

# Schulich School of Medicine & Dentistry



# A Walk Through of the SSMD Professional CV View

#### From The STAR Application

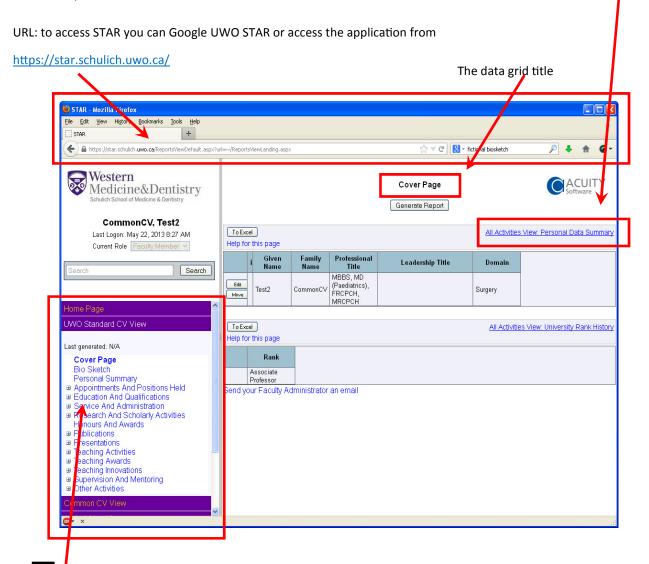


## Introduction

his document is intended to visually walk you through the components, menu items and information that makes up the SSMD Professional CV View in STAR. This alternative view of CV information is organized in such a way that it follows the flow of the SSMD Professional CV, section by section.

This document assumes some basic knowledge of STAR navigation, and some understanding of the different activities that comprise the Curriculum Vitiate for a Clinical Faculty member at Schulich School of Medicine and Dentistry.

These quick links will link you directly to the corresponding data page in the All Activities View. The SSMD Professional CV View does not show all the data you can enter in STAR.



his is the Dynamic Menu, selecting SSMD Professional CV View will expand a dynamic menu that you can navigate through. Clicking on a section or a plus sign (+) will expand that section and clicking on a page menu will refresh the right side of the screen with the data relevant to the menu selected.

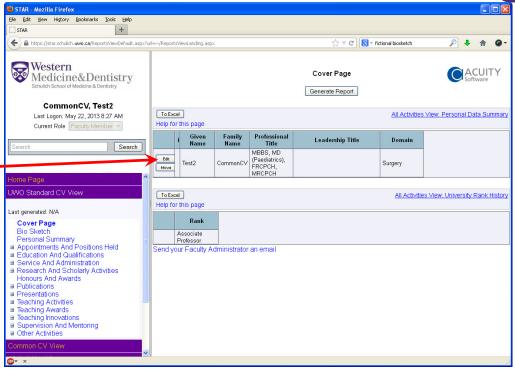




Cover Page

he Cover Page Menu shows you the information that appears on the SSMD Professional CV cover page.

You have the abilty to edit data by clicking on the EDIT button. The MOVE button is not recommend for use.



Title: Typically title is Dr.

Family Name: Your first name

Given Name: Your last name

Professional Title: Your professional titles examples being: MBBS, MD

(Paediatrics), FRCPCH, MRCPCH

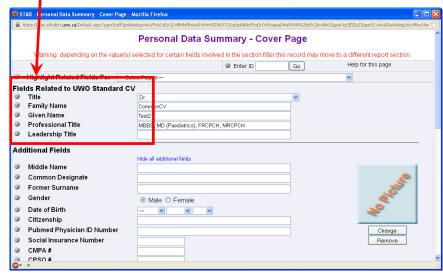
**Leadership Title**: Your leadership title could Director of department or sec-

tion, Chair or Chief of a department

Clicking Edit beside the CoverPage data will open the Cover Page data entry pop up screen.

The screen is organized to highlight the related fields for the SSMD Professional CV first, then the 'additional fields'.

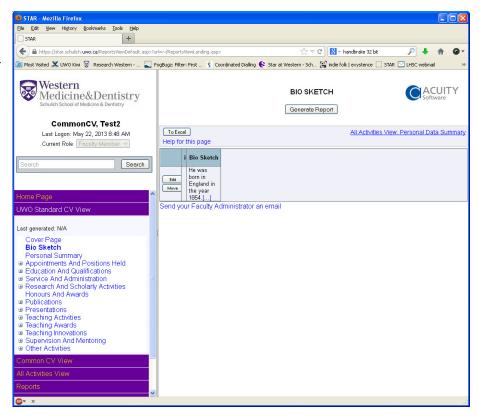
Please note that this does not mean the additional fields are not important or optional, just that they are not included in the SSMD Professional CV report.





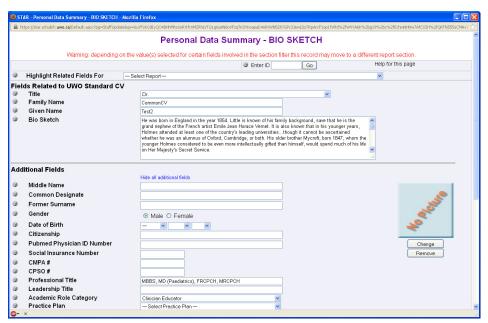
### **Bio Sketch**

his screen allows you to edit your Bio Sketch, an opportunity to summarize yourself.

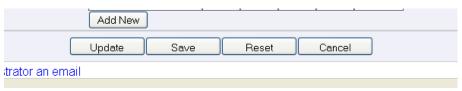


The Bio Sketch is your opportunity to provide a background on yourself. Often if your department has a web presence you can copy and paste your biography from that portal to this free form text field. There is a limit of one-

thousand (1000) words.



Do not forget to click Save at the bottom of this screen when you are finished.







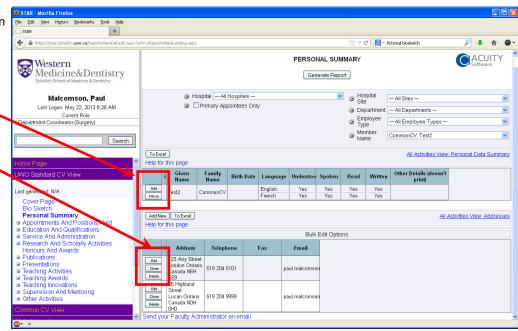
## Personal Summary

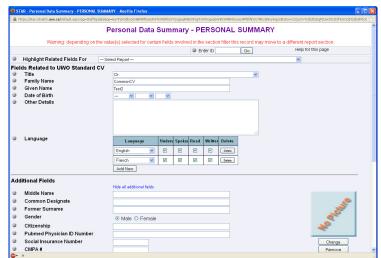
#### **Personal Summary**

This screen shows the two areas in STAR where your personal data is maintained.

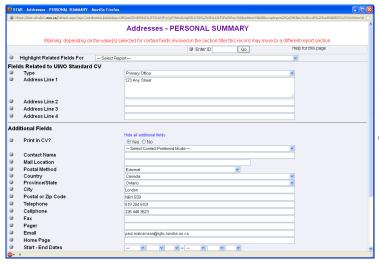
1) Personal Data Summary

2) Addresses





ersonal Data Summary lists the relevant fields like your Title, Name and your languages.



ddresses screen allows you to enter your Primary Office (mandatory) and any alternate addresses you would like to track (optional).



#### **Appointments and Positions Held**

ppointments and Positions Held is grouped into Current and Past; each having three sections. Western, Hospital and either Current or Past.

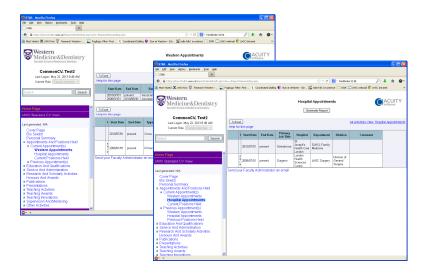
Western and Hospital appointments are read only. If you require changes to these please contact your STAR coordinator.

Current Appointments will list your current positions

Previous Appointments lists the positions you have held in the past.

The Current Positions Held and Previous Positions Held screens will allow you to add/delete or modify records.

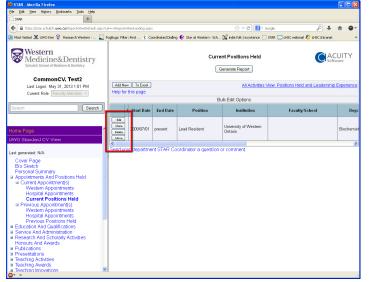
□ Appointments And Positions Held
 □ Current Appointment(s)
 Western Appointments
 Hospital Appointments
 Current Positions Held
 □ Previous Appointment(s)
 Western Appointments
 Hospital Appointments
 Previous Positions Held

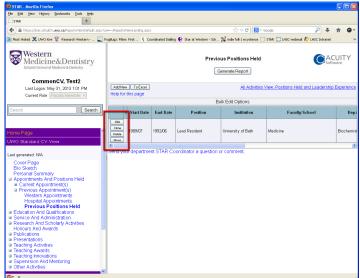


Current and Previous Western and Hospital appointments are Read Only. Your STAR coordinator can make changes if required

Current Positions Held offers the ability to add, delete or modify records

Past Positions Held offers the ability to add, delete or modify records









#### **Education and Qualifications**

ducation and Qualifications is grouped into Degrees and Diplomas, Research Training, Specialized Training and Qualifications, Certifications and Licenses.

Each menu choice will allow you to add/delete or modify the corresponding records in each section

■ Education And Qualifications

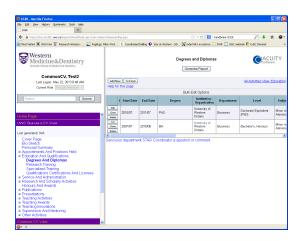
Degrees And Diplomas

Research Training

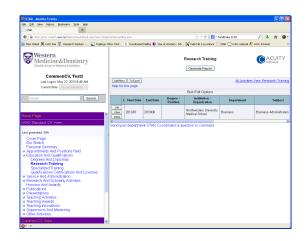
Specialized Training

Qualifications Certifications And Licenses

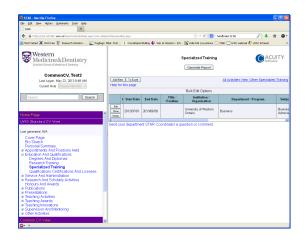
egrees and Diplomas allows you to record your formal education milestones, BSc, MD, PhD etc.



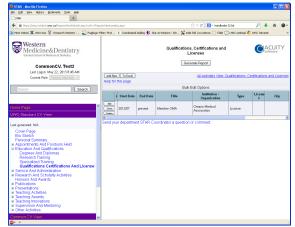
Research Training allows you to record any specialized training around research



Specialized Training allows you to record activities like your Residency training, Fellowships etc



Qualifications, Certifications and Licenses is the section where you can list any special licenses or certifications you have received.



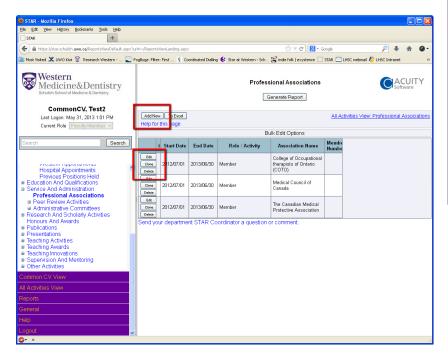




#### Service and Administration

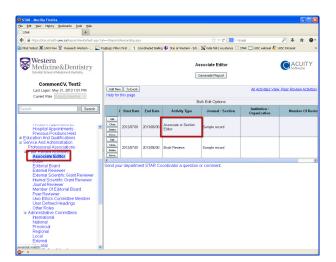
Service And Administration

Service and Administration appears to be a large section, but in reality only is made up of three sections: Professional Associations, Peer Review Activities and Administrative Committees. The Peer Review and Administrative Committees group activities by their categories.

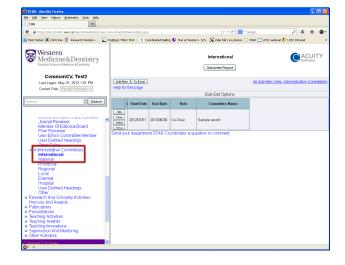




eer Review Activities are automatically grouped by the categories of Peer Review activities. If you click on Add New, the pop up data screen is pre-populated based on the menu you selected.



Administrative Committees are automatically grouped by the geographic scope of the Committee. If you click on Add New, the pop up data screen is pre-populated based on the menu you selected.







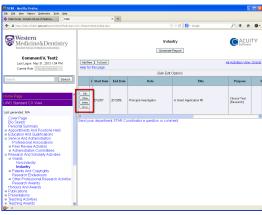
#### Research and Scholarly Activities

Research and Scholarly Activities groups together Grants, Patents and Copyrights, Research Endeavors, Other Professional Research Activities and Research Awards.

Each section has sub-groupings based on how the SSMD Professional CV has been organized.

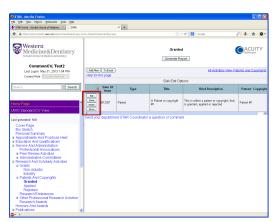
Grants are grouped by Industry and Non-industry and this screen allows you to add/modify or delete your grants. SSMD would like to see ALL grants, regardless of their disposition

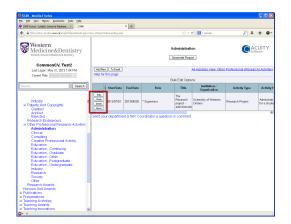
(including Not Funded) in order to recognize the significant amount of work involved with an application.

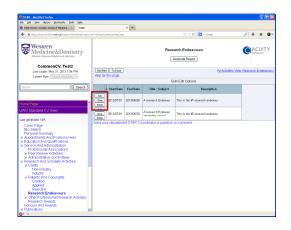


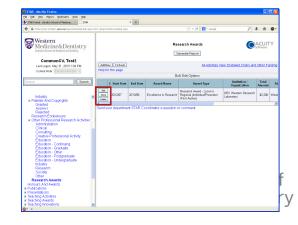
■ Research And Scholarly Activities ■ Grants Non-industry Industry ■ Patents And Copyrights Granted Applied Rejected Research Endeavours Other Professional Research Activities Administration Clinical Consulting Creative Professional Activity Education Education - Continuing Education - Graduate Education - Other Education - Postgraduate Education - Undergraduate Industry Research Society Other Research Awards Honours And Awards

Patents and Copyrights are grouped by their status, Granted, Applied or Rejected. You have the ability to add/modify or delete using the buttons provided.









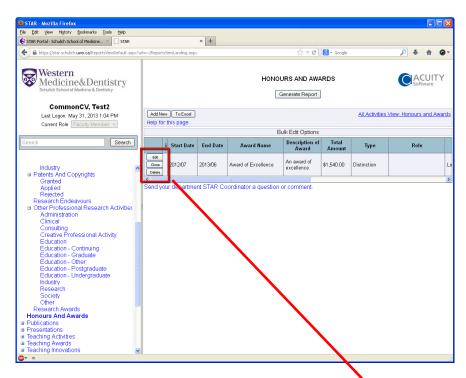


#### **Honours and Awards**

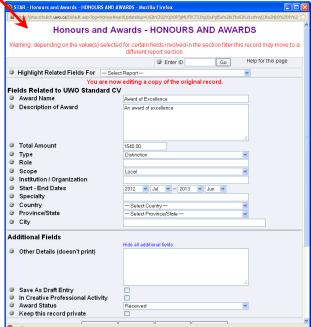
**onours and Awards** is a section where you can list all nominated and received recognitions and awards you have received that are not teaching based. Teaching awards has it's own section..

Honours And Awards

Publications



he pop up data menu for Honours and Awards allows you to clone existing records or enter a new record. The types of awards are Distinction, Credential, and Research Award.







#### **Publications**

**ublications** is a multi-level grouping of publications, starting by Peer reviewed and Publication Type.

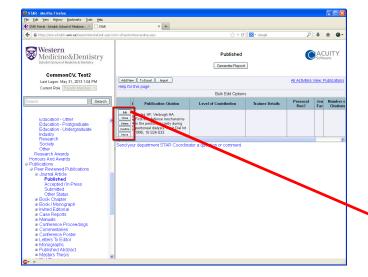
Grouped under Peer/non-peer reviewed is a list of each publication type.

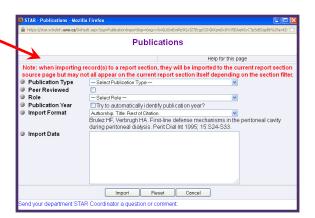
Each publication type grouped by the status of publications, Published, In-Press/Accepted and Submitted.

You do have the ability to import multiple publications, if you would like assistance importing multiple publications contact your STAR Coordinator.

It is critical to use the proper citation when entering publications. The recommended taxonomy for citations is the National Library of Medicine (NLM). There is a document on the STAR portal that outlines different notations in NLM format for each publication type you might have.

- Publications
  - Peer Reviewed Publications
    - Journal Article
    - Book Chapter
    - Book / Monograph
    - Invited Editorial
    - Case Reports
    - Manuals
    - Conference Proceedings
    - Commentaries
    - Conference Poster
    - Letters To Editor
    - Monographs
    - Published Abstract
    - Masters Thesis
    - Phd Thesis
    - Video
    - ⊕ Cd-rom
    - Newsletter / Bulletin
    - User Defined Headings
    - Other Publications
  - Non-peer Reviewed Publications
- □ Procentations





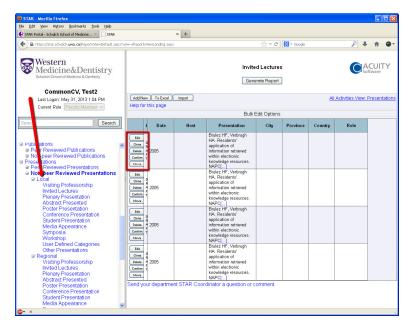




#### **Presentations Part I**

resentations are grouped by Geographic Scope and then by the Presentation Type.

Deciding both the Presentation type and your Role in the presentation can be challenging. Presentation Types are defined below and Roles are defined on the following page.



■ Presentations ■ Peer Reviewed Presentations ■ Local Visiting Professorship Invited Lectures Plenary Presentation Abstract Presented Poster Presentation Conference Presentation Student Presentation Media Appearance Symposia Workshop User Defined Categories Other Presentations ■ Regional ■ National ■ International ■ User Defined Headings ⊕ Other Scope Non-peer Reviewed Presentations

eographic Scope is intended to capture the sponsoring organization. For example you could present in London at a 'World wide congress' and this would be considered International in Scope.

Presentation Types—This is what type of presentation or location

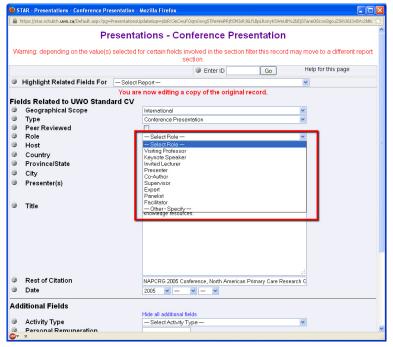
Visiting Professorship	Invited for more than one teaching engagement at another learning institute. This is often
	a multi-week. This Type should be used in conjunction with the <b>Visiting Professor</b> Role
	(below).
Invited Lectures	Rounds, Grand Rounds or other teaching lecture. This Type should be used in conjunction
	with the <b>Invited Lecturer</b> Role.
Plenary Presentation	Plenary is a prestigious podium or keynote presentation engagement.
Abstract Presented	Presenting a published abstract at a conference or meeting.
Poster Presentation	Presenting a poster at a conference or meeting.
Conference Presentation	A presentation (non-teaching) that is not Plenary, Abstract or Poster related.
Student Presentation	Any non-teaching (ie lecture) presentations that are done while you are considered a stu-
	dent.
Media Appearance	Media appearances can be considered a radio interview, newspaper, podcast or other
Symposia	This is when you are involved with a symposium. This Presentation type is a bit of a catch
	all - use this if you speak at an event that is not lecture or teaching based (at a school) and
	is not a conference. Example would be if you speak at a public library or similar.
Workshop	If you are involved with a Workshop presentation.





#### **Presentations Part II**

**P**resentations are grouped by Geographic Scope and then by the Presentation Type.



■ Presentations ■ Peer Reviewed Presentations ■ Local Visiting Professorship Invited Lectures Plenary Presentation Abstract Presented Poster Presentation Conference Presentation Student Presentation Media Appearance Symposia Workshop User Defined Categories Other Presentations ■ Regional National ■ International ■ User Defined Headings ⊕ Other Scope Non-peer Reviewed Presentations

Presentation Roles —This is what you did at the presentation

Visiting Professor	This is considered a teaching activity and will not show on the Promotion document (APCV), if you choose this role type, it will appear on the Teaching Dossier (APTD).
Invited Lecturer	This is considered a teaching activity and will not show on the Promotion document (APCV), if you choose this role type, it will appear on the Teaching Dossier (APTD).
Keynote Speaker	Use this role if you are the keynote. This role type will cause the presentation to show up on the Promotion CV (APCV).
Presenter	Use this role if you are the presenter of the presentation. This role type will cause the presentation to show up on the Promotion CV (APCV).
Co-Author	If you are the co-author of a poster or abstract and it is presented at a conference and you are NOT the primary presenter but want to acknowledge the efforts you have. This could be considered Senior responsible author, or other shared authorship. This role type will cause the presentation to show up on the Promotion CV (APCV).
Supervisor	This role type will cause the presentation to show up on the Promotion CV (APCV).
Expert	This role type will cause the presentation to show up on the Promotion CV (APCV).
Facilitator	Panel leader, workshop leader, workshop organizer, or moderator.  This role type will cause the presentation to show up on the Promotion CV (APCV).
Panelist	Use this role if you participate in a panel session

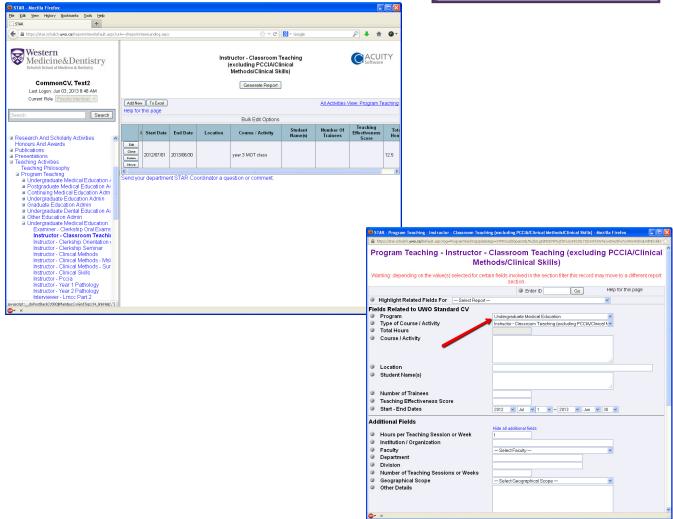




#### **Teaching Activities**

eaching Activities is a large section grouped by Program Teaching. Each section under program teaching is organized by Program—Undergraduate, Graduate and Postgraduate.





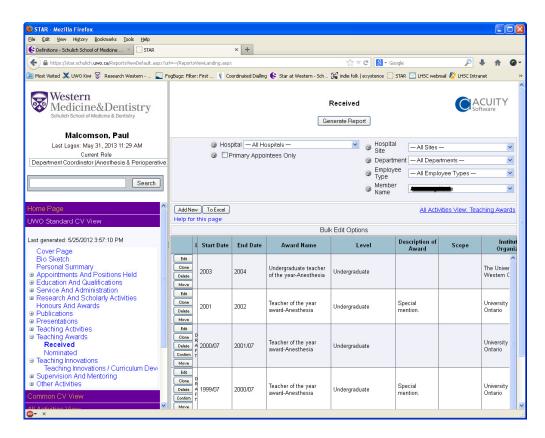




#### **Teaching Awards**

eaching Awards allows you to record the awards you have been nominated for or received in the course of your career. These activities can be from any institution you have worked at, including Schulich.





The Level should be Undergraduate, Graduate or Postgraduate.





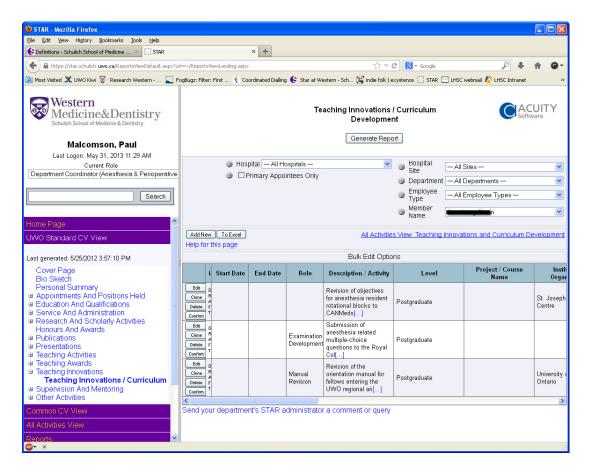
#### **Teaching Innovations**

eaching Innovations allows you to record activities where you contribute to the curriculum of a department or develop new course material or course objectives related to SSMD Undergraduate, Graduate or Postgraduate courses.

■ Teaching Innovations

Teaching Innovations / Curriculum Development

■ Supervision And Mentoring



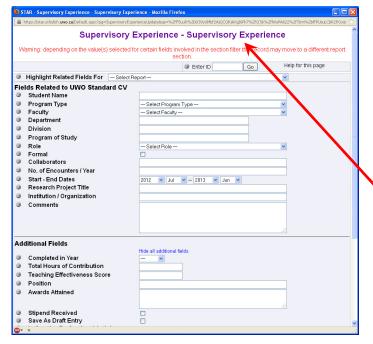
Examples could be designing a new course, contributing exam questions to the Royal College, revising the objectives in resident rotation blocks, or other related to Undergraduate, Graduate or Postgraduate education.





#### Supervision and Mentoring

upervision and Mentoring lists the students you have Supervised and the Mentoring of other Faculty members you have been involved with.



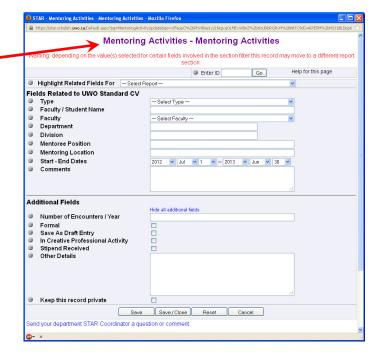
■ Supervision And Mentoring Supervisory Experience Mentoring Activities

Mentoring: Faculty to Faculty

Supervising: Faculty to Student

This data entry screen allows you to record Student supervising you have been involved with. Examples would be Supervising a student thesis or supervising a research student.

This data entry screen allows you to record the mentoring activities you are assigned. Examples would be helping a junior Faculty as a Mentor.



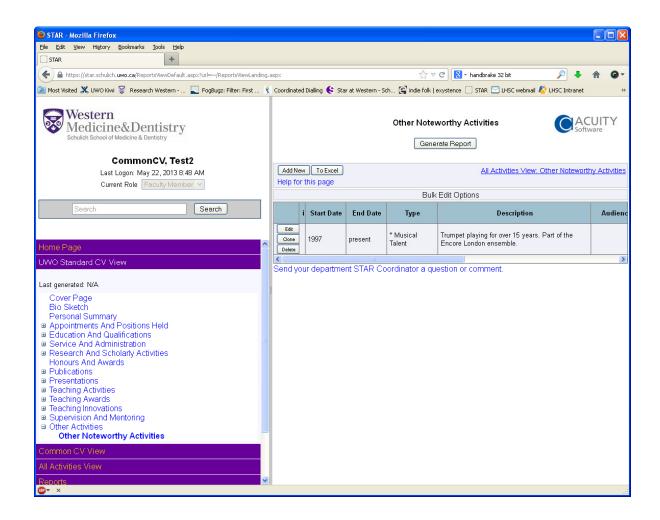




#### Other Noteworthy Activities

ther Noteworthy Activities is the screen where you can record other important activities. This section allows you to highlight other non-medical activities you are interested in or have been involved with. Some suggestions would be Charity work, hobbies or activities you are interested in.

Other Activities
 Other Noteworthy Activities

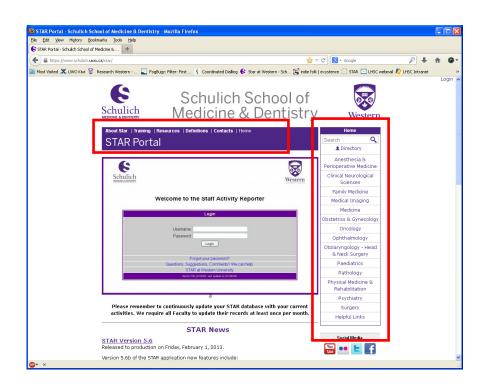


You have the ability to edit, clone or delete rows of data or Add a new activity.





#### **Additional Resources**



The STAR Portal contains reference material, training resources, feature release information and Departmental specific information

#### Web links:

https://www.schulich.uwo.ca/star/ - The STAR Portal

https://star.schulich.uwo.ca/Default.aspx—The STAR application

https://www.schulich.uwo.ca/star/training—The training calendar and training resources

https://www.schulich.uwo.ca/star/contacts — The listing of who to contact for support

If you have any questions or other inquiries please contact

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