

SAMPLE

INDIANA STATE MEDICAL ASSOCIATION
CME ACTIVITY FOLLOW-UP EVALUATION
{INSERT NAME OF PROGRAM}
{INSERT DATE AND TIME}

A. Meeting Statistics

- Changes needed to records
- Planning Committee satisfaction with attendance
- Recommendations to improve attendance
- Other comments

Date	Location	# Physicians	# Nonphysicians
11/12	ISMA, Indianapolis, IN	6	10
11/14	Merillville, Holiday Inn Merillville IN	19	48
11/16	New Albany, Mariott Hotel, New Albany, IN	5	15
Totals		30	73

Comments:

B. Participant Evaluation Results and Satisfaction

Review participant evaluation summary and discuss the positive and negative comments. Identify opportunities for improvement and recommended solutions.

Comments:

C. Outcome and Implementation of Lessons Learned from Previous Educational Activities

Discuss recommendations made during any previous educational evaluation meetings conducted for your specific operational area or work group. Include details on what action was taken to improve this activity based on the lesson learned and whether the action resolved the issue or if additional action needs taken.

Comments:

D. Opportunities for Improvement and Future Recommendations in Planning, Implementing, and Evaluating Phases of Activity

Discuss the processes, resources, and materials available to implement the activity. Please identify how needs will be determined for next year's program. Is this year's evaluation a good tool? If not, how can it be improved? Recommendations should be identified and a responsible person identified to implement the change for the next activity, if applicable.

Comments:

E. Resources

Discuss whether or not resources were available to meet your needs and any action taken to overcome this challenge. Resources can include human resources, equipment, budget, supplies, etc.

Comments:

F. File Folder

Discuss all of the elements of the file. Review folder and check list. Make certain all Conflict of Interest forms, Commercial Support and Budget forms are completed. If something is missing ask why and method to correct. Discuss improvements and person who will strive to make changes.

Comments: