

Series Evaluation FAQ

Updated: 11/28/2023

1. What is a CME evaluation and why do we evaluate the activities?

According to the ACCME's requirements, the accredited provider is asked to evaluate the activity effectiveness, learner satisfaction, and learning outcomes of each series or course. (Criterion 11: The provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions.) In addition, the CME evaluation process is a pipeline that brings the voices of learners to the leadership, instructors, and CME team. We value their feedback and try our best to improve the quality of future activities.

2. Is series evaluation required?

Yes. For your series to receive continued accreditation, we are required to collect regular data on how your conference or course is being evaluated by its audience members.

3. How do we evaluate the activities (series/courses)?

You have many options. You may opt to use your own questions or utilize the CME standard evaluation questions as provided by the OCPD. Furthermore, you can choose your own evaluation platform (such as Qualtrics or SurveyMonkey) or use the recommended EthosCE platform.

4. What questions and platform does the OCPD recommend we use?

The OCPD recommends using the CME standard evaluation questions we created and housing the evaluations on EthosCE. This enables us to best support you with any issues that may arise throughout the evaluation process.

5. What shall I do if I use the CME standard evaluation questions:

- 1) The OCPD Data Analyst, Brian, (btomczyk@mcw.edu) will send an email to the activity coordinators including the 4 quarterly evaluation survey URLs and QR codes before the beginning of the calendar year. These URLs and QR codes will also be stored in the activity's OneNote "Evaluation Information" page if applicable.
- 2) The activity coordinators are required to distribute the URLs and QR codes to their learners before the end of each quarter and ensure each evaluation has at least 5 responses or a 25% response rate.
- 3) The OCPD staff will update the evaluation summary dashboard after each quarter.
https://public.tableau.com/views/EducationProgramEvaluationDashboardV2/UpdatedQ12023/Overall?:language=en-US&:display_count=n&:origin=viz_share_link

6. What shall I do if I use my own evaluation questions:

- 1) The activity directors and coordinators are required to create their own survey questions and consult with OCPD staff to ensure they meet the ACCME's requirements.
- 2) The activity coordinators will create their own surveys using any platform they prefer.
- 3) The activity coordinators will distribute the URLs and QR codes to their learners before the end of each quarter and ensure each evaluation has at least 5 responses or a 25% response rate.
- 4) The activity coordinators will download and submit the survey results as a PDF to the "Evaluation Information" tab in the activity's OneNote page.
- 5) The activity directors or coordinators will not receive an evaluation summary dashboard created by OCPD.

7. How do I distribute the survey to the activity's participants?

There are multiple ways to distribute the survey and collect data. You can decide what methods suit the activity best. Here are some best practices for your reference:

- 1) Put the survey URL in the chat during or at the end of the activity
- 2) Send the URL and QR code to learners through email
- 3) Put the URL and QR code in the speakers' slides and give learners 2 minutes to fill it out.

8. Is there a recommended quarterly evaluation timeline?

Yes, the following timeline is suggested but not required.

Quarter	Time to Distribute Survey	Time Learners to Complete the Survey
Q1	April 1 st	April 15 th
Q2	July 1 st	July 15 th
Q3	October 1 st	October 15 th
Q4	January 1 st (next year)	January 15 th (next year)

9. How does the evaluation work?



10. Will the OCPD team provide sample evaluation survey questions?

Yes, the OCPD team provides both sessional and quarterly evaluation sample survey questions. Note that you are not required to use these questions. Check out the evaluation questions and other resources in the EthosCE Coordinator Corner: <https://ocpe.mcw.edu/cmecoord/group/ce-coordinators>

11. Do all activities HAVE to use evaluation questions created by the OCPD team?

No, you do NOT have to use OCPD questions. However, using the OCPD questions is strongly suggested. Through this, the OCPD staff can offer better support by assisting in the creation of surveys in EthosCE. Your department will also get the quarter evaluation report by the end of each quarter. (https://public.tableau.com/views/EducationProgramEvaluationDashboardV2-UpdatedQ12023/Overall?:language=en-US&:display_count=n&:origin=viz_share_link)

12. Are there required evaluation questions?

Questions that are required depend on the type of accreditation associated with the CE activity. The APA, ACCME, AANP, and AAPA have different requirements.

13. Will the OCPD team create a template for each activity in Ethos?

It depends. If you utilize the evaluation questions designed by the OCPD team and perform the evaluation on EthosCE, we will create a template for your activity. Otherwise, you will have to create the evaluation surveys independently, as we do not have access to your evaluation tool or questionnaire.

14. Do all activities HAVE to use EthosCE as the survey platform?

No, you do not have to use EthosCE. By using EthosCE's webforms, the OCPD staff can offer better support. Also, the survey will be independent of the activities on EthosCE from 2023. Additionally, EthosCE webforms generate evaluation URLs automatically. You are welcome to create QR codes through a third-party QR code generator.

15. Do I evaluate the activity quarterly or each session?

While the ACCME does not require every session to have its own evaluation, other continuing education accreditations may have this requirement. Be sure to review the evaluation requirements for the specific accreditations associated with your activity. An overall evaluation of a series is required. Therefore, please be sure to consult with the OCPD before making changes to your evaluation strategy.

16. In EthosCE, can I create an external link that I can use to share the webform?

Yes. You can go to the evaluation webform you created, click the "view" tab, and copy the URL in the address bar. It is the external link you are looking for. You may distribute it through email or at the activity.

17. How do I generate a QR code so that the learners can scan it and fill out the survey with their phone?

Search "QR Code Generator" in any search engine and you will find a third-party software or website that can create a QR code for you. For example, <https://express.adobe.com/tools/qr-code-generator>

18. What is the target for number of responses for the evaluation?

The evaluation is an ACCME requirement, and we value the feedback from every participant. We strongly recommend at least 25% of the participants for that quarter/session fill out the evaluation forms or at least 5 responses in each survey.

19. Can students and trainees fill out the form?

Yes, they are welcome to fill out an evaluation form and their voices are valuable.

20. How long should the quarterly evaluation link be active, or how much time should I give learners to complete the evaluation?

Please allow no more than 2 weeks for the learners to complete the evaluation.

21. Can I use a paper version to implement the evaluation?

No, electronic version only.

Refer to this chart below to see how responsibilities are divided among activity coordinators and our office based on how the activity evaluates:

Evaluation Method	Evaluation Frequency	Evaluation Questions	Who will create evaluations?	Is a PDF upload of data Required in OneNote?	Will the evaluation data be included in the Evaluation Dashboard?
EthosCE	Quarterly	OCPD	OCPD	No	Yes
		Custom	OCPD will create 1 st Quarter, Activity Coordinator will create the rest.	Yes	No
	Per Session	OCPD	OCPD will create a template evaluation. Activity Coordinator will create clones of the template for each session.	Yes	No
		Custom	OCPD will create a template evaluation. Activity Coordinator will create clones of the template for each session.	Yes	No
	Biannual	OCPD	OCPD	No	No
		Custom	OCPD, upon approving questions	Yes	No
Any Other Platform	Quarterly	OCPD	The activity coordinator	Yes	No
		Custom	The activity coordinator	Yes	No
	Per Session	OCPD	The activity coordinator	Yes	No
		Custom	The activity coordinator	Yes	No
	Biannual	OCPD	The activity coordinator	Yes	No
		Custom	The activity coordinator	Yes	No