WebCV User Guide

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1 Overview

Welcome to WebCV!

WebCV is a Faculty of Medicine-wide undertaking. The aim is to revolutionize how you currently organize your professional, research, teaching, administrative, and service activities. We do this by helping you enter all your relevant information once into an online database. You gain the ability to generate multiple reports (**Curriculum Vitae**, **Annual Academic Activity Report, Teaching and Education Report,** and the **Creative Professional Activities Report**) that comply with Faculty of Medicine standards at the click of a button.

The purpose of this User Guide is to assist you throughout your use of WebCV – from getting started and familiarizing yourself with the system to editing and maintaining your information to producing and saving reports.

The current version of this guide may be found on the WebCV Project website hosted by Discovery Commons at the Faculty of Medicine: http://webcv.utoronto.ca

Remember, we are here to support you through each step of the process and to answer any questions that you have. Please feel free to contact us at medicine.webcv@utoronto.ca or 416-946-3289.

2   Navigating WebCV

WebCV's main navigation menu (Figure 1) is located on the left side of your browser window. It is visible on every page and allows you to navigate to any data entry page in the system. This section of the user guide will describe the menu items in order.

| Home Page |
| Curriculum Vitae (CV) View |
| All Activities View |
| Reports |
| Export Data to Common CV |
| General |
| Help |
| Logout |
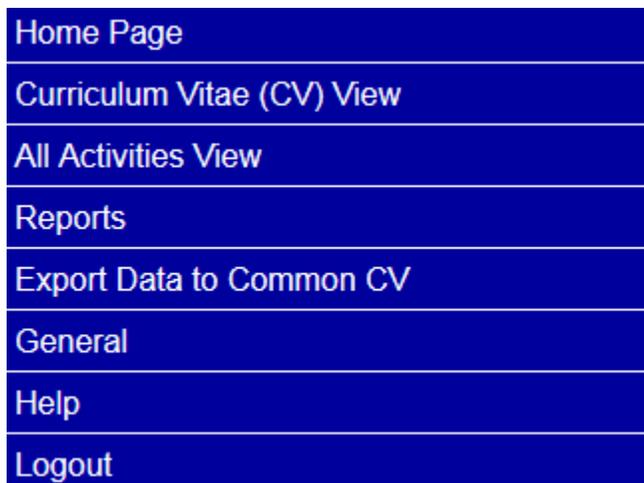
Figure 1: Main Navigation Menu

2.1   Home Page

Returns the user to the WebCV home page. This page holds a welcome message and may include messages about recent updates and events concerning WebCV. You can also find contact information for the WebCV helpdesk and support.

2.2   Curriculum Vitae (CV) View

The **Curriculum Vitae (CV) View** menu allows the user to view and edit records in the same order and format as found in the Curriculum Vitae (CV) Report. This is intended for users who prefer to work from a generated CV Report in order to add, modify or delete records. As you can see by comparing Figure 2 and Figure 3, the name and ordering of the submenu items reflect the structure of the CV report as generated by WebCV.

Figure 2: Curriculum Vitae (CV) View submenus

In the CV View records are displayed in exactly the same manner as on the generated CV report. Therefore you will not be able to alter the sorting of records by clicking on the column headers. See section 3.1 in this guide for more information on sorting.

Figure 3: Structure of the opening of the Curriculum Vitae (CV) Report. Notice that this structure is followed in the CV View menu in WebCV.

2.3   All Activities View

The submenus under the **All Activities View** provide data entry access to your records. The pages do not reflect the structure of any report, as do the menu entries under **Curriculum Vitae (CV) View**.
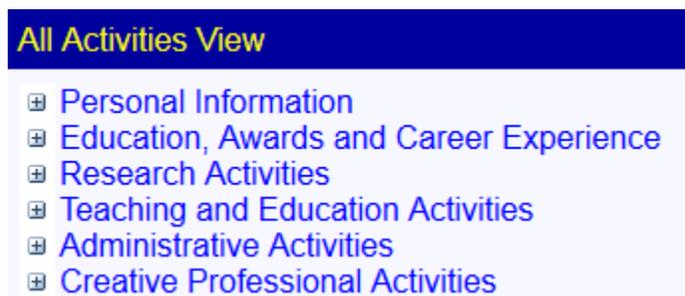
Figure 5: All Activities View submenus

Entering information correctly and optimally in these menu headings will ensure that it prints on the appropriate reports. *Only data entered into the system will print on the reports.*

See the **Detailed Explanation of Categories** section of this guide for a detailed explanation of the pages under each of these submenus.

2.4 Reports

This menu is used to generate reports from WebCV. The reports are pre-formatted and based on the data that has been entered on the various data entry pages.
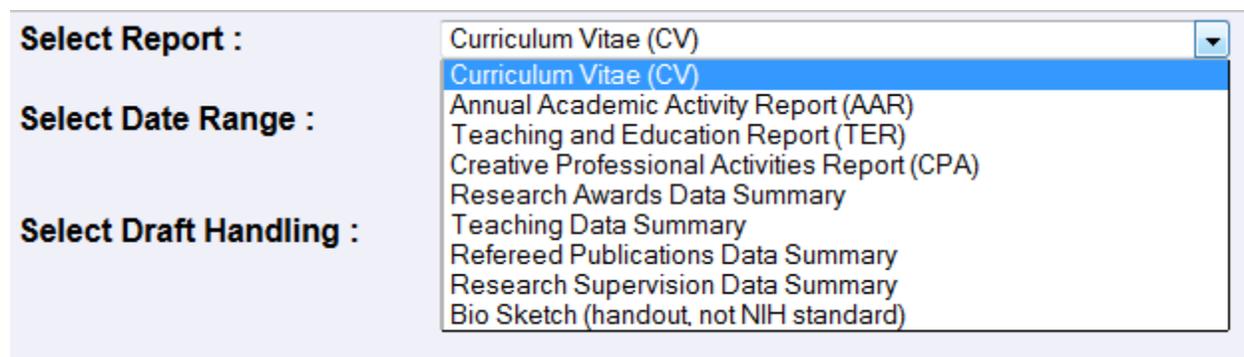
Figure 6: Report – List of Reports generated from WebCV

Select the report from the list found on the Reports page.

Clicking the **[Generate Report]** button will generate the selected report. If you have a pop up blocker on your browser, a message will come up asking you to click on the link if your report does not automatically appear.

All reports are in rich text files and can be saved on your computer as you would save any other document. These documents are standalone, which means that although you can make changes to them as needed, it will not effect in any way the data stored in the system. Also, the next time that you generate that report, it will not reflect those changes. If you would like to change data on a report, you must edit the record on the appropriate data entry page.

2.4.1 Printing of Draft Records

WebCV allows you to mark individual records as Draft. When generating any report except for **Bio Sketch** you can control the behaviour of the reporting system with regard to Draft records. You may choose to exclude draft records, include them in the report, or to print only draft records and ignore all non-draft records.
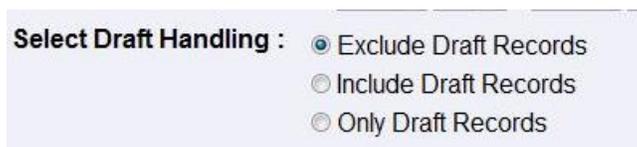
Figure 7: Selecting Draft Handling Behaviour for a Report

2.4.2 Curriculum Vitae (CV) Report

This format is recommended by the Faculty of Medicine for promotion submissions. Usually this report will be generated for your entire career, but if you wish you may specify a time period by checking the box labeled "Select Date Range".

Figure 8: Generating CV

2.4.3 Annual Academic Activity Report

This report is for submitting reports of annual activities. The report includes most records which print on the **Curriculum Vitae (CV)** as well as the records included on the **Teaching and Education Report (TER)** in order to display a complete account of your activity during the reporting period specified.

Figure 9: Generating Annual Academic Activity Report

The reporting period may be specified by selecting an Academic Year from the "Select Reporting Year" field, or if you check the "Select Date Range" box you can specify an arbitrary date range.

2.4.4 Teaching and Education Report (TER)

Formerly known as the Teaching Dossier, this report is a promotion document. It produces the format expected by the Faculty of Medicine for promotion purposes.

2.4.5 Creative Professional Activity Report (CPA)

This report is in the Faculty of Medicine's standard format for promotion. WebCV allows you to flag your records for inclusion in the CPA report. Activities that you have entered for use in your CV or Annual Activity Report may function as documentation for your achievement of a CPA.

For more information about Creative Professional Activity, please refer to the Faculty of Medicine promotion manual available on the Faculty website (http://www.medicine.utoronto.ca/faculty-staff/faculty-appointments-and-promotions).

2.4.6 Research Awards Data Summary

The Research Awards Data Summary is a promotion report which summarizes your role on grants, contracts and clinical trials.

2.4.7 Teaching Data Summary

The Teaching Data Summary is a promotion report which tabulates teaching activities. Only records entered in the "Teaching" and "Presentations" (if attached to TER) page of WebCV are included. It does not include clinical or research supervision.

2.4.8 Refereed Publications Data Summary

The Refereed Publications Data Summary is a promotion report which summarizes your role on peer reviewed publications.

2.4.9 Research Supervision Data Summary

The Research Supervision Data Summary is a promotion report which summarizes your supervision of research trainees.

2.4.10 Bio Sketch (handout, not NIH standard)

This report uses the contents of the "Bio Sketch" field on the **Personal Data Summary** page. If you have a one-page biography you may paste the contents of the file in this field.

You may also include your photo on the Bio Sketch report. Click the **Change** button to upload an image file or replace one you have already uploaded.

Figure 10: A picture upload facility is provided on the Personal Data Summary page.

2.5 Export Data to Common CV

The Export Data to Common CV (also known as the "CCV Translator") feature is for those who have an account with the Canadian Common CV website, and would like to export records from WebCV and import them into Common CV. Only the "common elements" between the two systems will be transferred.

The Translator allows re-use of WebCV data to apply for funding from granting agencies that use Common CV (eg. CIHR, Heart & Stroke Foundation). This is achieved by exporting an XML file containing this data from WebCV and importing it into Common CV.

2.6 General

Under the **General** menu different account related tasks such as changing the account password can be performed. The Head of a Division or Department is able to see accounts of the staff members and can generate their reports. Faculty members can prevent Division and Department Heads from viewing their data from **Personal Settings** page in this section.

General

Change Password
Personal Settings
Access Log
Contact Us
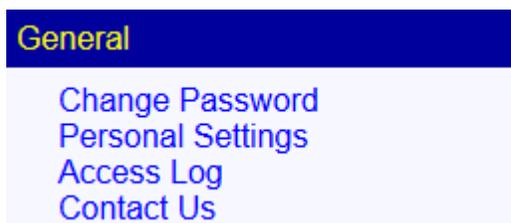
2.7 Help

The **External Help** submenu is a link to our help website at the University of Toronto. Once there, you will find information on how to contact us should you have further questions or comments. The Guides submenu provides online guides from our software provider.

Help

▪ External Help
▪ Guides

Figure 11: Help Menu

2.8 Logout

If you are inactive for 120 minutes WebCV will end your session. You may end the session immediately by clicking the **Logout** menu.

3 Key Functions

3.1 Searching and Sorting Entries

This section applies to the **All Activities View** only. For finding records in the **Curriculum Vitae (CV) View** please refer to section 2.2 of this guide.

Often you may want to edit a record after it has been entered. You are always able to edit a record whether you wish to add information, remove information, or even make a copy of the entire record.

The key to finding a record in the system is knowing which data entry page the record has been saved on. If you know where a record is located on the CV report the easiest way to find your record is to use the **Curriculum Vitae (CV) View** menu (see section 2.2 of this guide).

If you know which data entry page the record is stored on, but cannot find it on the grid page, you can click on column headings to sort recordings by that column. Click once for ascending and twice for descending order.

Figure 12: Sorting Records

You may also limit the number of records that appear on each grid page by only listing entries that fall within a specified date range. To do this, use the Date Range drop down menus at the top of the page. You must select on **[Refresh]** for your changes to be displayed.
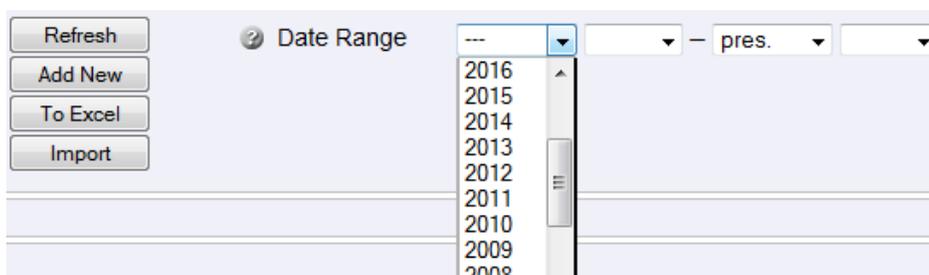
Figure 13: Date Range Option

If you know specific terms that are contained within a record, it is useful to use CTRL+F. This is a built-in browser finding function (different browsers have different short keys and menus – check your browsers setting for this function). You may also use Edit > Find for the same functionality. If there is more than one page, you will need to do this for every page.
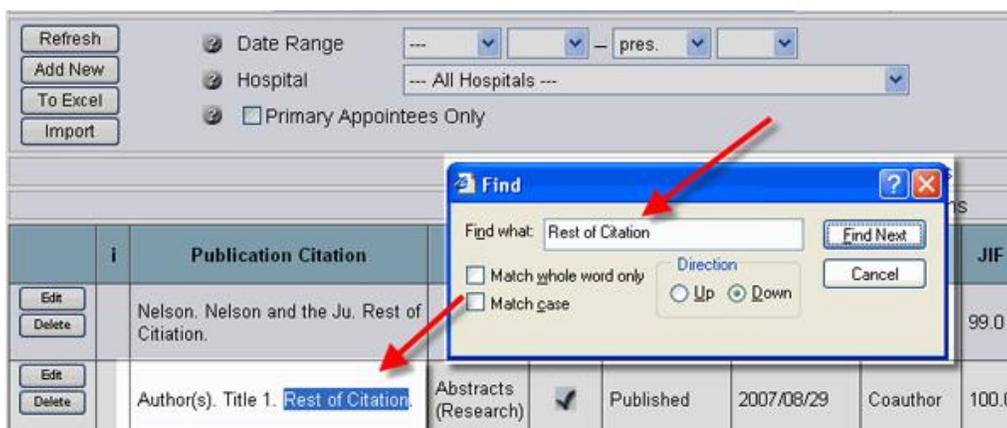
Figure 14: Using "Find" Option to Search a Record [CTRL+F]

3.2   Grid Column Options

Note: The ability to customize which columns appear is available only in **All Activities View.** In **Curriculum Vitae (CV)** the display of records is determined by the format of the corresponding report.

To make navigation on the grid page easier, you may customize your view of the grid page.

To do this, please click on grid columns and check the items you want to view. You must select **[Refresh]** for your changes to be displayed.

Figure 15: Hiding and Showing Columns on Grid page

3.3   Important Buttons on Record Editing Pages

Figure 16: Important Buttons on Record Editing Pages

When you are adding or editing entries, you will always see the above four buttons at the bottom of the edit pages. These buttons are:

3.3.1   Save

When a user completes filling in the fields or modifying existing entries, click this button to save the changes; the edit page will close upon completion of the saving and your record will appear within the grid. **Save often - unsaved changes will be lost if the internet connection is interrupted while editing/adding a record**. Remember that you can always save a record and then come back to it to edit it.

3.3.2   Copy

The Copy function is particularly useful if creating multiple entries of similar types. The copy function is available in two locations: on the grid page and in the edit page of a record.

Copy from the grid page: While viewing a record in a grid page you may click the **Copy** button in the left-most column of its row. An edit page will open with all the information from the record you copied. Make any necessary changes and click the **Save** button to create the record. Until the record is saved no copy will actually be created.

	i	Start Date	End Date	Activity Description	Activity Title ▲
Edit / Copy / Delete		2009/07/01	2010/06/30	Responsible for Major Design of Course. 3X4 hours	Art and Science of Clinical Medicine II - Spine

Figure 17: Click the Copy button of a record in a grid page to open a copy of that record

Copy from an open edit page: If you have an open record which you are ready to save but you know you would like to create a similar record you may click **Copy** instead of **Save.** The record you were working on is now saved and closed, and a new edit page is created with a copy of the information from the original record. Simply repeat this process again to continue adding similar entries or click [Save] to save the current record and exit the edit page.

Save As Draft Entry ☐
Keep this record private ☐

Update	Save	Copy

Figure 18: Click the Copy button instead of the Save button when editing a record to save the record and work on a copy of it. This saves the step of closing your record and opening a new record of the same type.

3.3.3   Reset

Click this button to reset this page to original state.

3.3.4   Cancel

Click this button to cancel the editing operation and return to grid page of the current section. No edits made on this page will be saved if you select Cancel.

3.3.5   Update

Some pages such as "Grants, Contracts and Clinical Trials" and "Administrative Activities" have an "Update" button on the entries editing page. This button is used to update the "Yearly Information" table on the page.

Figure 19: Update Button on Grants, Contracts, and Clinical Trials Page

For example, on the "Grants, Contracts and Clinical Trials", if user enters a grant with total amount of $100,000 for the period 2006 Dec -2008 June and you click "Update", the "Yearly Information" table will be updated. The system will divide the total amount into the two academic years that fall within the period selected (i.e. 2006 July -2007 June and 2007 July – 2008 June for the given example).

Figure 20: Yearly Information Table on Grants, Contracts, and Clinical Trials Page

The system divides the amount based on the number of months in the academic year that are being funded. So, for the above mentioned example, for the academic year 2006 July – 2007 June, the funding is given for 7 months only and for the academic year 2007 July – 2008 June, the funding is for 12 months. Total amount is divided proportionally.

If the system calculated amount for a particular academic year needs to be changed, enter the amount in the "Received Amount" box and click "Update". The entire table will be updated.

3.4 Attaching Records to Reports

Most records in WebCV are designed to print on your Curriculum Vitae (CV) report. However there are other important promotion reports generated by WebCV which can reuse the same records as documentation. The reports are described above in section 2.5. This section describes the options WebCV provides for attaching your CV records to other promotion reports.

3.4.1 Attaching records to Creative Professional Activities (CPA) report

Almost any record can be used as documentation for a Creative Professional Activities record which you have created in WebCV. For a step by step guide for documenting your CPA in WebCV please see the document titled **Attach Records to CPA** which is available in the User Guides section of the WebCV Project website (http://webcv.utoronto.ca)

Figure 21: Attach to CPA - Once you have checked the Attach to CPA checkbox you will be able to select one or more of your previously entered Creative Professional Activity .

3.4.2 Attaching records to the Teaching and Education Report (TER)

The Teaching and Education Report may contain other activities besides teaching. For example a publication whose content is educational in nature belongs in the Curriculum Vitae as a publication record but also belongs in the Teaching and Education Report (TER). The TER is organized by Audience (i.e. educational level of the learners for an activity). WebCV allows you to cross reference your records for inclusion in your TER under the appropriate Audience. The **Attach to an Audience in TER** checkbox activates the list of Audiences by which the TER is organized.

Figure 22: Attach to an Audience in TER - Once you have checked the Attach to an Audience in TER checkbox you will be able to use your CV record (e.g. a publication) in your Teaching and Education Report (TER).

3.4.3   Attaching records to the Research in Teaching and Education section of the TER

If you have Research in Teaching and Education activity it will be represented on your CV report as a Research Statement. It will not be differentiated from other Research Statements on the CV. Such Research Statements should be included on the Teaching and Education Report under the Research in Teaching and Education section. In WebCV this is accomplished by editing the Research Statement and checking the Attach to Research in TER checkbox.

	i	Start Date	End Date	Title / Subject	Attach to Research in TER
Edit Copy Delete		2008/07/01	2009/06/30	My Research in Education Title	✔

Figure 23 (a): Attach to Research in TER - This Research Statement will print in the Teaching and Education Report in the Research in Teaching and Education section. In other WebCV records the title "My Research in Education Title" will be available for adding documentation.

Attach to Research in TER   ☑

☐ Attach to: My Research in Education Title

Figure 23 (b): Attach to Research in TER - When entering other activity records the user will be offered the option of attaching the record to Research in Teaching and Education titles

For a step-by-step guide for documenting your Research in Teaching and Education in WebCV please see the document titled **Attach Records to Research in TER** which is available in the User Guides section of the WebCV Project website (http://webcv.utoronto.ca).

medicine.webcv@utoronto.ca

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3.5   Bulk Editing Entries

Users can edit the same field for multiple entries using the Bulk Edit Options feature in All Activities View. Only certain fields are available for bulk editing and these vary from page to page. Click on the **[Bulk Edit Options]** button and then click on **[Select Column to Edit]** drop down menu to reveal which fields you can bulk edit.

Figure 24: Bulk Editing Records

3.6 Importing from PubMed

Users can import individual publications from PubMed to WebCV through the use of PubMed ID numbers. These numbers can be identified by going to the PubMed database searching for the publication citation(s) you wish to import. Within an open/new publication record, scroll down to the PubMed ID number, paste or type this number in the box and click "Go." After processing, the publication citation data from PubMed will appear in the appropriate fields. Review the record to ensure all relevant fields are filled in (eg. Publication Type, Status, Role) and save the record.

Figure 25: PubMed ID database search results, showing the PubMed ID

Figure 26: PubMed ID Import Button: Publications Page

3.7 Bulk Confirming Draft Entries

To individually confirm a draft entry, click the **[Confirm]** button on the record in the grid page or uncheck **[Save As Draft Entry]** on the edit page of the entry.

To confirm multiple entries at a time, on grid page:

Click **[Bulk Edit Options]** to show options

Select multiple entries by holding ctrl key while selecting with mouse; hold the shift key to select entries between the first selected entries and the mouse cursor.

Click **[Confirm Selected Entries]** to confirm the entries.
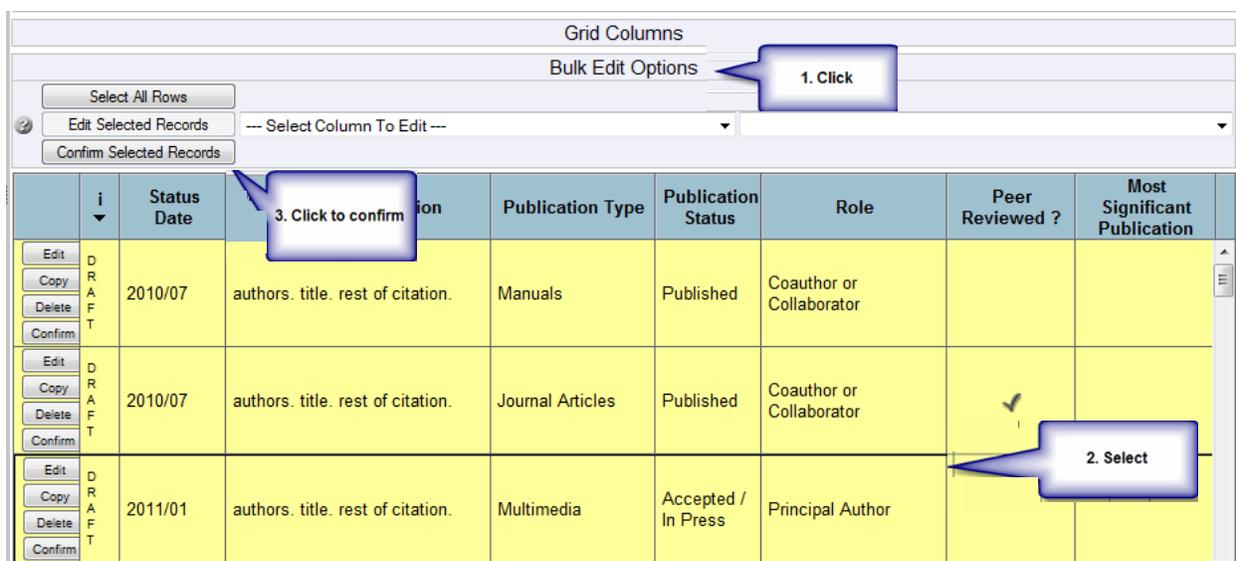
Figure 27: Confirming Multiple Draft Records At a Time

4   Detailed Explanation of Categories

This section outlines the type of information/activities that should be placed into each of the submenus under the **All Activities View**.

4.1   Personal Information

This section contains personal information about the account holder. Most of the pages under this section do not print on reports but are used for administration. Some pages are read-only. In case the information is incorrect on read-only pages, please send us the details using the support link within WebCV or emailing directly to medicine.webcv@utoronto.ca.

Figure 28: Personal Information section in the All Activities View menu

4.1.1   Citizenship / Immigration

You can enter your citizenship and immigration details on this page. This information is used by Common CV only when you use Common CV export feature.

4.1.2   Personal Data Summary

You can enter your Bio-Sketch in the *Bio-Sketch* field and can upload your photograph as well (in JPG format only). The photo and the information entered on the Bio-sketch field prints on the Bio Sketch handout generated through the system.

Moreover, you can enter/edit all the other information on this page, Note that your personal information such as your date of bith, CPSO # and CMPA # do not print on any report. The name you enter here will print on your reports.

4.1.3   Hospital Appointments

Only current primary and cross appointments at hospitals are entered here for administrative/reporting purposes. The information is read-only. If there are any changes to make, please send us the details using the support link within WebCV or emailing directly to medicine.webcv@utoronto.ca.

4.1.4   University Rank History

The faculty member's current and previous rank at the University of Toronto are entered here. The information is read-only. If there are any changes to make, please send us the details using the support link within WebCV or emailing directly to medicine.webcv@utoronto.ca.

4.1.5   University Appointments

Only current primary, joint, and cross appointments at the University of Toronto are entered here for administrative/reporting purposes. The information is read-only. If there are any changes to make, please send us the details using the support link within WebCV or emailing directly to medicine.webcv@utoronto.ca.

4.1.6   Addresses and Coordinates

You can enter multiple addresses on this page but on the system generated CV, out of all the entries, only one prints on the CV. You can choose/change the printing address at anytime by selecting the [*Print in CV?]* option as "Yes" for an entry. If you do not want any address to print on CV, select "No" for all the entries.

4.2   Education, Awards and Career Experience

This section of WebCV contains educational details and career experience of the account holder.

⊟ **Education, Awards and Career Experience**
    Education
    Postgraduate, Research and Specialty Training
    Qualifications, Certifications and Licenses
    Professional Associations
    Positions Held and Leadership Experience
    Honours and Career Awards
    Other Noteworthy Activities

Figure 29: Education, Awards and Career Experience section in the All Activities View menu

4.2.1   Education

This page contains all the degrees awarded by different universities.

Examples

1997 Jul - 2001 Jun   MD, University of Toronto, Toronto, Ontario, Canada

1992 Jul - 1996 Jun   BSc, Biology, University of Toronto, Toronto, Ontario, Canada

4.2.2   Postgraduate, Research and Specialty Training

This page contains details about all the postgraduate, research and specialty trainings that do not award any certificate or diploma at the time of completion. It includes fellowship trainings as well.

Examples

1990 Jul - 1991 Jun   Clinical Fellow, Angioplasty, St. Michael's Hospital, Cardiology, Supervisor(s): Dr. Holmes

1989 - 1990   Senior Assistant Resident, Medicine, Sunnybrook Hospital, Toronto

4.2.3   Qualifications, Certifications and Licenses

This page contains details about the received qualifications, certifications, and licenses. One can also include advanced courses or workshops attended during the career. The records on this page essentially have an awarded diploma, certificate, or license.

Examples

2000 Dec   Fellow, Royal College of Physicians of Canada (FRCPC), Neurology, 123

1995   Diplomat, American board of Internal Medicine

1994   Specialist Certification, Cardiology, United States

1990   Licentiate, Medical Council of Canada, Ontario 12345

4.2.4   Professional Associations

This page contains information about involvement in learned societies or specialty professional associations etc.

Examples

1999-present   Member, Ontario Association of Radiologists

1999-2005   Member, Canadian Medical Association

4.2.5   Positions Held and Leadership Experience

This page contains details regarding the current and previous university, hospital, clinical, research, and consulting job experiences. Important leadership positions may also be entered on this page.

Examples

2005-present   Associate Professor, Department of Medicine, Faculty of Medicine, University of Toronto

2004 Sep -2004 Dec Acting Physician-In-Chief, Division of Cardiology, St. Michael's Hospital

1995-1998   Consultant, California Biotechnology Inc., California, United States

4.2.6 Honours and Career Awards

All the received or nominated professional honours and career awards including teaching awards are entered on this page. These <u>exclude</u> research grants, any personal funding, or patents and copyrights awarded.

Examples

2003 - present	American Men and Women of Science, Biographical Entry
2009 Jul – 2010 Jun	Best Teacher of the Year, Undergraduate Medical Education, Department of Medicine, University of Toronto
2002 - 2003	National Register's Who's Who in Executives and Professionals, Biographical Entry
1997	F.M. Hill Research Award
1990	Walter F. Watkins Scholarship

4.2.7 Other Noteworthy Activities

The noteworthy activities not accounted as Educational or Administrative activities should be entered on this page. Note that the information on this page is only reflected on your Annual Activity report and not on the CV. The information may also be attached to your Teaching and Education Report (TER). See section 3.4.2 of this guide for more details.

Examples

I was a part of organizing committee for a conference

I was a part of organizing committee for a workshop

4.3   Research Activities

This section contains all the research related activities including the presentations given and articles published.

Figure 30: Research Activities section in the All Activities View menu

4.3.1 Research Statements

This page contains research statement(s) describing your research interests. If your research interests are in education, select "Attach to TER" so the record is also included in the system

generated Teaching and Education Report. (See section 3.4.2 of this guide.) Examples below outline some titles only and not the actual descriptions.

Examples

2001 - present	Studying the functionality of different parts of brain.
2003- present	Develop Academic Leadership in the department.
2002 – 2004	Finding the root cause of cancer.

4.3.2   Patents and Copyrights

This page contains information regarding the applied and granted patents and copyrights.

Examples

2008 Dec	Finding the root cause of cancer, Patent, Did thorough research in finding the root cause of cancer, Granted, 1111, Canada
2007 Feb	Invention of tablets for the common cold, Copyright, I did my research in the lab and invented tablets for the common cold, Granted, 2222, Canada

4.3.3   Grants, Contracts and Clinical Trials

This page contains details about the research funding. Note that only the grants with "Funded" or "Declined" status print on the CV. Applied and Rejected funding print on the Annual Academic Activity Report only.

Examples

2005 - present	Canadian Cancer Society. Studying the side effects of chemotherapy. PI: Dr. Holmes. **Co-Investigator**. $20,000.00.
2007	Ontario Thoracic Society. Block Term Grant. Summer Student Award: Sarah Michelle Geller. **Supervisor**. $2,000.00
1999 - 2002	Biogen. Efficacy of Avonex. PI: Dr. Holmes. **Co-Principal Investigator**. $120,000.00.

4.3.4   Salary Support and Other Funding

This page contains information about awarded personal salary support, trainee support, and any other funding not accounted as research grant.

Examples

2007	Robyn Allen Award for Individual Achievement. Anaphylaxis Canada.
1991 – 1996	Career Scholarship. MRC.

4.3.5   Publications

This page contains information regarding the published, submitted, or accepted/in-press research related work. It includes abstracts, books, book chapters, journal articles, case reports, and manuals. One can put here "in preparation" manuscripts as well.

Note that the "Status Date" field on the page is used to sort the entries on the system generated reports. It is strongly recommended that the year and month be included in the Status Date field

rather than use the year only. This will ensure that the publication record will be selected properly when generating an Annual Academic Activity Report.

Example

S Holmes, B Galler. Blockage in arteries. Cardiology 2006; 45:100-105.

4.3.6 Presentations and CE Activities

This page contains details of the presentations given. It includes presentations directed towards Continuing Education (CE) e.g. Grand rounds, Faculty Development, and Patient and Public Education. However, teaching rounds are <u>not</u> entered on this page. Visiting professorships for any audience level and media appearances are also entered on this page. Make sure to attach your records to an Audience in the TER if appropriate. See section 3.4.2 of this guide.

Examples

2007 Feb 14 Visiting Professor, University of Western Ontario. Residents Lecture Series, St. Joseph's Hospital. Central Nocturnal Hypoventilation: A Unique Treatment.

2006 Apr 13 Canadian Medical Association PMI Workshop. Toronto. Leading with Emotional Intelligence. April 13-16, 2007.

2005 Mar 15 International Symposium on Angioplasty. Toronto, Ontario, Canada. Title of the presentation. **Presenter**. Presenter(s): Holmes D, Geller R.

4.3.7 Peer Review Activities

Peer review activities such as manuscript and grant reviews as well as editing activities are entered on this page.

Examples

Note: Following are Manuscript Reviews and Editorial board examples:
2003 - present   Canadian Journal of Diagnosis. Number of Reviews: 5
2001 - 2002   Assistant Editor, Ontario Thoracic Reviews

4.3.8 Other Research and Professional Activities

Any research related or professional activities that do not fit in other Research related pages are entered on this page. These activities include clinical, educational, research, industrial, social, and administrative projects and workshops. Thesis projects can also be entered on this page.

Examples

Project on: Clinical Practice Guidelines - An Approach to SARS
Details of thesis defended

4.3.9 Financial Conflicts

Details regarding possible conflict of interests should be entered on this page.

Example

You are paid by a pharmaceutical company to do research for them while employed at one of the University-affiliated research institutes.

4.4 Teaching Activities

This section contains details of teaching and education activities. These activities include all formal and informal teaching, mentorships, research and clinical supervision, educational development, and teaching evaluation scores.

Please note that the information entered on Introduction & Teaching Philosophy, Teaching, Clinical Supervision, Mentorship, and Aggregate Teaching Evaluations pages of this section *only* print on the system generated Teaching and Education Report (TER) and Annual Academic Activity Report (AAR).

Figure 31: Teaching and Education section in the All Activities View menu

4.4.1 Introduction and Teaching Philosophy

Introduction to the Teaching and Education Report and detailed Teaching Philosophy is entered on this page. This is mostly narrative description.

4.4.2 Teaching

All the formal seminars and lectures given at any level (i.e. targeted to any audience level) as well as formal and informal teaching rounds are entered on this page. Moreover, extra-departmental teaching activities are also entered on this page. Types of activities that can be entered on this page are:

- Lectures
- Seminars
- Small Group or PBL Teaching
- Workshops
- Examinations
- Formal Teaching Rounds (Scheduled Centrally)
- Informal Teaching Rounds (Scheduled by Teacher)
- Simulations
- Labs
- Practicum
- Individual Consultations
- Peer Coaching
- Remediation
- Course Coordination/Direction

Moreover, users can define their own types of teaching using the "Other-Specify" option. Clinical supervision details are not entered on this page but on Clinical Supervision page of WebCV.

Invited lectures may belong on the CV as well as in the TER. If so they should be entered on the Presentations and Special Lectures page and attached to an Audience in the TER. Please see section 4.3.6.

4.4.3   Clinical Supervision

This page is intended to capture Clinical Supervision details. This include supervising assigned and elective residents/fellows/students in clinics, operating rooms, supervising them while performing clinical procedures, conducting lab sessions, reading radiographs, and while being on service (such as emergency room or clinical shifts, consult attending, ward attending).

4.4.4   Research Supervision

Information regarding research supervision is entered on this page. Details of Masters and PhD thesis committee activities as well as thesis examination are also entered on this page. Records entered here appear on both the CV and TER reports by default.

4.4.5   Mentorship

Information regarding formal and informal mentoring of students, residents, fellows, other professionals and junior faculty as well as preceptorships and observerships is entered on this page.

4.4.6   Innovations and Development in Teaching and Education

This page contains information regarding educational development activities such as creating a seminar/lecture series for residents in a department at a hospital or introducing a new curriculum at Faculty level. Records entered here appear on both the CV and TER reports by default.

4.4.7   Aggregate Teaching Evaluations

Annual aggregate teaching effectiveness scores from MedSYS, POWER, and others can be entered on this page. Scores received for teaching a course or supervising a particular clinical activity should be entered along with the records on Teaching and Clinical Supervision pages.

4.5   Administrative Activities

This section contains details of educational and other administrative activities. Administrative activities include all the professional committees you are associated with.

Figure 32: Administrative Activities section in the All Activities View menu

4.5.1   Administrative Activities

This page contains details of all the administrative activities which include contributions in all the hospital, university and research committees along with roles in scientific advisory boards. Educational administration for all levels is also entered on this page. Be sure to check the

[Educational Administration] checkbox where applicable. This will allow the entry of education related information such as Department or Primary Audience.

Examples

2007 Jan – present	Chair, Nephrology Residency Committee, Hours: 40
2007 Jan – 2007 Feb	Member, Division of Neurology, Research Projects Steering Committee, Hours: 50
2007 Jan – 2007 Feb	Interviewer, Division of Cardiology, Resident Selection Committee, Hours: 20
2005 Oct	Member, U of T Dept of Medicine – Strategic Planning Retreat
2001 - 2003	Member, Salix Pharmaceuticals, CA (Scientific Advisory Boards)

4.6   Creative Professional Activities (CPA)

This section contains details of your creative professional work. Details under this section are used to compose your Creative Professional Activities (CPA) report.

Figure 33: Administrative Activities section in the All Activities View menu

4.6.1   Introduction to CPA

Introduction to the Creative Professional Activity Report which includes how the CPA report is organized is entered on this page. This is mostly narrative description.

4.6.2   Creative Professional Activities

This page contains the *narrative description* including the impact of the professional activities considered as creative. For understanding creative professional activities, please refer to the Faculty of Medicine promotion manual available on the Faculty website (http://www.medicine.utoronto.ca/faculty-staff/faculty-appointments-and-promotions).

Entries on this page can be considered as themes and are not primarily the actual activities performed. The activities performed in order to support these themes (such as a case report written or a presentation given) should be entered on their respective pages (case report on *Publications* page and presentation on *Presentations and CE Activities*). However, these activities should be attached to the relevant Creative Professional Activity theme(s) using the "Attach to CPA" feature on the activity's page. Please see section 3.4.1 of this guide for details on the "Attach to CPA" feature.

Creative Professional Activities in Education are also entered on this page and can be included in Teaching and Education Report by checking the "Attach to TER" checkbox.

Examples

Developing an evaluation form for patients which is then adopted by other practitioners. This will improve professional practice and will expedite the patient assessment process. *(May be considered as Exemplary Professional Practice).*

Constructing a clinic for a targeted population. *(May be considered as Professional Innovation and Creative Excellence).*

Modifying provincial guidelines for doing research in a particular field. *(May be considered as Contributions to the Development of Professional Practice).*