

Below is a sample template for a self-study report of the overall program of continuing education, including joint provider activities. This template includes the specified items: identification of individuals involved, achievement of the mission statement, use of gap analysis, compliance with standards, and results of the self-study with program modifications.

Sample - Continuing Education Annual Self-Study

Identifications of Individuals Involved

Date of Self-Study

Name of the Program Director

Education Committee Members

Joint Providers (if applicable)

Mission Statement Achievement

Mission Statement

Evaluation: Describe how the mission statement aligns with the goals and objectives of the continuing education activities.

Use of Gap Analysis in Planning

Describe the method used for conducting gap analysis.

- Explain how the gap analysis has informed the planning of future continuing education activities.
- Provide examples of areas identified through gap analysis and the corresponding adjustments made.

Compliance with Continuing Education Standards

- Provide a detailed assessment of the extent of which the Provider complies with each standard.
- Identify any areas where compliance may be improved.

Results of the Self-Study and Program Modifications

- Evaluation Data Sources: (Specify sources of evaluation data, e.g., participant feedback, outcome assessment)
- Analysis and Findings
 - Summarize the results of the self-study.
 - Highlight any strengths and areas for improvement.
- Program Modifications
 - Detail any modifications made to the program based on the study findings.
 - Discuss how these modifications contribute to overall program enhancement.

Documentation of Evaluation Data Usage

- Describe how evaluation data has been used in revising, updating, and developing continuing education activities.
- Provide examples of specific changes made as a result of evaluation feedback.