**Academic Position Description**

**Clinician Educator – Clinical MD Full Time**

|  |  |  |
| --- | --- | --- |
| **Faculty Name** | **Dr.** |  |
| **Hospital Site** |  |  |

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-Educator will have major clinical and educational 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** | **Description / Comments** |
| **Clinical Activity and related Teaching** | Some academic contributions will take place in the context of clinical care   1. Undergraduate student teaching (e.g. medical pre-clerkship and/or clerkship) typically at least 5 evaluated days/year of student contact. 2. Postgraduate teaching of residents and fellows during the course of clinical anesthesia practice and pain management, ICU, and anesthesia clinics etc. typically at least 12 evaluated days/year of student contact | 50-70% | The clinician educator will contribute to bedside teaching of medical students, residents and fellows as appropriate for the location and details of practice |
| **Formal Teaching (outside of clinical care)** | Organization of or teaching in formal courses and CME activities | 5-10% |  |
| **Research Activity** | The clinician educator will collaborate and facilitate the research of other members of the department | 5-20% | The clinician educator will engage in research or innovation in educational scholarship. This may be demonstrated by funding, publication and/or demonstrated effectiveness of innovation in education |
| **Administrative Activity** | He/she will be a member of 1 -2 university, departmental or hospital educational committees | 5-20% | Some Clinician-Educators will demonstrate leadership in education through course or curriculum development; organization of courses, rotations, or programs; or contributions to learner or program evaluation. |

**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-Educator must have an up to date CV, a teaching dossier, and a Creative Professional Activity (CPA) dossier following the University of Toronto Format. He/she must also acknowledge the Department of Anesthesia, University of Toronto, on all publications and presentations (oral, written).

**3-year Academic Probationary Review:** 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 |

**Annual Review: Years 1 to 3**

**Clinician-Educator**

The hospital anesthesiologist-in-chief should report on teaching and educational activity.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Evidence of Achievement** | | **Required** | **Yr 1** | | **Yr 2** | | **Yr 3** |
|  | **Teaching** | | | | | | | | | |
| Concurrent with provision of clinical care | |  | |  |  | |  | |  |
|  | undergraduate (Clinical Clerks)  postgraduate (Residents and Fellows) | teaching evaluation reports from MedSIS, POWER, or hospital based evaluations | | ✓\* |  | |  | |  |
| Formal Teaching outside of clinical care | |  | |  |  | |  | |  |
|  | Undergraduate   * PBL. ASCM, portfolio * anesthesia simulation days for clerks | evaluations  letters from students  teaching dossier | | ✓\* |  | |  | |  |
|  | Postgraduate   * curricular seminars for residents * hospital based resident seminars * resident simulation teaching * fellows’ seminars | evaluations  teaching dossier | | ✓  (years 2&3) |  | |  | |  |
|  | Hospital rounds  city wide rounds | evaluations  teaching dossier | | ✓  (year 3) |  | |  | |  |
|  | Continuing professional development  Faculty development | programs  evaluations  teaching dossier | | ±  (year 3) |  | |  | |  |
|  | Regional or national meetings | programs  evaluations  teaching dossier | | ±  (year 3) |  | |  | |  |
|  | **Evaluation** | | | | | | | | | |
|  | clinical clerk OSCE  resident annual oral examinations | teaching dossier | | ✓  (years 2&3) |  | |  | |  |
|  | \*normal delay in accumulating evaluations may preclude availability in the first year | | | | | | | | | |
| **Evidence of Personal Development as a Teacher** | | | **Required** | **Yr 1** | | **Yr 2** | | **Yr 3** | | |
| Has identified and meets with a mentor | | | ✓ |  | |  | |  | | |
| Attends Faculty Development Day | | | ✓ |  | |  | |  | | |
| Enrolled in educational programs | | |  |  | |  | |  | | |
| Med or equivalent graduate degree in education | | | ± |  | |  | |  | | |
| CFD Stepping Stones and other programs | | | ± |  | |  | |  | | |
| Department of Medicine Master Teacher Program | | | ± |  | |  | |  | | |
| **Evidence of Scholarly Activity** | | |  |  | |  | |  | | |
| *documented in CV, teaching dossier, CPA dossier* | | | ± |  | |  | |  | | |
| * established collaboration in educational scholarship | | | ✓ |  | |  | |  | | |
| * funding | | | ✓  (years 2&3) |  | |  | |  | | |
| * projects underway in educational research or innovation | | | ✓  (years 2&3) |  | |  | |  | | |
| * publications: published, submitted, manuscript in preparation | | | ✓  (year3) |  | |  | |  | | |
| * presentations of the work at peer-reviewed meetings | | | ✓  (year3) |  | |  | |  | | |
| **Evidence of Administrative Activity** | | |  |  | |  | |  | | |
| *documented in CV* | | | ± |  | |  | |  | | |

**Annual Review: Years 1 to 3**

**Clinician-Educator Reporting Form**

**Year reviewed: 20\_\_\_**

Year of appointment

1 🞏 2 🞏 3 🞏

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hospital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Required: CV (WebCV) 🞏  Teaching dossier (WebCV) 🞏  Creative Professional Activity (CPA) dossier 🞏 | | | | |  | |
|  | | **Activity** |  | | |  | |
|  | |  | ***All answers and materials should***  ***refer to year in review*** | | |  | |
| **Teaching** | | | | | | | |
| **Teaching concurrent with provision of clinical care** | | |  | | |  | |
|  | undergraduate (Clinical Clerks) | | Clinical days booked with **Clinical Clerks**:  *include OR and other days with patient contact*  *include regular rotations and electives/selectives* | | | \_\_\_\_\_ | |
|  |  | | attach teaching evaluations  *from MedSIS or hospital-based evaluations* | | | 🞏 | |
|  | postgraduate (Residents and Fellows) | | Clinical days booked with **Residents**  *include OR and other days with patient contact* | | | \_\_\_\_\_ | |
|  |  | | Clinical days booked in OR with **Fellows**  *include OR and other days with patient contact* | | | \_\_\_\_\_ | |
|  |  | | *Attach teaching evaluations*  *from POWER or hospital-based evaluations* | | | 🞏 | |
|  | | | | | | | |
| **Teaching apart from clinical care** | | | | | | | |
|  | Undergraduate | | * PBL. * ASCM, * portfolio * anesthesia simulation days for clerks * other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 🞏  🞏  🞏  🞏  🞏 | |
|  |  | | *Attach evaluations*  *Letters from students may be included*  *Document in teaching dossier* | | | 🞏 | |
|  | Postgraduate | | * central curriculum seminars for residents * hospital based resident seminars * resident simulation teaching * other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 🞏  🞏  🞏  🞏 | |
|  |  | | * fellows’ seminars | | | 🞏 | |
|  |  | | *Attach evaluations*  *Document in teaching dossier* | | | 🞏 | |
|  | Rounds | | * hospital rounds * city wide rounds | | | 🞏  🞏 | |
|  |  | | *Attach evaluations*  *Include Notice of Rounds*  *Document in teaching dossier* | | | 🞏 | |
|  | Continuing Professional Development and Faculty Development | | *Attach evaluations*  *Include announcements or event programs*  *Document in teaching dossier* | | | 🞏 | |
|  | Regional or national meetings | | *Attach evaluations*  *Include announcements or event programs*  *Document in teaching dossier* | | | 🞏 | |
|  | | | | | | | |
| **Evaluation** | | | | | | | |
|  | | Participation in clinical clerk OSCE or  resident annual oral examinations | | *Document in teaching dossier* | |  | |

|  |  |  |
| --- | --- | --- |
| **Evidence of Personal Development as an Educator** |  |  |
| Mentor: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Number of meetings in year | \_\_\_ |
| attended Faculty Development Day |  | 🞏 |
| *Check here if already have graduate degree in education* |  | 🞏 |
| enrolment in educational programs |  | 🞏 |
| MEd or other graduate degree |  |  |
| CFD Stepping Stones or other program *(specify)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 |
| Department of Medicine Master Teacher Program |  | 🞏 |
| other *(name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 🞏 |
|  |  |  |
| **Evidence of Scholarly Activity** |  |  |
|  | *Document in CV, teaching dossier, or CPA dossier* |  |
| * established collaboration in educational scholarship *Provide details if not in documentation already* |  | 🞏 |
| * funding obtained   *Source:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | 🞏 |
| * projects underway in educational research or innovation |  | 🞏 |
| * publications: | * published * submitted * manuscript in preparation | 🞏  🞏  🞏 |
| * presentations of work at peer-reviewed meetings |  | 🞏 |
|  |  |  |
| **Evidence of Administrative Activity** |  |  |
|  | *Document in CV* |  |