

Guidelines for CME Activity Evaluation

Every continuing medical education activity will be evaluated to determine if it effectively met the need of the participants leading to changes in competence, performance or patient outcome. An evaluation must –

- Assess the extent to which the educational objectives have been met by asking the participant to judge how well learning objectives were addressed by the faculty.
- Assess the participant's perception of enhanced professional effectiveness by asking the participant to describe how the activity will –
 1. Improve the physician's abilities and/or strategies;
 2. Help the physician to modify his/her practice; and
 3. Lead to improved patient outcomes.
- Assess the knowledge and presentation skills of the faculty.
- Assess the quality of the educational design and format.
- Assess the needs of the audience by asking participants to suggest future educational activities.

Other important points to note about activity evaluation include the following:

- The participants must be asked if the speaker's information was presented fairly and without commercial bias.
- Whenever possible, the participant must be asked to evaluate the CME activity's organization and management. This data will be used to determine how well the Office of Continuing Medical Education is performing its meeting planning responsibilities.
- Data from previous CME activities' evaluations must be used in the planning stages of all future CME activities. Program committees must review previous topic-related evaluations and apply the appropriate data when designing future CME activities.
- Each CME activity's evaluation summary will be presented to the activity's program committee, the Institute's Medical Director, and the Medical Education Committee for review and discussion.

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- An activity's evaluation and the evaluation summary will be recorded and filed with the appropriate CME activity file. Such files will be kept within the Office of Continuing Medical Education for at least six years.