

## Course Evaluations

Just as an instructor to student feedback is a vital part of simulation-based training, so too is the learner's evaluation of the instructor, staff, equipment, and facilities. Without the benefit of feedback from session participants, the Center would be unable to continually improve and enhance its scenario training and offerings.

Below are guidelines for the use of evaluations for courses conducted at the Center:

- All sessions should include learner evaluation of curriculum materials, integration of simulation-based education and debriefing, technology/simulators utilized, facilities, staff and the instructor(s).
- Some instructors or Departments may choose to use an evaluation form they have designed or are required for CME or CEU purposes. In addition, many Departments will evaluate a simulation-based session as one component in a larger rotation or course that includes non-simulation-based elements. In both cases, the instructors or Departments must send the Center summaries of these evaluations for our records.
- All evaluation tools should be submitted for review by the Sim Educator and Specialty Director from that particular specialty prior to use. Suggested changes to the tool may be made and incorporated based upon this review.

If the evaluation tool used originated with the Department or instructor, we request that the instructor or Department send the Center summaries of these evaluations for our records. The Center does not require copies of each of the original evaluations. Any complaints are immediately shared with the instructor and staff following the session so that improvements can be incorporated in future sessions. Evaluation responses are also compiled and shared with instructors and Specialty Directors as part of annual instructor self-reviews. Course curriculums are modified based on feedback.