- TT to antenatal mothers= 165×2 doses=330
- Children below 3 years of age is 8% of the total population
- Children below 5 years of age is 13% of the total population¹

WORK PLAN:

A work plan is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, offering the reader a better understanding of the scope of the project. Through work plans, the process is broken down into small, achievable tasks and identifies the things to be accomplished.

Steps of making work plan:

1. Identify the purpose for work plan. Work plans are written for various reasons. Determine the purpose up front which helps in preparation of plan properly. Keep in mind that most work plans are for a certain period of time (i.e., 6 months or 1 year).

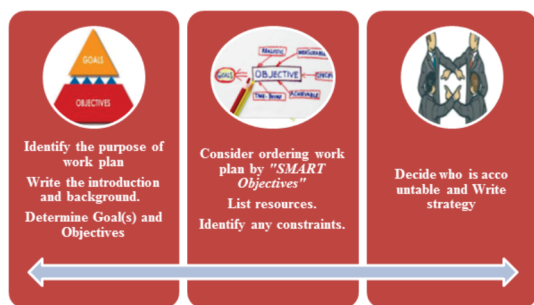


Figure 4 Steps of Making Work plan

2. Write the introduction and background. For professional work plans, introduction and background should be written before hand. The introduction and background helps supervisor or manager with the information they need to put the work plan into context. Writing an introduction and background is often unnecessary for an academic work plan.

3. Determine Goal(s) and Objectives. Goals and objectives are related in that they both point need to be accomplished through work plan. However, remember the differences, too; goals are general and objectives are more specific.

4. Consider ordering work plan by "SMART" objectives. SMART is an acronym used by individuals searching for more tangible, actionable outcomes in work plans.

- **Specific.** Lay out what populations are going to be served and any specific actions that will be used to help that population.
- **Measurable.** Objectives should be quantifiable and can be measurable.
- **Achievable.** *The Objectives should be achievable in the time allotted with the available resources.* The objective needs to be realistic given the constraints.
- **Relevant.** *Objective should have an effect on the desired goal or strategy.* Make sure objectives and methods have a clear, intuitive relationship.
- **Time bound.** *When will this objective be accomplished?* Specify a hard end date for the project. Stipulate which, if any, outcomes would cause project to come to a premature end, with all outcomes having been achieved.

5. List resources. Include anything that will be necessary to achieve goals and objectives. Resources will vary, depending on the purpose of work plan.

6. Identify any constraints. Constraints are obstacles that may get in the way of achieving goals and objectives.

7. Who is accountable: Accountability is essential for a good plan. Who is responsible for completing each task? There can be a team of people working on a task but one person has to be answerable to a task being completed on time.

8. Write strategy: Look over work plan and decide how resources will be used constraints will be overcome in order to reach goals and objectives.²

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