

**Continuing Professional  
Development  
Distance-Learning  
Modules and Programmes  
Evaluation Form  
Federation of the Royal Colleges of Physicians**

## Instructions to Evaluators

Evaluators are requested to make a recommendation based on their overall view of the value of the module or programme as a CPD resource.

### *Sections 1 to 6 – Meeting the Criteria for Approval*

To reach this recommendation, sections 1 to 6 of the evaluation form will help you consider whether the criteria, as set out in the guidelines, have been achieved. Each section contains questions that will act as prompts for your comments, although a simple ‘yes’ or ‘no’ will be sufficient if appropriate. Evaluators should take into account the guidelines, information submitted by the provider and the module or programme.

**At the end of each of the six sections is a mandatory ‘yes/no’ question (it is important that you answer these questions).**

### *Section 7 – Overall Impression and Final Recommendation*

Only where all six mandatory questions in sections 1 to 6 are answered with a ‘yes’, can you select the recommendation *Approved for CPD Purposes*.

If any of the mandatory questions in sections 1 to 6 have been answered with a ‘no’, the evaluator should recommend that the module or programme be:

- *Approved Subject to Minor Amendments*, or
- **Not Approved and Refer Back to Provider with Reason - this should always be the case where you have answered ‘no’ to three or more of the mandatory questions.**

Your answers, comments and final recommendation will be passed on to the provider. Under no circumstances will your identity be made known to the provider. Towards the end of this form there is a section for comments intended only for the CPD Director and CPD Office (Section 9).

## Title of Module or Programme

### 1. Target Group(s) and Objectives (criteria 4.1 and 4.2)

*Prompts:*

- Is the target audience stated and do the target audience(s) fall within the remit of the Federation’s CPD scheme?
- Are the learning objectives made clear to users at the beginning?
- Are the objectives relevant and challenging to the target audience for CPD purposes?

*Comments:*

*Mandatory Question:*

Are you satisfied that the Target Group(s) and Objectives criteria have been met? (*Yes/No*)

### 2. Subject Coverage and Content (criteria 4.3 and 4.4)

*Prompts::*

- Does the subject cover a clinical or non-clinical issue relevant to the Federation’s CPD scheme?
- Is the content accurate, on up-to-date and reflective of current best practice?
- Will the content help to deliver the learning objectives?
- Is the scope and depth of the material sufficient for the intended target group?

*Comments:*

*Mandatory Question:*

Are you satisfied that the Subject Coverage and Content criteria have been met? (*Yes/No*)

### **3. Ethical Aspects, Commercial Sponsorship and Conflict of Interest (criteria 4.5 to 4.7)**

*Prompts:*

- Is there evidence that all legal, medico-legal and ethical considerations have been met?
- Do you believe that all support, sponsorship, funding or involvement by a commercial organisation has been declared?
- Do you believe that all competing interests or conflict of interest on the part of the provider or contributors has been declared?
- Please tick one of the following 2 options:
  - The educational content is free from any significant commercial bias
  - There is an **unacceptable degree** of commercial bias which unduly affects the educational content (**in which case your final recommendation should be: Not Approved and Refer Back to provider with Reason**)

*Comments:*

*Mandatory Question:*

Are you satisfied that the Ethical, Commercial Sponsorship and Conflict of Interest criteria have been met? (*Yes/No*)

### **4. Educational Features (criteria 4.8 to 4.10)**

*Prompts:*

- Are there interactive features (with the content and/or with other users) which will help to develop understanding of the subject matter and enhance learning?
- Does the module or programme encourage reflective practice?
- Is there a problem-based or task driven approach to learning?
- Within reason, will users be able to use the module or programme in their own time, at their own pace and at a place of their own choosing?

*Comments:*

*Mandatory Question:*

Are you satisfied that the Educational Features criteria have been met? (*Yes/No*)

### **5. Assessment of Learning (criterion 4.11)**

*Prompts:*

- Is the assessment method a valid one for the stated learning objectives?
- Is the level of difficulty of the assessment appropriate?
- Is the pass mark (if required) appropriate?

*Comments:*

*Mandatory Question:*

Are you satisfied that the Assessment of Learning criterion has been met? (*Yes/No*)

### **6. Administrative Arrangements (criteria 4.12 to 4.14)**

*Prompts:*

- Is there an opportunity for the user to evaluate the module or programme and provide feedback to the provider?
- Is the provider's evaluation record for previous or ongoing modules or programme satisfactory (the CPD Office will be able to advise you on this)
- Has a process been built in (electronically or otherwise) to issue a CPD certificate upon the successful completion of the module or programme?

*Comments:*

*Mandatory Question:*

Are you satisfied that the Administrative criteria have been met? *(Yes/No)*

## **7. Overall Impression and Final Recommendation**

Comments about the CPD scheme as a whole or comments intended only for the CPD Director and CPD Office should be made in section 9 at the end of this form.

### **Final Recommendation**

(tick one only)

- Approved for CPD purposes
- Approved Subject to Minor Amendments
- Not Approved and Refer Back to Provider with Reason

## **8. CPD Expiry Date and Credits (Criteria 4.15)**

If your recommendation is *Approved for CPD Purposes* or *Approved Subject to Minor Amendments*, do you agree with the provider's:

- Estimated length of time to complete the module or programme? *(Yes/No)*
- Suggested CPD credits to be awarded? *(Yes/No)*
- Expiry date for CPD approval? *(Yes/No)*

If you disagree with any of the above, please suggest an alternative.

## **9. Comments intended only for the CPD Director and CPD Office**

These comments will not be included in the feedback report to the provider. Please feel free to use this section to raise any concerns, suggestions, etc in regard to the module or programme and/or the CPD scheme as a whole.

**Signed:**

**Print Name:**

**Date:**

Thank you for helping the CPD Office to maintain the highest educational standards.