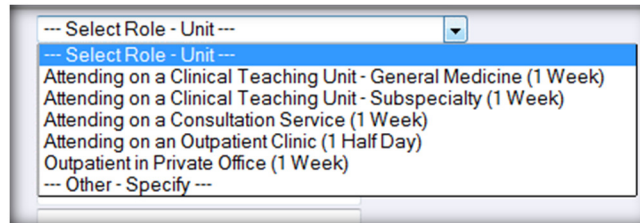


Introduction

Clinical Service Teaching activities encapsulate the clinical teaching undertaken by Clinical Faculty within the scope of Schulich.

Each department can define what activities are included, but typically the values for this activity are:



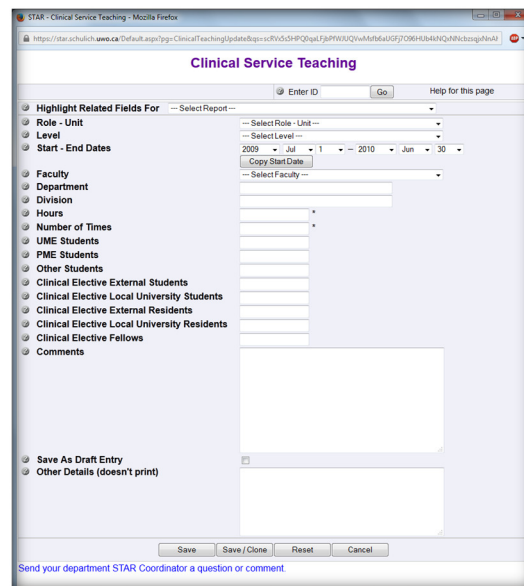
In general, these activities can repeat each Academic Year, so entering ONE teaching activity that spans an Academic Year, total the hours for that activity, and provide a narrative (in Comments) of your contribution allows you to Clone this record next year.

Mandatory Fields

Across all STAR screens mandatory fields ensure that data/activities being entered contain a minimum record set. This ensures that CVs and other reports print as expected (typically chronological order).

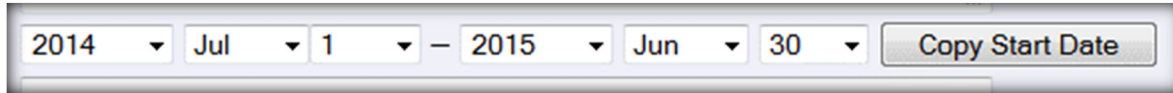
For the Clinical Service Teaching screen the following fields have been tagged as mandatory:

Role – Unit, Level, Start – End Dates, Faculty, Department, Hours, and Number of times.



Spanning activities across Academic Year

The Academic Year typically runs from July 1 to June 30 of the next calendar year. Aligning your Clinical Service Teaching Activities to the Academic Year is an excellent way to document teaching in Teaching Dossier.



A date range selector interface. It features two date pickers: the first is set to 2014 Jul 1 and the second to 2015 Jun 30. A 'Copy Start Date' button is located to the right of the second date picker.

Total Hours

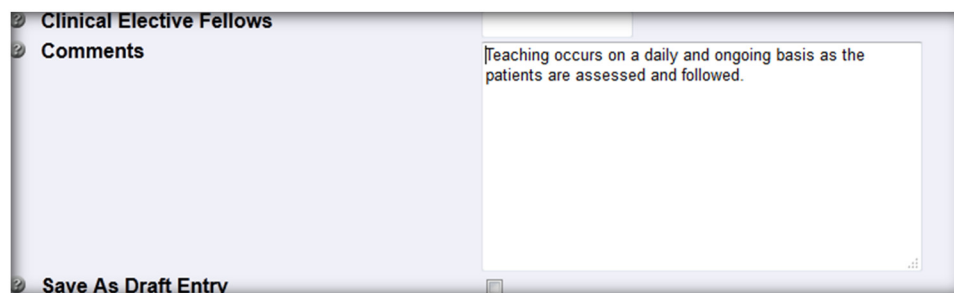
Total Hours is a calculated field, you cannot enter it. The calculation comes from the product of **Hours * Number of times**.



A form section with a dropdown menu set to 'Division of Orthopaedic Surgery'. Below it are three input fields: 'Hours' with the value 25, 'Number of Times' with the value 3, and 'UME Students'. The 'Hours' and 'Number of Times' fields are highlighted with a red rectangular box.

Narrative in Comments

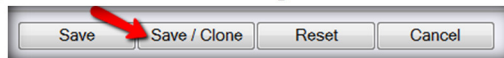
You can provide a narrative for your teaching activity that would provide an excellent 'boost' to your Dossier. The **Comments** field is available for you to provide specific details on your contribution. This field has 1000 characters available so you are able to provide quite a bit of detail.



A form section titled 'Clinical Elective Fellows'. It contains a 'Comments' field with a text area containing the text: 'Teaching occurs on a daily and ongoing basis as the patients are assessed and followed.' Below the text area is a 'Save As Draft Entry' button.

Clone

The Clone button can be your best friend! Cloning records is available from the Data Entry page



OR from the Data Grid screen.

A screenshot of a 'Data Grid' screen. At the top, there are search fields for 'Name', 'Find', and 'Member'. Below these are 'Grid Columns' and 'Bulk Edit Options' sections. The main part of the screen is a table with columns: ID, Program, Type of Course / Activity, Institution / Organization, Faculty, Department, Division, Hours per Teaching Session or Week, and Number of Teaching Sessions or Weeks. The first row has ID 70234, Program 'Postgraduate Medical Education', Type of Course 'Presenter - Specialty Rounds', Institution 'Western University', Faculty 'Schulich School of Medicine & Dentistry', Department 'Department of Medical Imaging', Division 'Radiology', Hours '1.5', and Sessions '1'. To the left of each row is a vertical menu with 'Edit', 'Clone', and 'Delete' buttons. A red arrow points to the 'Clone' button for the first row.

	ID	Program	Type of Course / Activity	Institution / Organization	Faculty	Department	Division	Hours per Teaching Session or Week	Number of Teaching Sessions or Weeks
Edit Clone Delete	70234	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	70203	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	67183	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	66273	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1

Once a record has been entered, if you click Save/Clone (data entry page), the current record is saved, and a copy of that record is displayed. This allows you to change the few items that are different (Type of Course), Hours, Dates, etc.

Combining these techniques can provide a streamlined way for you to enter clinical service teaching activities quickly, efficiently and completely.