

POST ACTIVITY ANALYSIS AND EVALUATION REPORT

A CME Post Activity Analysis and Evaluation Report summarizes performance for accreditation bodies, Accreditation Council for Continuing Medical Education (ACCME) and Southern States CME Collaborative (SSCC), detailing practice gaps addressed, learning objectives met, learner engagement (competence/performance), patient outcomes, and documentation of change. It's crucial for demonstrating quality improvement and ensuring continued CME credit for ongoing educational activities, requiring planning, evaluation, and evidence of impact. **Why It's Important:** Maintains accreditation status for your CME event. Demonstrates commitment to improving physician practice and patient care.

Title of CME Event: _____

Activity Date: _____

Activity Coordinator(s) (Support person who handles logistics): _____

Course Director/Physician Champion(s) (The Implementation leader directly responsible for the activity): _____

• **Date of Post Activity Analysis and Evaluation Meeting:** _____ (month/day/year)

Attendees at Post Activity Analysis and Evaluation Meeting *(Ex. Planning committee members): _____

1. CME Core Curriculum addressed: (Refers to essential, foundational educational content for medical professionals, structured by specialty, focusing on core competencies, evidence-based practices, and skill development for better patient care):

2. Evaluation Summary (a summary of data gathered from learner evaluations, measuring changes in competence, performance, or patient outcomes):

3. Educational Objectives (how effectively the CME event met its goals for improving physician competence or performance):

4. Practice Gaps: (evidence of how the CME event addressed identified clinical or professional gaps):

5. Outcomes (are the measurable results showing how educational activities improve physician performance and patient care, ranging from increased knowledge (Level 3) and competence (Level 4) to actual changes in clinical practice (Level 5) and better patient health (Level 6/7), with positive outcomes including shorter hospital stays, fewer readmissions, and improved patient satisfaction, though data collection remains challenging).

6. **Barriers** (primarily involve time constraints, expense, and logistical challenges like travel, alongside issues with finding relevant content, lack of institutional support (e.g., no substitutes), and digital literacy gaps, especially for older providers, all impacting the ability of healthcare professionals to stay current, with costs and travel time being major pain points):

7. a. **Was Carilion Clinic's CME Program Mission met?** YES _____ NO _____

Statement: Carilion Clinic's CME program will provide quality continuing medical education to improve the health of the communities we serve. **Purpose:** The success of the mission involves educating physicians and other health professionals in the areas of medical knowledge and clinical skills, so that the overall ability to meet the health needs of the patients and communities is continually enhanced. The educational opportunities encompass a wide range of offerings addressing not only clinical challenges, but leadership, teaching and research. Continuing medical education favorably impacts the quality of healthcare by serving as a mechanism for continuous improvement. Carilion Clinic's CME Program strives to implement "continuous quality learning" as the foundation for all CME activities.

- b. **If yes, how?** _____
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8. **SWOT Analysis** (a strategic planning technique that requires identification of strengths, weaknesses, opportunities & threats):

- a. **Strengths:** _____

- b. **Weaknesses:** _____

- c. **Opportunities:** _____

- d. **Threats:** _____

9. **What was learned and what adjustments can be made for improvement?** (Start the planning process earlier, integrating interactive, hybrid-friendly formats, enhancing attendee networking opportunities, being more budget-consciousness, incorporate small breakouts, etc.)

10. **Change** (can refer to shifts in CME, like the move to digital/online formats, case studies, panel discussion, etc.):

11. **Final Activity Budget for each activity** (an itemized breakdown of all income and expenses associated with the CME event including details of any commercial support, if applicable): **FORM ATTACHED**