##

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

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| **Session Evaluation Results** |
| **Completed by:** | **Date:** |
| **1** | **Activity Code**  | **HSGI-01-P\_\_\_\_** |
| **2** | **Activity Title** |  |
| **3** | **Session Date** |  |
| **4** | **Total number of attendees for the session** |  |
| **5** | **Number of attendees by profession/target audience for the session** |  |
| **6** | **Number of external attendees for the session** |  |
| **7** | **Number of completed evaluations for the session** |  |
| **8** | **Number of credits/hours issued for the session**  |  |
| **9** | **Number of attendees who achieved their learning outcomes** |  |
| **10** | **Number of attendees that will change their practice as a result of the learning** |  |
| **11** | **Did you give IPCE – Interprofessional Continuing Education Credits?** |  |
| **12** | **Did you share the evaluation findings with the presenter?** |  |

**\*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? Knowledge? Competence/Skills?
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| 1. What type of information did attendees gain?
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| 1. What comments were made about the quality of the information and the evidence base? What comments were made about the 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 to improve it?
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| 1. If you issued IPCE credits it is an accreditation requirement that a **group reflection\*** is administered 2-3 months after the session. 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 private & confidential.*