



## Academic Position Description Clinician Administrator – 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-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:

**Clinician Administrator** (funding, publications, innovation, presentations, collaborative research)

Category	Time Allocation /	Performance Expectations &	Description / Comments
	Requirements	Examples	
Academic Focus	Leadership in Clinical	Provides strategic leadership	
	Administration	in clinical operations and	
	and Education	educational programs.	
Time Allocation	Clinical & Informal	Balances clinical service,	
	Teaching: 40–60%	teaching, research, and	
	Formal Teaching: 5-10%	expanded administrative	
	Research: 5–10%	leadership duties.	
	Admin: 20–40%		
Teaching	15-30 evaluated hrs/year	Delivers high-quality teaching	
Expectations	teaching across UG, PG and	and contributes to continuing	
	CPD levels.	professional development	
		activities.	
Research	Collaborative support for	Participates in or facilitates	
Expectations	dept. research or	collaborative research or	
	educational	educational innovation.	
	scholarship		
Administrative	Leadership roles in	Leads or chairs key	
Duties	University	administrative committees	
	administration,	and initiatives at the	
	committees	departmental or university	
		level.	

Category	Time Allocation / Requirements	Performance Expectations & Examples	Description / Comments
Review Process	Annual site review, 3- 5yr CFAR	Engages in regular performance and leadership reviews for continuous improvement.	
Mentorship	mentor assigned for first 3 years, mentoring thereafter	Receives and/or provides mentorship to support leadership and professional development.	
Appointment Type	Full-time = ≥80% academic time		

**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	

Annual Review: Years 1 to 3

## 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			
documented in CV, teaching dossier, CPA dossier			
establishment of research collaborations/networks			
applications for peer-review funding			
publications submitted or in preparation			
graduate student supervision			
abstracts or presentations at peer-reviewed meetings			
organization of meetings			
knowledge translation activities			
peer-review activities (Journals, Grant committees)			
leadership role in major industry grant			
guidelines committees			
research mentorship activities			
<ul> <li>nominations for recognition awards or distinctions</li> </ul>			
Evidence of Teaching Activity			
documented in CV			
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Evidence of Administrative Activity			
documented in CV			