



Department of Psychiatry

Merit-Based Recognition Process

v3

Instruction Manual for Faculty Members and Member Secretaries

1. Instructions to Faculty

This document provides detailed step-by-step instructions for completing each section of the MBR report, referencing the exact pages in the Acuity Star CV program.

It is **extremely important** that you ensure that start and end date fields have been filled correctly in star cv or your data may not appear on the generated report as expected.

Also, pay close attention to all of the fields listed in the instructions listed below, because if any of the fields are not filled out correctly, then the record will not generate where it is expected.

If you have questions, please contact any of the following individuals:

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3. Teaching

3.1 UME Deliverables

3.1.1 Supervisor - Clerkship

Please attach supporting documents if necessary.

Hours	Student Name	Date
	Field= Student Name	

- Three Hours Per Week – Two Weeks Assumed
- One Record Per Student
- Six Hours per record

Instructions to Faculty Member:

Data will appear in grid 3.1.1 if you have activities in:

Menu: **Teaching Activities**

Page: Supervisory Experience

Program Type = **UME Clerkship – Education - Undergraduate**

Role = Primary **Supervisor**

Total Hours of Contribution = **Total Hours**

Student Name = **Student Supervised**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.2 Secondary Supervisor - Clerkship

Please attach supporting documents if necessary.

Hours	Faculty Member Covered	Date
	Field= Position	

- Three hours per week of service (> 31 Hours)
- When covering for the primary supervisor
- One hour for part-time (<= 31 Hours)

Instructions to Faculty Member:

Data will appear in grid 3.1.2 if you have activities in:

Menu: **Teaching Activities**

Page: Supervisory Experience

Program Type = **UME Clerkship – Education - Undergraduate**

Role = **Secondary Supervisor**

Total Hours of Contribution = **Total Hours**

Position = **Faculty member being covered**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.3 Lecturer – Clerkship Seminar

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for the first one-hour lecture (Initial Lecture checked)
- One hour for an updated one-hour lecture (Initial Lecture **not** checked)

Instructions to Faculty Member:

Data will appear in grid 3.1.3 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Lecturer - Clerkship Seminar**

Initial Lecture = **Checked if this is the first time this lecture was given.**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.4 Committee Membership

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- Two hours per hour of committee attendance if the Role is Chair, *provided the role isn't part of the Academic Stipend job description.
- One hour per hour of committee attendance if Member
- All Department Committees Qualify

Examples:

- UME Committee for the Department of Psychiatry
- Medicine 5207 Committee Meetings
- Advisory Committee of the Division of Child and Adolescent Psychiatry
- Division of Geriatrics Committee
- Schulich School of Medicine and Dentistry UGE Committees (e.g. CEC; PTC; Evaluation; Oversight Curriculum; Admissions Committee)
- National Committees (e.g. COUPE, Medical Council of Canada Committees)
- Provincial Committees
- International Committees (e.g. ADAMCEPS)
- Ad hoc Undergraduate Education Committees

Instructions to Faculty Member:

Data will appear in grid 3.1.4 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Role = **Chair or Member**

Committee Type = **University or Faculty – Education - Undergraduate**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.5 Instructor - Small Group (Teaching Pre-clerkship Courses)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour for one hour teaching
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.7 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Instructor – Small Group Teaching**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle

3.1.6 Instructor - Clinical Skills

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Three hours per week
- i.e. if complete the 3-week Clinical Methods course, max credit is 9 hours.
- Includes Interviews with standardized patients
- Ensure the Number of Teaching Sessions or Weeks field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.6 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Instructor - Clinical Skills**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.7 Instructor – Integrated Small Group Learning

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- (Includes Foundations of Medicine, Principles of Medicine 2, and Transition to Clerkship courses)
- Three hours per session
- i.e. if complete twelve weeks, credit is twenty-four hours.
- Ensure the Number of Teaching Sessions or Weeks field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.7 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Instructor – Integrated Small Group Learning**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.8 Asynchronous Content Development and Maintenance (Pre-clerkship and Clerkship)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Seven hours for developing an hour of content.
- One hour for maintenance of one-hour content.
- Claim actual hours as specified above.
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.8 if you have activities in::

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity =

Asynchronous Content Development and Maintenance

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.9 Career Counseling / Mentoring

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Faculty / Student Name	

- One hour for one hour of counseling
- Ensure the Number of Encounters field is correct.
- All records count. No difference between counseling and mentoring

Instructions to Faculty Member:

Data will appear in grid 3.1.9 if you have activities in:

Menu: **Teaching Activities**

Page: **Mentoring Activities**

Type = **Undergraduate Medical Education**

Stipend Received Checkbox = **Not Checked**

Number of Encounters = **Actual Hours Spent**

With Dates that fall within the reporting cycle.

3.1.10 Academic Coaching

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name(s)	

- One hour for one hour of coaching
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.10 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **MD Program Academic Coach**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.11 Professional and Wellness Course Facilitator

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- 35 hours in year 3
expected to meet 3x in the year
total hours also encompass reviewing
journals/personal statements/CVs
- 10 hours in year 4
facilitating this course is a 2 year commitment
- Ensure the Number of Teaching Sessions or Weeks field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.11 if you have activities in::

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Professional and Wellness Course Facilitator**

Stipend Received Checkbox = **Not Checked**

Value field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.1.12 Attendee - Career Fair

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for the evening Career Fair
- Points are awarded per record.

Instructions to Faculty Member:

Data will appear in grid 3.1.12 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Attendee – Career Fair**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.13 Supervisor - First and Second Year Electives

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- One hour for a half-day observership
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.13 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **UME Clerkship – Education - Undergraduate**

Role = **Supervisor - First / Second Year Electives**

Total Hours of Contribution = **Total Hours**

Student Name = **Student Supervised**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.14 Supervisor – Electives Year 4

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- Three hours per student per week
- Each record contains one student only
- Six Hours for Two Weeks
- Six hours max for this activity
- Ensure the Number of Teaching Sessions or Weeks field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.14 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **UME Clerkship – Education - Undergraduate**

Role = **Supervisor – Electives Year 4**

Total Hours of Contribution = **Total Hours**

Student Name = **Student Supervised**

3.1.15 Lecturer – Pre-Clerkship Course (FoM, Principles of medicine, T2C)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for the first lecture
- One hour for subsequent lectures.

Instructions to Faculty Member:

Data will appear in grid 3.1.15 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education / Admin**

Type of Course / Activity = **Lecturer – Pre-clerkship Course**

Initial Lecture = **Checked if this is the first time this lecture was given.**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.16 Optional Clinical Learning Opportunity Supervision

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per half-day observership
- Enter 4 hours for this activity
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.16 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education / Admin**

Type of Course / Activity = **OCLO Supervision**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.17 Instructor - LMCC Prep Course

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for the first lecture
- Two hours for an updated one-hour lecture

Instructions to Faculty Member:

Data will appear in grid 3.1.17 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Instructor - LMCC Prep Course**

Initial Lecture = **Checked if this is the first time this lecture was given.**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.18 Examiner - Developing Exam Questions

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Half an hour per exam question developed.
- One entry per question developed.

Instructions to Faculty Member:

Data will appear in grid 3.1.18 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Examiner – Developing Exam Questions**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.19 Developing New OSCE Station (Clerkship)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Three hours for developing a new station.
- One hour for editing/modifying existing stations.
- Claim actual hours as specified above.
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.19 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Developer - New OSCE Station**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.20 Examiner - Marking Exams

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per cohort exam
- One entry per cohort of exams

Instructions to Faculty Member:

Data will appear in grid 3.1.20 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Examiner – Marking Exams**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.21 Examiner - OSCE Exams

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per exam
- Record multiple hours for multiple exams

Instructions to Faculty Member:

Data will appear in grid 3.1.21 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Examiner – OSCE Exams**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.22 Interviewer – Medical School

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name(s)	

- One hour per Student Admission Interview
- Record multiple hours for multiple interviews

Instructions to Faculty Member:

Data will appear in grid 3.1.22 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Interviewer – Medical School**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.23 Medical School Application Reviewer

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name(s)	

- Two hours per application
- Record multiple two hour blocks for multiple reviews

Instructions to Faculty Member:

Data will appear in grid 3.1.23 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity = **Application Reviewer – Medical School**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.1.24 Supervisor – Medical Students on Research / QI Project

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- One hour per hour of direct supervision time with a medical student.
- Ensure the Total Hours of CoOntribution is correct.

Instructions to Faculty Member:

Data will appear in grid 3.1.24 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Medical Students on Research / QI Project**

Role = **Primary Supervisor**

Stipend Received Checkbox = **Not Checked**

Value field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.1.25 Experiential Learning: MD Student Research Symposium Reviewers

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Two hours per symposium review
- One review allowed per year

Instructions to Faculty Member:

Data will appear in grid 3.1.23 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Type = Symposia
- Program Type = **Undergraduate Medical Education**
- Type of Course / Activity = **MD Student Research Symposium Reviewer**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.1.26 Experiential Learning Course: QI Presentation Grader

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of direct supervision time with a medical student

Instructions to Faculty Member:

Data will appear in grid 3.1.24 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Undergraduate Medical Education**
- Type of C/A = **Experiential Learning Course: QI Presentation Grader**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.1.27 Professionalism, Career & Wellness (PCW) I & II: Reflection Graders

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour of grading per application
- Occurs twice annually

Instructions to Faculty Member:

Data will appear in grid 3.1.23 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Undergraduate Medical Education**

Type of Course / Activity =

Professionalism, Career & Wellness (PCW) I & II: Reflection Grader

Stipend Received Checkbox = **Not Checked**

Value field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.1.28 Professional and Wellness Course Facilitator

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- One hour per hour of direct supervision time with a medical student.

Instructions to Faculty Member:

Data will appear in grid 3.1.24 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Role = **Primary Supervisor**

Program Type = **Professional and Wellness Course Facilitator**

Stipend Received Checkbox = **Not Checked**

Value field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.1.29 Professionalism, Career & Wellness (PCW) IV: Mock Interviewers

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Two hours per interview
30 minute interview and 1.5 hr. prep time

Instructions to Faculty Member:

Data will appear in grid 3.1.23 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Undergraduate Medical Education**
- Type of Course / Activity = **Professionalism, Career & Wellness: Mock Interviewer**
- Stipend Received Checkbox = **Not Checked**
- Value field = **Total Hours of Contribution**
- With Dates that fall within the reporting cycle.

3.1.30 DSSG: Discipline Specific Small Group Facilitator

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Includes Principles of Medicine 2 and Transition to Clerkship courses
- Three hours per session
2 hr. session and 1 hr. prep time
- This is to be used for small group facilitation of psychiatry specific topics in those courses

Instructions to Faculty Member:

Data will appear in grid 3.1.24 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Role = **Primary Supervisor**
- Program = **Undergraduate Medical Education**
- Type of Course / Activity = **Facilitator - DSSG**
- Stipend Received Checkbox = **Not Checked**
- Value field = **Total Hours of Contribution**
- With Dates that fall within the reporting cycle.

3.1.31 Additional UGME Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
- Member fills in missing activities for review
- This section must be completed **manually** after report generation.

3.2 PME Deliverables

Teaching Activities Outside of Clinic:

3.2.1 Lecturer - Course Teaching

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for the first one-hour lecture (i.e. 15 hours for a 3-hour lecture)
- Two hours for subsequent updated one-hour lecture (i.e. 6 hours for a 3-hour lecture)

Instructions to Faculty Member:

Data will appear in grid 3.2.1 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Lecturer – Course Teaching**

Initial Lecture = **Checked if this is the first time this lecture was given.**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.2 Longitudinal Course Director

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour spent on course design and organization
- Please check the box if already receiving a stipend for this activity.
- Ensure the Total Hours is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.2 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education / Admin**

Type of Course / Activity = **Longitudinal Course Director**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.3 Host - Journal Club

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of journal club
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.3 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**
 Type of Course / Activity = **Host – Journal Club**
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

Examination and Exam Preparation Activities:

3.2.4 STACER Examiner

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Three hours per STACER
- One Record per STACER

Instructions to Faculty Member:

Data will appear in grid 3.2.4 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**
 Type of Course / Activity = **STACER Examiner**
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

3.2.5 Instructor - Interviewing Skills

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Two hours for the first half-hour seminar, for specific interview skills teaching presentations
- One hour for an updated seminar

Instructions to Faculty Member:

Data will appear in grid 3.2.5 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Instructor - Interviewing Skills**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.6 Instructor - Mock STACERs

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of observed STACER practice and teaching about interviewing.

Instructions to Faculty Member:

Data will appear in grid 3.2.5 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Instructor - Mock STACERs**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.7 Examiner - Royal College

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of exam
- One hour per hour spent in Royal College meetings/exam prep
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.6 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Examiner – Royal College**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.8 Examiner – OSCE Exams

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of Exam
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.8 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Examiner – OSCE Exams**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.9 Facilitator - Practice OSCE's

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o One hour per hour of OSCE supervision
- o Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.8 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Facilitator - Practice OSCE's**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.10 Developer – OSCE's

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o Five hours for the development of the first OSCE station
- o One hour for an updated OSCE station

Instructions to Faculty Member:

Data will appear in grid 3.2.10 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Developer – OSCE's**

Initial Lecture = **Checked if this is the first time this lecture was given.**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

Committee Work:

3.2.11 Committee Membership

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- Two hours per hour of committee attendance if the Chair *provided role isn't part of the Academic Stipend job description
- One hour credit for each hour of committee meeting if Member
- Committees:
 - Curriculum Committee
 - Competence Committee
 - CaRMS Committee
 - Psychotherapy Committee
 - Evaluations Committee
 - EDID Committee
 - Safety Committee
 - Wellness Committee
 - STACER Committee
 - RPC - if attendance is not expected as part of a position with a stipend
 - Subspecialty RPC
 - Subspecialty Competency Committee

Instructions to Faculty Member:

Data will appear in grid 3.2.10 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **University or Faculty – Education – Postgraduate**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.12 Residency Competency Committee File Review

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per one file review activity
- Multiple Reviews may be entered in the same record.

Instructions to Faculty Member:

Data will appear in grid 3.2.11 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Postgraduate Medical Education**
- Type of Course / Activity = **Reviewer – Residency Competency File Review**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.2.13 Interviewer - CaRMS

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Interviewing candidates (one hour per interview)
- Include participation in the subspecialty Geriatric CaRMS process.

Instructions to Faculty Member:

Data will appear in grid 3.2.12 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Postgraduate Medical Education / Admin**
- Type of Course / Activity = **Interviewer - CaRMS**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.2.14 File Review - CaRMS

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o One hour per one file review.
- o Include participation in the subspecialty CaRMS process

Instructions to Faculty Member:

Data will appear in grid 3.2.13 if you have activities in:

Menu: **Teaching Activities**
 Page: **Program Teaching**
 Program = **Postgraduate Medical Education**
 Type of Course / Activity = **File Review - CaRMS**
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

3.2.15 CaRMS – Booth Participation

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o Claim one Hour per Day of CaRMS
- o Ensure the Total Hours Field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.2.14 if you have activities in:

Menu: **Teaching Activities**
 Page: **Program Teaching**
 Program = **Postgraduate Medical Education**
 Type of Course / Activity = **CaRMS – Booth Participation**
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

Clinical Supervision and Related Activities:

3.2.16 Clinical Supervisor - Residents and Fellows

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Program Type	

- Three hours per week (four to five days per week)
- Two hours for part of a week (i.e. half-day to three days per week)
- Enter the corresponding number of qualifying hours and dates

Instructions to Faculty Member:

Data will appear in grid 3.2.15 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Role = Primary Supervisor

Program Type = Resident / Fellow Supervision

Stipend Received Checkbox = Not Checked

Value Field = Total Hours of Contribution

With Dates that fall within the reporting cycle.

3.2.17 EPA Completion

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per five completed EPAs (Sessions).
- Provide a total number of completed EPAs for the academic year.
- Enter all EPAs for this academic year in one record or in multiple records
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.2.16 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = Postgraduate Medical Education

Type of Course / Activity = EPA completion

Stipend Received Checkbox = Not Checked

With Dates that fall within the reporting cycle.

3.2.18 Clinical Rotation Resident Education Lead

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per hour of didactic teaching or organization of learning activities while on rotation
- Ensure the Total Hours field is correct.

[Instructions to Faculty Member:](#)

Data will appear in grid 3.2.17 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Clinical Rotation Resident Education Lead**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.19 Supervisor - Psychotherapy

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- One hour per hour of direct supervision (not while seeing patients)
- Ensure the Total Hours field is correct.

[Instructions to Faculty Member:](#)

Data will appear in grid 3.2.18 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Role = **Primary Supervisor**

Program Type = **Psychotherapy**

Stipend Received Checkbox = **Not Checked**

Value Field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.2.20 Core Longitudinal SMI Patient Case Supervision

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o Serious mental illness patient
- o One hour per hour of direct supervision, when resident is not on rotation with the supervisor.
- o Ensure the Total Hours field is correct.

[Instructions to Faculty Member:](#)

Data will appear in grid 3.2.19 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Core Longitudinal SMI Patient Case Supervision**

Role = **Primary Supervisor**

Stipend Received Checkbox = **Not Checked**

Value Field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.2.21 Resident Research Supervision

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

(per hour spent with resident or reviewing their work such as manuscripts not otherwise supported)

- o One hour per hour of direct supervision (not while seeing patients)
- o Ensure the Total Hours field is correct

[Instructions to Faculty Member:](#)

Data will appear in grid 3.2.21 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Postgraduate**

Role = **Resident/Fellow Research Project Supervisor**

Stipend Received Checkbox = **Not Checked**

Value Field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

3.2.22 Supervision of Resident on Remediation or Probation

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- Six hours per week (four to five days per week)
- Two hours for part of the week. (i.e. half-day to three days per week)
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.21 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Postgraduate**

Role = **Remediation or Probation Plan Supervision**

Stipend Received Checkbox = **Not Checked**

Value Field = **Total Hours of Contribution**

With Dates that fall within the reporting cycle.

Resident Coaching:

3.2.23 Resident CBD Academic Advisor

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Faculty / Student Name	

- One and a half hours per direct academic advising time with resident/fellow (including time for file review before the meeting)
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.22 if you have activities in:

Menu: **Teaching Activities**

Page: **Mentoring Activities**

Type = **CBD Academic Advisor**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.24 Mentor - Residents

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Faculty / Student Name	

- One hour per direct mentoring time with resident/fellow
- Ensure the Total Hours of Contribution is correct

Instructions to Faculty Member:

Data will appear in grid 3.2.23 if you have activities in:

Menu: **Teaching Activities**

Page: **Mentoring Activities**

Type = **Resident**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.25 Developer - Remediation Plan

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Ten hours for each remediation plan developed
- Each plan must be a separate record

Instructions to Faculty Member:

Data will appear in grid 3.2.24 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Developer – Remediation Plan**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.2.26 Additional PGME Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

3.3 CPD Deliverables

3.3.1 Presenter - Departmental CPD Activities *(see below)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

(**Learning after Five**, MMI rounds, **Psychotherapy Workshop**, Research Rounds, **Conference**, ,etc)*

- o Five hours for preparation of a 60-minute talk
- o One hour credit for delivering a 60-minute talk

Instructions to Faculty Member:

Data will appear in grid 3.3.1 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Presenter – Department Rounds**

Course / Activity = Learning after Five OR

MMI rounds OR

Psychotherapy Workshop OR

Research Rounds OR

Contains “Conference”

With Dates that fall within the reporting cycle.

3.3.2 Presenter – Morning Grand Rounds CPD (Monthly)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- o Five hours for preparation of a 60-minute talk
- o One hour credit for delivering a 60-minute talk
- o One record per talk max
- o Claim one, five or six hours per record depending on effort

Instructions to Faculty Member:

Data will appear in grid 3.3.2 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Presenter –Grand Rounds**

With Dates that fall within the reporting cycle.

3.3.3 Presenter – Any CPD Activities (Applies to Western, Community, Local, Regional, Provincial, National and International)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for preparation of a 60-minute talk
- One hour credit for delivering a 60-minute talk
- One record per talk max
- Claim one, five or six hours per record depending on effort

Instructions to Faculty Member:

Data will appear in grid 3.3.3 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Presenter**

Course/Activity = **Name**

Geographical Scope= **Choose from list**

With Dates that fall within the reporting cycle.

3.3.4 Presenter - Coordinated CPD Activities (Weekly Hospital Rounds)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Two and a half hours for preparation of a 30-minute talk
- Half an hour's credit for delivering the 30-minute talk.
- One record per talk max
- Claim 30 min, 2.5 Hours or three hours per record depending on effort

Instructions to Faculty Member:

Data will appear in grid 3.3.4 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Presenter – Coordinated CDP**

With Dates that fall within the reporting cycle.

3.3.5 Committee Membership CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- Two hours per hour of committee attendance if the Chair *provided role isn't part of the Academic Stipend job description
- One hour per hour of committee meeting if Member

Examples: Executive Committee, Coordinated CDP Committee, Special CDP Planning, Committee (Generic Format), Western CDP Planning Committee
(For any CDP planning at Western)

Instructions to Faculty Member:

Data will appear in grid 3.3.5 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **University or Faculty – Education – Continuing**

Committee Name = **Executive Committee**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.3.6 Moderator CPD (Any CPD activities in the Department, Hospitals, Western, Community, Regional, Provincial, National and International)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour for the moderation of each hour of CPD
- Ensure the Total Hours field is correct.

Instructions to Faculty Member:

Data will appear in grid 3.3.9 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Moderator - CPD**

Geographical Scope= **Choose from the List**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.3.7 Developer - Tools for CPD or Educational Development (Any CPD activities in Department, Hospital, Western, Community, Regional, Provincial, National and International)

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Fifteen hours per tool developed (per record)

Instructions to Faculty Member:

Data will appear in grid 3.3.10 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity =

Developer – Tools for CPD or Educational Development

Geographical Scope = **Choose from the List**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.3.8 Reviewer - CPD Educational Materials

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per review of educational material
- One hour per record.

Instructions to Faculty Member:

Data will appear in grid 3.3.11 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Reviewer – CPD Educational Materials**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.3.9 Reviewer - Needs Assessment for CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Focus groups of stakeholders (Five hours for each focus group)
- Development of Needs Assessment (e.g. Survey, interview questions)
- Five hours per needs assessment

Instructions to Faculty Member:

Data will appear in grid 3.3.12 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity =

Reviewer – Needs Assessment for CPD

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.3.10 Additional CPD Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

3.4 Faculty Development (FD) Deliverables – (For Activities Developed Through Western CPD and Faculty Development Office)

3.4.1 Developer – Education Tools for Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field=Type of Course/Activity	

- o Five hours per tool developed

Instructions to Faculty Member:

Data will appear in grid 3.4.1 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Continuing Medical Education / Continuing Professional Development**
- Type of Course / Activity = **Developer – Education Tools**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.4.2 Reviewer - Educational Materials for Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field=Type of Course/Activity	

- o One hour per educational curriculum

Instructions to Faculty Member:

Data will appear in grid 3.4.2 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Continuing Medical Education / Continuing Professional Development**
- Type of Course / Activity = **Reviewer – FD Educational Material**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.4.3 Reviewer - Needs Assessment for Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Focus groups of stakeholders (Five hours for each focus group)
- Development of Needs Assessment (e.g. Survey, interview questions)
- Five hours per needs assessment

Instructions to Faculty Member:

Data will appear in grid 3.4.3 if you have activities in:

Menu: **Teaching Activities**
 Page: **Program Teaching**
 Program =
 Continuing Medical Education / Continuing Professional Development
 Type of Course / Activity =
 Reviewer – Needs Assessment for Faculty Development
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

3.4.4 Lecturer - Workshops & Seminars for Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for each hour of first lecture\workshop\seminar
- One hour for each hour of subsequent

Instructions to Faculty Member:

Data will appear in grid 3.4.4 if you have activities in:

Menu: **Teaching Activities**
 Page: **Program Teaching**
 Program =
 Continuing Medical Education / Continuing Professional Development
 Type of Course / Activity = **Lecturer – Workshops & Seminars**
 Stipend Received Checkbox = **Not Checked**
 With Dates that fall within the reporting cycle.

3.4.5 Lecturer – Internal for Faculty Development CPD (see below)*

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

Inter-professional / Inter-departmental / Inter-faculty / Inter-hospital *

- Five hours for preparation for a 60-minute talk
- One hour for one-hour delivery
- One hour for an updated one-hour lecture
- Supervision of other professional students
- One hour per hour of direct supervision (i.e. not while seeing patients)

Instructions to Faculty Member:

Data will appear in grid 3.4.5 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = Lecturer – Internal (Preparation)

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.4.6 Lecturer - Public Education for Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Five hours for preparation of a 60-minute talk
- One hour credit for delivery of the 60-minute talk

Instructions to Faculty Member:

Data will appear in grid 3.4.6 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program =

Continuing Medical Education / Continuing Professional Development

Type of Course / Activity = **Lecturer – Public Education**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.4.7 Committees – Membership Faculty Development CPD

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- Two hours per hour of committee attendance if Chair *provided role isn't part of Academic Stipend job description
- One hour per hour of committee meeting if Member

Instructions to Faculty Member:

Data will appear in grid 3.4.7 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **University or Faculty – Education – Development**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.4.8 Additional Faculty Development CPD Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

3.5 Graduate Education and Other Research Students/Fellows Deliverables

3.5.1 Developer - Course Materials

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

Developing new course/teaching materials for graduate students, Research Fellows, Post-doctoral Fellows, and Non-medical undergrad honour's thesis students.

- o Five hours per educational curriculum

Instructions to Faculty Member:

Data will appear in grid 3.5.1 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Graduate Education**
- Type of Course / Activity = **Developer – Course Materials**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.5.2 Supervisor – Graduate Students, Research Fellows, Post-doctoral fellows, and Non-medical undergrad honour research students

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

Formal and successful supervision of graduate students, research fellows, honour's theses

- o One hour per direct supervision time with graduate students, research fellows, honour's thesis students
- o One hour per hour of thesis review

Instructions to Faculty Member:

Data will appear in grid 3.5.2 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Supervisory Experience**
- Program Type = **Graduate Student Research Supervision OR Resident / Fellow Research Project OR Postdoctoral Fellowship OR Non-Schulich Pre and Post Doctoral Students**
- Role = **Primary Supervisor**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.5.3 Committee Member of Thesis Supervisory

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

Serving on supervisory committees of graduate students.
 ○ One hour per hour of committee time

Instructions to Faculty Member:

Data will appear in grid 3.5.3 if you have activities in:

- Menu: **Service and Administration**
- Page: **Administrative Committees**
- Committee Name = **Graduate Student Supervisory Committee**
- Role = **Member**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.5.4 Examiner - Graduate Student Theses

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

Serving as examiner of graduate student theses.
 ○ One hour per hour of examination time

Instructions to Faculty Member:

Data will appear in grid 3.5.4 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Graduate Education**
- Type of Course / Activity = **Examiner – Graduate Student Theses**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

3.5.5 Lecturer - Graduate Students or Non-medical undergraduate students

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- If providing a lecture, five hours for preparation of a 60-minute talk
- One hour credit for delivery of the 60-minute talk

Instructions to Faculty Member:

Data will appear in grid 3.5.5 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Graduate Education**

Type of Course / Activity = = **Lecturer – Graduate Students**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

3.5.6 Additional Graduate Education Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

4. Other Academic Deliverables

4.1 Reviews, Letters & Observerships

4.1.1 Author - Reference Letter

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- One hour per letter
- For UGE, PEG, faculty development, medical school undergraduates and non-medical graduate students.

Instructions to Faculty Member:

Data will appear in grid 4.1.1 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Other**
- Type of Course / Activity = **Author – Reference Letter**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

4.1.2 Reviewer - External, Appointments and Promotions

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Three hours of credit for each review

Instructions to Faculty Member:

Data will appear in grid 4.1.2 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Other**
- Type of Course / Activity = **Reviewer – External, Appointments and Promotions**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

4.1.3 Reviewer - Internal, Appointments and Promotions

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

- Three hours of credit for each review

Instructions to Faculty Member:

Data will appear in grid 4.1.3 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Other**

Type of Course / Activity =

Reviewer – Internal, Appointments and Promotions

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

4.1.4 Committee - Appointments and Promotions

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

Appointments and Promotions Committee

- Two hours per hour of committee attendance if Chair *provided role isn't part of the Academic Stipend job description
- One hour per hour of committee meeting if Member

Instructions to Faculty Member:

Data will appear in grid 4.1.4 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Type = **Academic Administration**

Committee Name = **Committee - Appointments and Promotions**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

4.1.5 Supervisor - Observership

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- One hour per hour of direct observership time

Instructions to Faculty Member:

Data will appear in grid 4.1.5 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = Observership

Role = Primary **Supervisor**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

4.1.6 Additional Academic Deliverable Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

4.2 General Contributions

4.2.1 Royal College Committee, International Committee, National Committee, or Provincial Committee

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- One hour per hour of meeting
- Two hours per hour if chair
- One hour per hour for meeting preparation

Instructions to Faculty Member:

Data will appear in grid 4.2.1 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Role = **Chair or Member**

Committee Type = **Academic – Administration**

Committee Name <> **Committee - Appointments and Promotions**

Geographic Scope = International, National or Provincial

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

4.2.2 Departmental Committee Work

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- One hour per hour of meeting
- Two hours per hour if chair
- One hour per hour for meeting preparation

Instructions to Faculty Member:

Data will appear in grid 4.2.2 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Role = **Chair or Member**

Committee Type = **Department – Administration**

Committee Name <> **Committee - Appointments and Promotions**

Geographic Scope = Local

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

4.2.3 Schulich or Western Committee Work

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

- One hour per hour of meeting
- Two hours per hour if chair
- One hour per hour for meeting preparation

Instructions to Faculty Member:

Data will appear in grid 4.2.3 if you have activities in:

- Menu: **Service and Administration**
- Page: **Administrative Committees**
- Role = **Chair or Member**
- Committee Type = % **University or Faculty %**
- Committee Name <> **Committee - Appointments and Promotions**
- Geographic Scope = Local**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the reporting cycle.

4.2.4 Faculty Peer Mentoring

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Faculty / Student Name	

- One hour per hour of mentorship.

Instructions to Faculty Member:

Data will appear in grid 4.2.4 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Mentoring Activities**
- Mentoring Type = **Peers for Peers**
- With Dates that fall within the reporting cycle.

4.2.5 Supporting Peers’ Advancement

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Faculty / Student Name	

i.e- proof reading of a peer publication

- One hour per hour

Instructions to Faculty Member:

Data will appear in grid 4.2.5 if you have activities in:

- Menu: **Teaching Activities**
- Page: **Mentoring Activities**
- Mentoring Type = **Faculty**
- With Dates that fall within the reporting cycle.

4.2.6 Additional Other Activities

Please attach supporting documents if necessary.

Hours	Description	Date

- One hour per hour of new activity not currently captured by MBR Report.
Member fills in missing activities for review
This section must be completed **manually** after report generation.

5. Research and Scholarly

General Research

5.1 Publications - Peer Reviewed Journal Articles (Original Research) in a Journal with an Impact Factor 5 or Above

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Publications reflecting original research or systematic reviews/meta-analyses in peer-reviewed journals. Ratings often vary somewhat with the prestige/impact factor of journals, and seniority of authorship.

- Forty hours for publication for senior author or first author
- Twenty hours for publication for co-author

Instructions to Faculty Member:

Data will appear in grid 5.1 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Publications**

Publication Type = **Journal Article**

Peer Reviewed = **Checked**

Journal Impact Factor <> NULL and EQUAL to 5 or Greater

With Dates that fall within the reporting cycle.

5.2 Publications - Peer Reviewed Journal Articles (Original Research) in Journal with an Impact Factor Below 5

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Publications reflecting original research or systematic reviews/meta-analyses in peer-reviewed journals. Ratings often vary somewhat with the prestige/impact factor of journals, and seniority of authorship.

- Twenty hours for publication for a senior author or first author
- Ten hours for publication for co-author

Instructions to Faculty Member:

Data will appear in grid 5.2 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Publications**

Publication Type = **Journal Article**

Peer Reviewed = **Checked**

Journal Impact Factor <> NULL and LESS THAN 5

With Dates that fall within the reporting cycle.

5.3 Publications – Journal Articles (Non-Original Research) - Editorials, Brief commentaries, Clinical Case Conferences, Letters to the Editor, etc.

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Publications reflecting invited editorials, commentaries, case conferences, letters, etc. Ratings often vary somewhat with prestige/impact factors of journals, and seniority of authorship.

- o Ten hours for publications for senior author or first author
- o Two hours for publication for co-author

Instructions to Faculty Member:

Data will appear in grid 5.3 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Publications**

Publication Type = Choose from List

Peer Reviewed = **Checked**

Other Details = “Non Original”

With Dates that fall within the reporting cycle.

5.4 Publications - Books, Chapters & Editing

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Authorship of books, chapters and editing of books. More credit for senior authorship.

- o Thirty hours for authoring a chapter if senior author (providing not obtaining remuneration)
- o Twenty hours for authoring a chapter if co-author (providing not obtaining remuneration)
- o Sixty hours for authoring a book if senior author(provided not obtaining royalties)
- o Fifty hours for authoring a book if co-author (provided not obtaining royalties)
- o Twenty hours for editing a book (provided not obtaining remuneration)

Instructions to Faculty Member:

Data will appear in grid 5.4 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Publications**

Publication Type = Book Chapters Role = Senior Responsible Author or

Publication Type = Book Chapters Role = Co-Author or

Publication Type = Books Role = Senior Responsible Author

Publication Type = Books Role = Co-Author

Publication Type = Books Role = Editor

Personal Remuneration = **Null (Blank)**

Peer Reviewed = **Checked**

With Dates that fall within the reporting cycle.

5.5 External, Grant Review Committee

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

Membership on review committees of external granting agencies such as CIHR, NSERC, SSHRC, etc. Particularly high rating if holding office, such as Chair.

- Two hours per hour of committee meeting if Chair
- One hour per hour of committee meeting

Instructions to Faculty Member:

Data will appear in grid 5.5 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Name = **External Grant Review Committee**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.6 Presenter - Original Research at Conferences

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Conference presentations of original research. Higher ratings for international and national conferences, lower for provincial and local conferences.

- Five hours for one presentation internationally (provided not being remunerated)
- Four hours for one presentation nationally (provided not being remunerated)
- Three hours for one presentation provincially (provided not being remunerated)
- Two hours for one presentation locally (provided not being remunerated)

Instructions to Faculty Member:

Data will appear in grid 5.6 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Presentations**

Role = **Presenter**

Activity Type = **Original Research Presentation**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.7 Participant - Industry Sponsored Grant

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Participation in industry-sponsored research. Generally, would be significantly less credit for this than for peer-reviewed funding, particularly if the research was not designed by the faculty member.

- Ten hours for PI or Co-PI
- Five hours for Co-Inv
- Two hours for Collaborator

Instructions to Faculty Member:

Data will appear in grid 5.7 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Grants**

Role = **PI, Co-PI, Co-Investigator or Collaborator**

Funding Type = **Grants**

Industry = **True**

Status = **Funded**

With Dates that fall within the reporting cycle.

5.8 Member - Editorial Board of a journal

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Journal / Section	

Membership on the editorial board of a journal.

- One hour per hour of board meeting
- Two hours per hour of board meeting if the Chair

Instructions to Faculty Member:

Data will appear in grid 5.8 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Peer Review Activities**

Role = **Member**

Activity Type = **Editorial Board**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.9 Reviewer - External, Journals or Grants

Please attach supporting documents if necessary.

Hours	Description	Date
	Field=Title	

Membership on an editorial board of a journal.

- One hour per article review
- Two hours per grant review
- Grants covered in section 5.5 are not eligible for this section.

Instructions to Faculty Member:

Data will appear in grid 5.9 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Peer Review Activities**

Role = **Granting Agency Reviewer or
Journal Reviewer**

Activity Type = **Manuscript Review or Grant Review**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.10 Reviewer - Internal Grants

Please attach supporting documents if necessary.

Hours	Description	Date
	Field=Title	

- Two hours per grant review

Instructions to Faculty Member:

Data will appear in grid 5.10 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Peer Review Activities**

Role = **Internal Reviewer**

Activity Type = **Grant Review**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.11 Committee - Research

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

Serving as member of a **regional or local** research committee.

- Two hours per hour of committee if Chair
- One hour per hour of committee

Instructions to Faculty Member:

Data will appear in grid 5.11 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Type: **Academic Administration**

Committee Name = **Committee - Research**

Geographic Scope = Regional or Local

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.12 Research Ethics Board Membership, Submission Reviewer and Delegated Member

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Committee Name	

Membership on review committees of external granting agencies such as CRIC (hospital side) and REB.

Particularly high rating if hold office, such as Chair.

- One hour per hour of committee meeting if Member
- Two hours per hour of committee meeting if Chair
- One hour per hour of prep for meetings specific to REB
- One hour per hour of delegated submission review

Instructions to Faculty Member:

Data will appear in grid 5.12 if you have activities in:

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Name = **Research Ethics Board**

Role = **Chair or Member**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.13 Organizer - Research-based Symposia or Conference

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Type of Course/Activity	

Organization of research-based symposia or conferences.

- Thirty hours per international conference
- Twenty hours per national conference
- Ten hours per provincial conference
- Five hours per local conference

Instructions to Faculty Member:

Data will appear in grid 5.13 if you have activities in:

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity =

Organizer – Research based Symposia or Conference

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.14 Grant Funding - Internal / Local

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Peer-reviewed funding from internal/local research funding sources (e.g., Departmental seed funding, Hospital Health Research Institute competitions, etc.)

- Twenty hours for PI or Co-PI
- Ten hours for Co-Inv
- Five hours for Collaborator

Instructions to Faculty Member:

Data will appear in grid 5.14 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Grants**

Role = **PI, Co-PI, Co-Investigator or Collaborator**

Funding Type = Grants

Administered By <> **External**

Industry = **FALSE**

Status = **Funded**

With Dates that fall within the reporting cycle.

5.15 Grant Funding - External

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Peer-reviewed funding from internal/local research funding sources (e.g., Departmental seed funding, Hospital Health Research Institute competitions, etc.)

- Forty hours for PI or Co-PI
- Twenty hours for Co-Inv
- Ten hours for Collaborator

Instructions to Faculty Member:

Data will appear in grid 5.15 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Grants**

Role = **PI, Co-PI, Co-Investigator or Collaborator**

Funding Type = Grants

Administered By = External

Industry = **FALSE**

Status = **Funded**

With Dates that fall within the reporting cycle.

5.16 Grants - Not Funded

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Title	

Documented evidence of submitted grant applications which are not funded as a PI or Co-PI

- Five hours per submitted grant application that is not funded

Instructions to Faculty Member:

Data will appear in grid 5.16 if you have activities in:

Menu: **Research and Scholarly Activities**

Page: **Grants**

Funding Type = **Grants**

Status = **Not Funded**

With Dates that fall within the reporting cycle.

5.17 Supervisor - Resident / Fellow Research Project

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

Supervising residents research projects.

- One hour per direct supervision time with resident or research fellow

Instructions to Faculty Member:

Data will appear in grid 5.17 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Resident / Fellow Research Project**

Role = **Primary Supervisor**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

5.18 Supervising undergraduate students (not UME) and Post-Doctoral Fellows on Research Projects

Please attach supporting documents if necessary.

Hours	Description	Date
	Field= Student Name	

- o One hour per direct supervision that is not otherwise remunerated

Instructions to Faculty Member:

Data will appear in grid 5.18 if you have activities in:

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Undergraduate and Post-Doctoral Students**

Role = **Primary Supervisor**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the reporting cycle.

6. Total Merit Hours Achieved

Hours	Section	Section Name
UGME Deliverables		
	3.1.1	Supervisor - Clerkship
	3.1.2	Secondary Supervisor - Clerkship
	3.1.3	Lecturer – Clerkship Seminar
	3.1.4	Committee Membership
	3.1.5	Instructor - Small Group (Teaching Pre-clerkship Courses)
	3.1.6	Instructor - Clinical Skills Course
	3.1.7	Instructor – Integrated Small Group Learning
	3.1.8	Asynchronous Content Development and Maintenance
	3.1.9	Career Counseling / Mentoring
	3.1.10	Academic Coaching
	3.1.11	Professional and Wellness Course Facilitator
	3.1.12	Attendee - Career Fair
	3.1.13	Supervisor - First and Second-Year Electives
	3.1.14	Supervisor – Electives Year 4
	3.1.15	Lecturer – Pre-Clerkship Course (FoM, Principles of Medicine, T2C)
	3.1.16	Optional Clinical Learning Opportunity Supervision
	3.1.17	Instructor - LMCC Prep Course
	3.1.18	Examiner - Developing Exam Questions
	3.1.19	Developing New OSCE Station (Clerkship)
	3.1.20	Examiner - Marking Exams
	3.1.21	Examiner - OSCE Exams
	3.1.22	Interviewer – Medical School
	3.1.23	Medical School Application Reviewer
	3.1.24	Supervisor – Medical Students on Research Project
	3.1.25	Additional UGME Activities
	UGME SUBTOTAL	
PGME Deliverables		
Teaching activities outside of the clinic:		
	3.2.1	Lecturer - Course Teaching
	3.2.2	Longitudinal Course Director
	3.2.3	Host - Journal Club
Examination and exam preparation activities:		
	3.2.4	STACER Examiner
	3.2.5	Instructor - Interviewing Skills and Mock STACERs
	3.2.6	Examiner - Royal College
	3.2.7	Examiner – OSCE Exams

Hours	Section	Section Name
	3.2.8	Facilitator - Practice OSCE's
	3.2.9	Developer – OSCE's
Committee work:		
	3.2.10	Committee Membership
	3.2.11	Residency Competency Committee File Review
	3.2.12	Interviewer - CaRMS
	3.2.13	File Review - CaRMS
	3.2.14	CaRMS – Booth Participation
Clinical supervision and related activities:		
	3.2.15	Clinical Supervisor - Residents and Fellows
	3.2.16	EPA Completion
	3.2.17	Clinical Rotation Resident Education Lead
	3.2.18	Supervisor - Psychotherapy
	3.2.19	Core Longitudinal SMI Patient Case Supervision
	3.2.20	Resident Research Supervision
	3.2.21	Supervision of Resident on Remediation or Probation
Resident coaching:		
	3.2.22	Resident CBD Academic Advisor
	3.2.23	Mentor - Residents
	3.2.24	Developer - Remediation Plan
	3.2.25	Additional PGME Activities
	PGME SUBTOTAL	
CPD Deliverables		
	3.3.1	Presenter - Any Departmental CPD Activities*(see below)
	3.3.2	Presenter – Morning Grand Rounds CPD (Monthly)
	3.3.3	Presenter – Any CPD Activities (Applies to All Scopes)
	3.3.4	Presenter - Coordinated CPD Activities (Weekly Hospital Rounds)
	3.3.5	Executive Committee Membership Departmental CPD
	3.3.6	Coordinated CPD Committee Membership
	3.3.7	Special CPD Planning Committee Membership (Generic Format)
	3.3.8	Western CPD Planning Committee Membership (For any CPD planning at Western)
	3.3.9	Moderator CPD (Any CPD activities in the Department, All Scopes)
	3.3.10	Developer - Tools for CPD or Educational Development (All Scopes)
	3.3.11	Reviewer - CPD Educational Materials
	3.3.12	Reviewer - Needs Assessment for CPD
	3.3.13	Additional CPD Activities
	CPD SUBTOTAL	

Hours	Section	Section Name
Faculty Development Deliverables		
	3.4.1	Developer – Education Tools for Faculty Development CPD
	3.4.2	Reviewer - Educational Materials for Faculty Development CPD
	3.4.3	Reviewer - Needs Assessment for Faculty Development CPD
	3.4.4	Lecturer - Workshops & Seminars Faculty Development CPD
	3.4.5	Lecturer – Internal Faculty Development CPD (see below)
	3.4.6	Lecturer - Public Education Faculty Development CPD
	3.4.7	Committees – Membership Faculty Development CPD
	3.4.8	Additional Faculty Development CPD Activities
	FD SUBTOTAL	
Graduate Education Deliverables		
	3.5.1	Developer - Course Materials
	3.5.2	Supervisor – Graduate Students, Research Fellows, Post-doctoral fellows and Non-medical undergrad honour research students
	3.5.3	Committee Member of Thesis Supervisory
	3.5.4	Examiner - Graduate Student Theses
	3.5.5	Lecturer - Graduate Students or Non-medical undergraduate students
	3.5.6	Additional Graduate Education Activities
	GE SUBTOTAL	
Other Academic Deliverables		
Reviews, Letters & Observerships		
	4.1.1	Author - Reference Letter
	4.1.2	Reviewer - External, Appointments and Promotions
	4.1.3	Reviewer - Internal, Appointments and Promotions
	4.1.4	Committee - Appointments and Promotions
	4.1.5	Supervisor - Observership
	4.1.6	Additional Academic Deliverable Activities
	OA SUBTOTAL	
Research / Scholarly Deliverables		
General Research		
	5.1	Publications - Peer Reviewed Journal Articles (Impact Factor Above 5)
	5.2	Publications - Peer Reviewed Journal Articles (Factor Below 5)
	5.3	Publications – Journal Articles, Editorials, Commentaries, Clinical Cases, Letters
	5.4	Publications - Books, Chapters & Editing
	5.5	External, Grant Review Committee
	5.6	Presenter - Original Research at Conferences
	5.7	Participant - Industry Sponsored Grant
	5.8	Member - Editorial Board of a journal

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Hours	Section	Section Name
	5.9	Reviewer - External, Journals or Grants - *not captured by 5.4
	5.1	Reviewer - Internal Grants
	5.11	Committee - Research
	5.12	Research Ethics Board Membership, Submission Reviewer, and Delegated Member
	5.13	Organizer - Research-based Symposia or Conference
	5.14	Grant Funding - Internal / Local
	5.15	Grant Funding - External
	5.16	Grants - Not Funded
	5.17	Supervisor - Resident / Fellow Research Project
	5.18	Supervising Undergraduate & Post-Doctoral Fellows on Research Projects
	RS SUBTOTAL	
	GRAND TOTAL	TOTAL MERIT HOURS

7. Frequently Asked Questions

1. Is there training available for using Acuity Star?

YES! You can visit the Star Portal training page and look for the link in the **yellow** box to book a training session with Derrick. He will provide you with an hour and a half training session including general instructions for using Acuity Star, and some high level guidance for generating the MBR report.

<https://www.schulich.uwo.ca/star/training/index.html>

2. Is there training available for using the MBR Report specifically?

YES! You can visit the Star Portal training page and look for the link in the **blue** box to book a training session with Derrick. He will provide you with a half hour training session including general usage of the MBR report and answer any direct questions about specific activities that you are having problems with.

<https://www.schulich.uwo.ca/star/training/index.html>

3. What do I do in I have activities that are saved in Acuity Star which I think should be showing up on the report but are not appearing in the report?

Find the section in the instructions above, and follow the step by step instructions to enter specific records in specific sections of Star. Pay close attention to the specific field names listed here. If some of the required fields are not filled out correctly, then the activities will not populate in the MBR report, even though they may still appear on the CV.

4. I cannot find the appropriate heading for the activity I am trying to enter, what should I do?

Contact your Acuity STAR Coordinator for additional guidance on where to put activities if it is not clear in the MBR Instruction Manual. While we have made every attempt to include all approved activities, some activities may not be accurately represented and there may be an alternate place to save them. It is also possible that some activities may not qualify for MBR recognition.

5. If I'm continuing my role in a committee that is already entered into Acuity STAR, how do I add the number of hours for the current academic year?

In the existing entry for the committee, find the table that shows the number of hours and meetings for a given academic year, and ensure that the current year's hours and meeting are entered correctly.

If you need to enter more than one year's meeting data, then click the "Update" button. With this action, Acuity Star will add more fields in the "Yearly Information" area of the entry.

You can then add the number of hours for the latest academic year, and press "Save"