

Continuing Professional Development Program

Protocols for use of the Lecturer Evaluation Questionnaire Template



LECTURER EVALUATION QUESTIONNAIRE

Undertaking this activity contributes to the requirement for Section 3: Practice Development, Quality Improvement and Review activities

This protocol should be used in conjunction with:

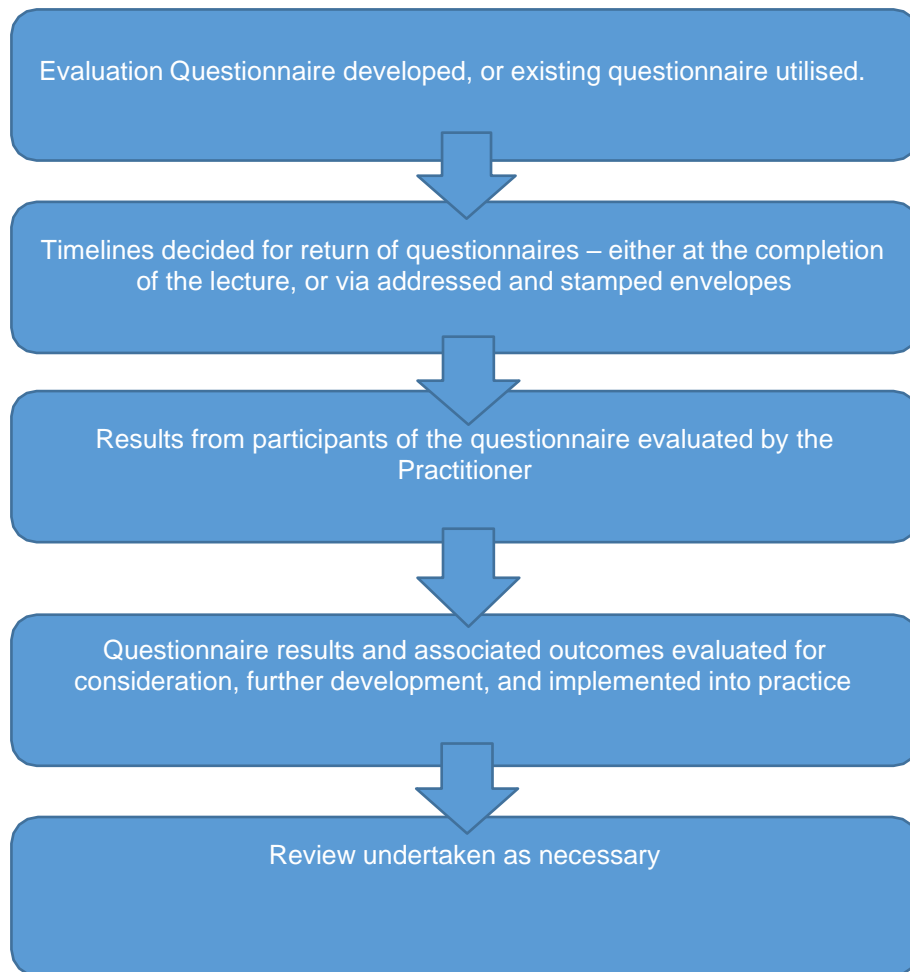
- The Lecturer Evaluation Questionnaire Template

The Lecturer Evaluation Questionnaire is a tool that can be used to gather data, to provide information based on the areas identified by those completing the template. This is to ensure that the information provided in the lecture was pertinent, current and useful. For the process to be undertaken effectively, and to provide a beneficial outcome for the participant, the number of questionnaires distributed should attempt to be maximised.

The questionnaires should be distributed at the completion of the lecture, with information developed by the participant explaining the process, and providing an overview of how the information will be used to further develop the practitioner's skills. The questionnaires should be distributed to the target audience with the ability to provide their feedback anonymously. This can be assisted, for example, by the provision of addressed stamped envelopes or via an online survey tool (this option will require additional development on the participant's behalf). This will allow for honest and open feedback and will maximise the benefit of the activity. Providing respondents with a definite time frame for responses will ensure the results can be collated and developed into an outcome for the purposes of practice improvement.

The information received will assist to provide an overview of feedback from peers and those whom the participant may deliver lectures to. The evaluated feedback may then be classified into areas for development in the practitioner's CPD over the following year.

Example Flowchart for the Lecturer Evaluation Questionnaire



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