



Feedback & Evaluation Guidelines

Feedback and Evaluation are an important and necessary tool to help M2M improve processes and to continue to provide a quality Program for all involved. It is also a necessary requirement under our Funding & PMCV guidelines.

Orientation Evaluations

- Please refer to "Orientation" Section in your Manual.

Education Session/Workshop Evaluations

- All M2M Education Sessions, Workshops & Grand Rounds will provide attendees with an Evaluation Form at the end of the session. These are collated and Evaluation Summaries are developed.
- If an Intern attends an education session external to those provided by M2M, for example a weekly education session provided by the core health service, they have the option of completing an M2M Evaluation of a Teaching Session form and sending the form to M2M administration.

Term/Rotation Evaluations

- GP Term Evaluation – this is to be completed by the Intern at the end of each **GP Term rotation** ie: at the end of each 10 week block.
- Regional Health Services – Core Term Rotation Evaluations. Both Northeast Health Wangaratta (NHW) and Albury Wodonga Health (AWH) conduct their own term/rotation evaluations and will send an evaluation to the M2M intern directly. M2M intern is to complete the evaluation and return it to the core hospital. M2M will be provided a copy of these evaluations by the core hospitals.

M2M Program Evaluations

Mid way through the year and again towards the end of the year, M2M send an Evaluation/Survey to Interns, Supervisors, partner Health Services and GP Practices. The surveys provide the opportunity to give feedback on various aspects of the M2M Program.

The surveys have been developed through Survey Monkey and will be emailed to individuals via an email link.