

A GUIDE TO DEVELOPING EVALUATIONS

Process and Form for Declaring Conflicts of Interest based on Element 3 of the Standard

Evaluations are critical to the continuous quality improvement of CPD activities. The Accreditation Standards require that specific questions be included within the activity's evaluation (outlined below). Beyond these required questions, the CPD organizer should include any additional questions that will illustrate opportunities to improve the next offering of the activity. CPD organizers are strongly encouraged to review Evaluation of Continuing Professional Development Group Activities ([Houlden & Collier, 2012](#)).

All accredited CPD activities must give participants the opportunity to evaluate the overall activity and any individual sessions within the activity.

All CPD activities must include questions asking:

- a) Whether the overall, and session-specific, learning objectives were met
- b) Whether the content was free of bias (commercial or other)
- c) How the CPD activity will impact the participant's practice
- d) *In addition to asking participants to self-report on the impact of the CPD activity on their practice, CPD organizers are also encouraged to measure changes in knowledge, skills or attitudes of learners and improvement in health outcomes.

Section 3 Simulation CPD activities must also include questions asking whether:

- a) All participants were evaluated and provided with feedback
- b) The activity and the scenarios used were relevant to the participant's practice
- c) The participant could identify the CanMEDS competencies addressed
- d) The program design was effective, including whether the time allotted to instruction and the time allotted to practice were sufficient

Organizers can also consider adding questions that address the:

- a) Overall effectiveness and quality of the events
- b) Teaching abilities of the presenter(s) / facilitator(s)
- c) Use of interactive methods / opportunities for interaction to address content
- d) Relevance of course content to the participant (the target audience's learning needs)
- e) Gaps in knowledge that were addressed
- f) Future personal learning projects that the participant wishes to pursue

SUGGESTED RESOURCES

1. [Evaluation Template](#)
2. [Sample Evaluation from the Royal College of Physicians and Surgeons of Canada](#)
3. [UHN Competencies for Teaching](#)
4. [Royal College of Physicians and Surgeons of Canada CPD Activity Toolkit: Evaluations](#)
5. [Evaluation of Continuing Professional Development Group Activities](#)