

# XI. COURSE EVALUATION

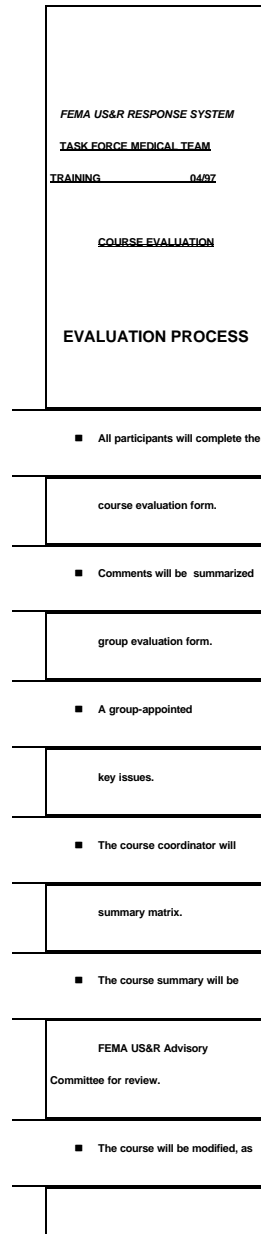
## COURSE EVALUATION

- The Task Force Medical Team Training Course is a vital element of the total training cycle.
- It is essential that the course be of the highest caliber possible in order to ensure standardized procedures among all task forces in the system and to provide the basic materials for providing Medical Team training to the balance of task force personnel nationwide.
- Individual lesson evaluations will be conducted at the conclusion of each classroom and field exercise.
- The overall course evaluation and critique will be held at the conclusion of the course and will be used to refine the Medical Team Training materials and presentations for future courses.

## EVALUATION PROCESS

The following process will be used for completing the course evaluation:

- All participants will complete the individual course evaluation form.
- Participants will break up into their assigned work groups and summarize their comments onto a single group evaluation form.
- A group-appointed spokesperson will present three (3) key issues (strengths or weaknesses) during the general evaluation session. Inputs will be highlighted on an easel.
- The course coordinator, together with administrative support personnel, will consolidate all comments/suggestions and develop a summary matrix.
- The course summary will be submitted to the FEMA US&R Advisory Committee for review.
- The course will be modified, as appropriate.



## **XI. COURSE EVALUATION**

### **EVALUATION FORM**

- There are 16 element to be evaluated covering the following categories:
  - course objectives
  - logistical support
  - adequacy of facilities
  - quality and quantity of documents
  - scheduling
  - strengths and limitations of instructors
  - participant interaction
  - visual aids
  - technical competence of the instructors
  - topics covered
  - field exercise
  - disaster scenarios

**OVERALL COURSE EVALUATION**

DATE \_\_\_\_\_

YOUR NAME \_\_\_\_\_  
(optional)

TASK FORCE POSITION \_\_\_\_\_

Most of the really worthwhile improvements made to this course will result from evaluations by participants. All criticism is welcome, but constructive criticism will be the most useful. Please respond honestly to the following:

In the categories below, please circle the number that best reflects your overall reaction to this training course. (Do not attempt to split a rating since this will upset our analysis. Where ratings are split, we will assign the next highest number.)

**1**                      **2**                      **3**                      **4**                      **5**  
**Poor**                      **Fair**                      **Average**                      **Good**                      **Excellent**

\_\_\_\_\_

1. How pertinent were the course objectives to the target audience?

1                      2                      3                      4                      5

\_\_\_\_\_

2. How well do you feel the course objectives were met?

1                      2                      3                      4                      5

\_\_\_\_\_

3. How would you rate the questionnaire and letter of invitation in providing you with the information you needed to make your plans for participation in this training course?

1                      2                      3                      4                      5

**1**                      **2**                      **3**                      **4**                      **5**  
**Poor**                      **Fair**                      **Average**                      **Good**                      **Excellent**

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4. How well was the registration/check-in process organized, staffed and located?

1                      2                      3                      4                      5

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5. How would you rate the lodging accommodations for this type of training course?

1                      2                      3                      4                      5

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6. How would you rate the quality and variety of the meals served?

1                      2                      3                      4                      5

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7. How well do you feel about the quality/substance (level of detail) of the course documents?

1                      2                      3                      4                      5

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8. How would you rate the overall selection and performance of the instructors and staff?

1                      2                      3                      4                      5

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9. How would you rate the adequacy of the classroom facility and teaching aids?

1                      2                      3                      4                      5

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10. How would you rate the overall effectiveness of the field exercises and disaster exercise?

1                      2                      3                      4                      5

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**1**                      **2**                      **3**                      **4**                      **5**  
**Poor**                      **Fair**                      **Average**                      **Good**                      **Excellent**

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11. How would you rate the overall effectiveness of this training course in helping you to enhance your understanding of the FEMA US&R Medical Team position duties, Operational Checklists, Task Force Standard Operation Procedures and Field Operations Guide?

1                      2                      3                      4                      5

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12. How well did this training course help identify limitations and strengths of yourself and your Medical Team members and did we provide suggestions on how you can improve your effectiveness when working in the urban environment?

1                      2                      3                      4                      5

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13. How would you rate the effectiveness and the enforcement of safety issues/considerations used in this course and in the field exercises?

1                      2                      3                      4                      5

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14. How would you rate the adequacy of the Skill Station set up for the topics cover?

1                      2                      3                      4                      5

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15. How would you rate the overall effectiveness of the teaching aids (flip charts, medical equipment, practice set up, etc.) in the Skill Stations?

1                      2                      3                      4                      5

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>

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16. How would you rate the overall effectiveness of the Skill Stations?

1	2	3	4	5
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17. How would you rate the adequacy of the Patient Care Scenarios' simulation for the medical issues covered?

1	2	3	4	5
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18. In your opinion, how realistic were the physical props in the Scenarios and Skill Stations?

1	2	3	4	5
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19. How would you rate the overall effectiveness of the Confined Space Patient Care Scenario?

1	2	3	4	5
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**Additional Information Requested**

20. Do you feel that future training courses could be more effectively presented by changing the order of the individual sessions? If so, please explain below.

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21. What do you feel were the most important topics covered in the course?

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22. What other changes would you recommend for improving future sessions of this course?

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23. Any other comments?

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**INDIVIDUAL UNIT EVALUATION**

Instructor (s) \_\_\_\_\_

Unit Title \_\_\_\_\_

Your Name \_\_\_\_\_

(Optional)

Most of the really worthwhile improvements made to this course will result from evaluations by participants. All criticism is welcome, but constructive criticism will be the most useful. Please respond honestly to the following:

In the categories below, please circle the number that best reflects your overall reaction to this unit. (Do not attempt to split a rating since this will upset our analysis. Where ratings are split, we will assign the next highest number.)

<b>CONTENT QUALITY</b>	<b>POOR</b>	<b>ADEQUATE</b>			<b>EXCELLENT</b>	
Unit objective suitable for target audience	1	2	3	4	5	
Unit objective met	1	2	3	4	5	
<b>FEEDBACK TO INSTRUCTORS</b>						
A Encouraging and answering questions	1	2	3	4	5	
B Using relevant subject matter examples	1	2	3	4	5	
C Involving me (and others) in participative examples	1	2	3	4	5	
D Reinforcing critical learning points	1	2	3	4	5	
E Using teaching aids (overheads, flipcharts, videos, handouts)	1	2	3	4	5	

What topics should have been added or given more emphasis:  
 (Use back of sheet)