Regularly Scheduled Series Evaluation Guidelines

Participants must have the opportunity to evaluate the series. The timing of when you conduct evaluations is up to you. You can opt to evaluate after each session, periodically throughout the year, or once at the end of the series. The evaluation is your mechanism for measuring changes in learners’ competence, performance and/or patient outcomes and can also serve as a tool for obtaining suggestions for future topics.

Typically, evaluations are online using tools such as a Google form, Qualtrics, or other software tool. You can use the evaluation platform of your choice. You are required to submit, at the end of the FY20 fiscal year, an evaluation summary as part of the RSS close out process. See RSS Evaluation Summary Template.

Course Directors are encouraged to make the evaluation questions relevant to their specific department’s needs by including. You can add additional questions as you see fit; however, you are required to include the following questions:

- **How well did this activity fulfill the following learning objectives?**
  
  Upon completion of this educational activity, the learner should be better able to:
  
  *Overall Series Objective1* [Excellent (5) - Very Good (4) - Good (3) – Fair (2) – Poor (1)]
  
  *Overall Series Objective2* [Excellent (5) - Very Good (4) - Good (3) – Fair (2) – Poor (1)]
  
  *Overall Series Objective3* [Excellent (5) - Very Good (4) - Good (3) – Fair (2) – Poor (1)]

- **As a result of participating in this activity, will you make any significant change(s) in your role?**
  
  O Yes
  
  O Possibly, I am contemplating change(s), but would need more information and/or education
  
  O No, but the content affirms my current behavior/practice
  
  O No, I am unable to implement those suggested change(s)

  If yes, identify any significant changes to your role.
  
  If contemplating changes, please identify additional tools, education, and resources that would be helpful to you.
  
  If no, what barriers may exist to prevent you from making changes?
  
  What suggestions or system changes would you recommend to overcome these barriers?

- **Were the presentations free of commercial bias?** [Yes - No]
  
  (Did the presentations avoid promoting a particular product or service?)

- **Will your participation in this activity improve your patient outcomes?** (Yes, No, N/A)

- **Will your participation in this activity improve your team performance?** (Yes, No, N/A)