##

## **Attachment 9: Annual Evaluation Summary Report**

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| **End of Year Evaluation Summary Results** – Confidential Report by Activity Chair |
| **Completed by:**  | **Date:**  |
| **1.** | **Activity Code**  | **HSGI-01-P\_\_\_\_\_\_\_\_\_\_\_** |
| **2** | **Activity Title** |  |
| **1.** | **Reporting Year** |  |
| **2.** | **Activity Accreditation Period** |  |
| **3** | **Number of Sessions held for the year** |  |
| **4** | **Total number of attendees for the year** |  |
| **5** | **Number of attendees by profession/target audience for the year** |  |
| **6** | **Number of external attendees for the year** |  |
| **7** | **Number of attendees not from the target audience for the year** |  |
| **8** | **Number of completed evaluations for the year** |  |
| **9** | **Number of credits/hours issued for the year (the number of hours on the certificates added up for the year)** |  |
| **10** | **Number of attendees who achieved their learning outcomes** |  |
| **11** | **Number of attendees that will change their practice as a result of the learning** |  |
| **12** | **Did you give IPCE – Interprofessional Continuing Education Credits?** |  |
| **13** | **Any other relevant findings** |  |

**\*Guide to completion: No percentages please, only use numbers.**

**Qualitative data results**

Please provide a brief content analysis of the comments regarding the evaluation and the reflection. Look at the answers to each question and provide a summary. See table below. You can add more questions that you answer.

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| **Scientific Planning Committee to Complete** |
| 1. Type of changes to practice most often mentioned by attendees?
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| 1. What type of information did attendees gain? List 2-3.
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| 1. What comments were made about the quality of the education? About presenters?
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| 1. What future topics have been requested to cover learning gaps?
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| 1. What changes should be made to the program for the following year?
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| 1. If you issued IPCE credits it is an accreditation requirement that a **group reflection\*** of about 12 or more participants is run at least once about 2-3 months after a few sessions. Did you conduct a post-session group reflection? What were your findings?
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| 1. Any other comments?
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\*Group reflections means that you run a focus group, not an individual evaluation.

***All activity data is to be kept strictly confidential.***