

Complete Policy Title:
**Clinical Activities Portfolio – Clinician
Educators, Faculty of Health Sciences**

Policy Number (if applicable):
SPS B3

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**December 14, 2011
December 15, 2011**

Date of Original Approval(s):
February 23, 2004

Supersedes/Amends Policy dated:
February 23, 2004

Responsible Executive:
**Dean and Vice-President (Faculty of
Health Sciences)**

Enquiries:
[Policy \(University Secretariat\)](#)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

A clinical activities portfolio is a record of a faculty member's activities that relate to the integration and application of knowledge in the clinical setting as well as dissemination of best clinical practice. One purpose of a clinical activities portfolio is to provide systematic information for academic review and assist arm's length reviewers in making a knowledgeable assessment of the individual's clinical contributions.

Every faculty member in the clinician educator stream should have a clinical activities portfolio, which he/she updates regularly. The portfolio is owned by the faculty member and may contain any and all information that the faculty member wishes to document.

When a candidate is being considered for re-appointment, CAWAR, tenure and/or promotion the clinical activities portfolio will be reviewed at the department level, and the department will incorporate the elements that capture the substance of activities and will include this information in the departmental report.

Structure of Clinical Activities Portfolios

The portfolio consists of two main parts:

Part A –Clinical Scholarly Activity Tracking

Within this section, the faculty member is expected to track all clinical scholarly activity, including the date and ideally, the impact of the activity. The information collected in this portfolio will be reviewed during annual reviews as well as when a candidate is being considered for CAWAR, tenure and/or promotion. This section may also include

supporting documentation and additional materials compiled by the faculty member resulting from the clinical scholarly activities.

The following are examples of the types of activity that should be tracked in the portfolio. These will be used to assess effectiveness and scholarly contributions in the area of clinical service. Additionally, any efforts undertaken regarding ongoing self-evaluation and upgrading in relation to clinical activities should also be included in the portfolio.

- Development of a special program that attracts referrals and enhances the reputation of the University based on clinical best practice methods
- Playing a key role in the development of clinical practice/development of clinical practice guidelines
- Development of written, video, audio or computer-based teaching materials for professional or lay groups specifically targeted for the advancement of patient care
- Dissemination of best practice findings through oral presentations such as invited talks, Grand Rounds, CME events
- Written scholarship that advances the field. (Dissemination of findings through publication of case reports or reports of clinical investigations; reviews, commentaries, or analytic studies in peer-reviewed journals or text that organize, synthesize and convey clinical knowledge in a way that enhances the practice of medicine)
- Involvement in administrative activities that support and enhance University based patient care and/or teaching in the clinical settings (e.g., Head of a clinical service, program or clinic)
- Serving as a member or leader on major committees, licensing or accrediting bodies and/or professional societies relevant to the candidate's field, quality assurance committees, etc
- Serving as an exceptional role model in the provision of optimal patient care
- Other contributions to your discipline or special area of interest which have promoted scholarship and excellence in the clinical setting (e.g., creation of methods to evaluate outcomes of care; contributing to improvement of a training program within the clinical unit; introduction of journal clubs or case conferences dedicated to the provision of quality patient care; editorial responsibilities on medical journal boards)
- Receipt of formal awards/recognition for excellence in clinical service

Part B – Summary Statement

This is a 1-2 page document which summarizes the information collected in Part A. This summary also forms part of the Candidate's statement required for academic reviews (see SPS B12).

This statement should summarize the academic clinical activities undertaken during the period under review in as many of the above noted areas as are relevant. A sample template for this portfolio is available from the Faculty of Health Sciences, Faculty Relations.