



Anesthesia UNIVERSITY OF TORONTO

Clinician Administrator – Full time Academic Position Description: Dr. _____

This academic position description is intended to outline important elements that will be useful in conducting annual reviews and the three-year probationary review; the individual components are not all mandatory but assist in forming a composite picture of a faculty member’s progress.

General Description: The Clinician-Administrator will have major clinical and administrative responsibilities, and will facilitate the research, teaching and education by others. Teaching may be done concurrently with clinical care and/or in organized educational programs.

Time Distribution: The faculty member is engaged in academic activities for 80% or more of their professional time. The faculty member also contributes to the provision of clinical service which is essential to the academic mission. The time spent in academic-related activities will be distributed as follows:

	Requirements	Time Distribution (must add to 100%)	Description / Comments
Clinical activity and related Teaching	Teaching responsibilities will depend on the nature of the administrative position, e.g. senior administrator (CEO/VP) with clinical practice versus clinician with administrative interest	<50%	
Formal Teaching (outside of clinical care)		TBD	
Research Activity	The Clinician-administrator will be involved in some research activities which might include independent or collaborative authorship on peer-reviewed publications or grants.	TBD	
Administrative Activity	You will lead an established administrative program with clear leadership roles and clear impact. To facilitate this you may obtain supportive funding and/or complete formal administrative training.	>50%	

Reporting Relationship: The faculty member will report to the Hospital Chief and to the Faculty Department Chair, University of Toronto. The Hospital Department Head and Faculty Department Chair are available to discuss the career development of the faculty member.

Annual Academic Review: For each annual review, the Clinician-Administrator must have an up-to-date CV, Creative Professional Activity (CPA) dossier and teaching dossier in the University of Toronto formats. Acknowledgement of the Department of Anesthesia, University of Toronto, on all publications and presentations (oral, written) is an expectation of this appointment.

Three-year Academic Probationary Review (for full-time appointments only): The progress and contributions in each area of activity will be given a comprehensive review at the end of the first three years of appointment. The review process will be conducted by the Departmental Appointments Committee and the Chair, with input from the Hospital Chief. A satisfactory review will result in a Continuing Annual Appointment with annual reviews. An unsatisfactory review may result in an extension of the probationary period up to two more years or in the termination of the appointment.

Your signature here confirms that you have read and had an opportunity to discuss this appendix and the review process:

_____ Appointee (Print Name)	_____ Date	_____ Signature
_____ Anesthesiologist-in-chief	_____ Date	_____ Signature
_____ Chair	_____ Date	_____ Signature

Clinician-Administrator

The hospital anesthesiologist-in-chief should submit confirmation of research, teaching, and administrative activity.

	Yr 1	Yr 2	Yr 3
Essential Administrative Activities			
Established a major Administrative Program			
Publications related to Administration			
Funding related to Administration			
Evidence of Other Meritorious Research Activities			
<i>documented in CV, teaching dossier, CPA dossier</i>			
<ul style="list-style-type: none"> • establishment of research collaborations/networks 			
<ul style="list-style-type: none"> • applications for peer-review funding 			
<ul style="list-style-type: none"> • publications submitted or in preparation 			
<ul style="list-style-type: none"> • graduate student supervision 			
<ul style="list-style-type: none"> • abstracts or presentations at peer-reviewed meetings 			
<ul style="list-style-type: none"> • organization of meetings 			
<ul style="list-style-type: none"> • knowledge translation activities 			
<ul style="list-style-type: none"> • peer-review activities (Journals, Grant committees) 			
<ul style="list-style-type: none"> • leadership role in major industry grant 			
<ul style="list-style-type: none"> • guidelines committees 			
<ul style="list-style-type: none"> • research mentorship activities 			
<ul style="list-style-type: none"> • nominations for recognition awards or distinctions 			
Evidence of Teaching Activity			
<i>documented in CV</i>			
Evidence of Administrative Activity			
<i>documented in CV</i>			