

McMaster University

FACULTY OF HEALTH SCIENCES



Guidelines for Reporting Clinical Scholarly Activities In a Tenure and Promotion Dossier

CLINICAL ACTIVITIES DOSSIER

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**Guidelines for Reporting Clinical Scholarly Activities
In a Tenure and Promotion Dossier**

CLINICAL ACTIVITIES DOSSIER

I. INTRODUCTION

Within the Faculty of Health Sciences there is a group of faculty members with significant clinical service responsibilities. Many of these individuals will proceed through academic review on the basis of demonstrated excellence in the areas of *teaching* and *clinical service*. These faculty members are important participants in the mission of the Faculty. The development of a Clinical Dossier is the opportunity to document a commitment to scholarly activity in clinical service.

Augmenting the more traditional notion of scholarship (discovery and advancement of knowledge – typically associated with basic, clinical and translational research activities) is the recently expanded definition of scholarship¹. This includes the scholarship of *integration* of knowledge, scholarship of *application* of knowledge and scholarship of *transformation* and *transmission* of knowledge (teaching). Your Educational Dossier documents your teaching contributions: **Please remember that teaching represents the cornerstone of promotion.**

Your Clinical Dossier is the opportunity to document activities that relate to the *integration* and *application* of knowledge in the clinical setting as well as dissemination of best clinical practice. It will provide systematic information for academic review and help your colleagues, when asked to assess your performance, be knowledgeable about your clinical contributions.

Note: *Traditionally “arm’s length” external reviewers are required to evaluate the candidate’s scholarly contributions in research. However, this requirement is difficult if not impossible to meet when the candidate’s primary area of activity is in the area of clinical service. For this reason, the Senate Committee on Appointments has approved the following practice for evaluation of clinicians for tenure and promotion: Reviewers with no conflict of interest, who may be either local or arm’s length may be asked to evaluate the candidate based on criteria consistent with clinical service activities within this academic setting.*

II. ACADEMICALLY ORIENTED CLINICAL ACTIVITIES

The following *types* of activity will be used to assess your effectiveness and scholarly contributions in the area of clinical service.

- 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

¹ Expanding the View of Scholarship: Introduction, Diane S. Beattie, PhD, Academic Medicine, Vol. 75, No 9, September 2000

- 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
- Also, please indicate efforts you have undertaken regarding ongoing *self-evaluation* and *upgrading* in relation to clinical skills

III. DIRECTIONS FOR DEVELOPMENT OF CLINICAL DOSSIER

- a) Please *list and summarize* the academic clinical activities you have undertaken during the past three years, in as many of the above noted areas as are relevant.
- b) Briefly summarize the *impact* of your involvement, using objective evidence as available.
- c) Since one essential element of scholarly work is that it be made available to others (students, clients, colleagues, public), please also include evidence of how you have *shared information* related to these activities through informal and formal presentations, consultations, seminars, conferences and/or publications.
- d) Indicate any efforts you have undertaken regarding ongoing *self-evaluation* and *upgrading* in relation to clinical skills.
- e) List any *formal recognition* you have received related to your clinical activity (e.g., prizes, awards).

Please use the **template** provided for listing your scholarly clinical activities and update it regularly. If all relevant activities are not captured by the categories as listed, feel free to add information as appropriate.

CHAIR'S LETTER TO REVIEWER RE: CLINICIAN-EDUCATOR

Dear <REVIEWER>:

Dr. <NAME, RANK> in our <DEPT/SCHOOL>, is being considered for <TENURE/PROMOTION> as a Clinician-Educator. You have been identified as someone who is familiar with his/her clinical work. I am writing to ask you for assistance in the important task of assessing his/her contributions in the area of **clinical service** within the <DEPT/SCHOOL>, Faculty of Health Sciences.

The McMaster University Revised Policy and Regulations With Respect to Academic Appointment, Tenure and Promotion (1998) Appendix A states: “A necessary but not sufficient condition for the awarding of tenure and/or promotion in the Faculty of Health Sciences is effective participation in, and contribution to, the education program(s) of the Faculty and the candidate’s teaching ability shall be assessed in the appropriate context(s) ... **There will be cases where, as the result of the special conditions attached to the initial appointment to the teaching staff, ... effective performance in clinical service and/or administrative duties in the health care delivery system serves as the second criterion for the awarding of tenure and/or promotion.**”

Note: *Traditionally “arm’s length” external reviewers are required to evaluate the candidate’s scholarly contributions in research. However, this requirement is difficult if not impossible to meet when the candidate’s primary area of activity is in the area of clinical service. For this reason, the Senate Committee on Appointments has approved the following practice for evaluation of clinicians for tenure and promotion: Reviewers with no conflict of interest, who may be either local or arm’s length may be asked to evaluate the candidate based on criteria consistent with clinical service activities within this academic setting.*

You have been identified as a local informed reviewer and are being asked to evaluate <NAME>.

INTRODUCTION OF CANDIDATE

(A short paragraph describing the candidate ... i.e., Dr. John Doe is a Gastroenterologist located at the Hamilton Health Sciences, McMaster Site .. Include some justification for the review.

The recommendation for <NAME> will be based on excellence in the following two areas:

- 1) **Education** - Contributions to Education are typically documented in an Educational Dossier evaluated by students and peers. The candidate’s two-page Educational Summary is attached for your information.
- 2) **Clinical Service** – The candidate must demonstrate a commitment to excellence in clinical service, which is relevant and contributes to the academic mission of the Faculty of Health Sciences and the University. Excellence in clinical service will be evaluated on the basis of criteria, which reflect scholarly clinical work (not all criteria will be met by all candidates). These criteria are listed and highlighted in the attached “**Guidelines for Reporting Clinical Scholarly Activities**”. Information related to <NAME’S> clinical activities is included in his/her attached Clinical Activities Summary.

As part of the documentation to go forward to the Faculty Tenure and Promotion Committee, we must provide qualitative peer assessments of <NAME’S> accomplishments and demonstrate that he/she has met such criteria. I am asking for your frank appraisal of <NAME’S> contributions in the area of *clinical service*, addressing as many of these criteria as appropriate. If you are aware of other

strengths in the clinical area, please comment on those as well. If you are also in the position to comment on <NAME'S> *educational activities*, we would encourage you to do so. Please feel free to add any comments that you feel would assist the Committee in making a decision.

Enclosed please find a copy of his/her curriculum vitae, educational summary and clinical activities summary to assist you in preparing your response.

Your letter of assessment will be regarded as confidential and will be made available only to the governing bodies of the Faculty and University for their review of this case. Your comments will not be shared with the candidate.

I hope you will be able to assist the Department Committee in its deliberations by providing us with your written assessment no later than <DATE>. If you have any questions or require clarification please do not hesitate to contact me.

Your sincerely,

Department Chair

/lb

Enclosures

CLINICAL ACTIVITIES DOSSIER FOR TENURE AND PROMOTION

WORKING TEMPLATE

Name: _____ For the Period: _____

Department: _____ Clinical Specialty: _____

The McMaster University Revised Policy and Regulations With Respect to Academic Appointment, Tenure and Promotion (1998) “Appendix A” states: ‘A necessary but not sufficient condition for the awarding of tenure and/or promotion in the Faculty of Health Sciences is effective participation in, and contribution to, the education program(s) of the Faculty and the candidate’s teaching ability shall be assess in the appropriate context(s)... There will be cases where, as a result of the special conditions attached to the initial appointment to the teaching staff, ... *effective performance in clinical service and/or administrative duties in the health care delivery system serves as the second criterion for the awarding of tenure and/or promotion.*’

The development of a Clinical Dossier provides the opportunity to document a commitment to excellence in clinical service in the academic setting. You are responsible for maintaining your Clinical Dossier throughout your academic career and are encouraged to update it on an annual basis. Your Mutually Agree Responsibilities (R4) outlines the distribution of your time devoted to these activities. For the purposes of academic review, you will be required to submit a **two page descriptive summary** of the clinical activities you have undertaken over the span of your current academic appointment, which demonstrates excellence in clinical care in the context of an academic setting. Your summary should highlight the *impact* of your clinical activities, the *sharing* of information, *self-evaluation* and any *recognition* that you have received. This **template is designed as a tool to assist you in documenting your ongoing clinical activities and should serve as a guide to formulate your two-page summary.**

- List and summarize the clinically based activities undertaken during the past three years, *in as many of the areas* noted below as are relevant.
- Briefly summarize *the impact* of your involvement, using objective evidence ass available.

CLINICAL ACTIVITIES DOSSIER FOR TENURE AND PROMOTION

WORKING TEMPLATE

Your Role/Clinical Activities	Date(s)	Impact
<p>Development of a special program that attracts referrals and enhances the reputation of the University based on clinical best practice methods (<i>e.g., creation of a new patient service, novel diagnostic or therapeutic practice; development of innovative techniques or improvements in clinical practice, or mechanism to improve the efficiency of health services and/or system of care</i>).</p>		
<p>Playing a key role in the development of clinical practice and/or clinical practice guidelines.</p>		
<p>Development of written, video, audio or computer-based teaching materials or health care information for students, professionals or lay groups specifically targeted for the advancement of patient care.</p>		

Your Role/Clinical Activities	Date(s)	Impact
Dissemination of best practice finding through oral presentations such as invited talks, Grand Rounds, CME events		
Written scholarship that advances the field. (<i>Dissemination of findings through publication of case reports or reports of clinical investigations, reviews, commentaries, or analytic studies in peer-reviewed journals or texts that organize, synthesize and convey existing knowledge in a way that enhances the practice of medicine</i>)		
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)		
Service as a member or leader on major committee which have an impact on health care; licensing or accrediting bodies and/or professional societies relevant to your field, quality assurance committees, etc.		

Your Role/Clinical Activities	Date(s)	Impact
<p>Serving as a role model in the provision of optimal patient care. Placement?</p>		
<p>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)</p>		
<p>Receipt of formal awards/recognition of excellence in clinical service (e.g., <i>recognition as an authority in a clinical specialty as demonstrated by invited visiting lectureships; Fellowship status in professional societies; invitations to participate on committees, advisory panels or workgroups at the provincial or national level; Awards for Clinical Excellence, etc.</i>)</p>		

Indicate efforts you have undertaken regarding ongoing self-evaluation and upgrading in relation to clinical skills	Date(s)