



Department of Otolaryngology Head and Neck Surgery Points Based Recognition Plan

Instruction Manual V1.03 for Faculty Members and Member Secretaries

Document Revision History

Modified By	Date	Version #	Comments/Changes
D Gould	March 2023	1.03	Document Creation

Instructions to Faculty

This document provides instructions about how to fill out the StarCV database to correctly populate the Department of Otolaryngology – Head and Neck Surgery - PBR report.

This document will assist you in ensuring that member data has been entered in the appropriate screens in StarCV.

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

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

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Department of Otolaryngology- Head and Neck Surgery Points Based Recognition (PBR)

Philosophy of PBR

PBR is designed to recognize and remunerate academic activities that fall under the following categories

- Enhance the academic mission or profile of the department or individual members
- Bring new funding into the department
- Work that needs to be done, but is not desirable to do

PBR points should reflect work of sustained excellence and high quality

PBR Point Ranges:

Minimum Points: 10

10 - 100 points Below Expectations
101 - 200 points Meets Expectations
201 - 300 points Above Expectations
301 - 400 points Exemplary

Maximum Points: 400

PBR Points Awarded by Section as follows:

ACADEMIC RANK

Assistant Professor or Lecturer:	10 points
Associate Professor	20 points
Professor	30 points

RESEARCH AND SCHOLARLY ACTIVITIES: PUBLICATIONS

2.1.1 Peer-Reviewed Journal Articles:

(must be searchable in PubMed, Ovid, etc)

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Co-Senior Author – 10 points
- Coauthor – 5 points

2.1.2 Review Articles

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Coauthor – 5 points

2.1.3 Invited editorial.

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Coauthor – 5 points

2.1.4 Systemic Review

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Coauthor – 5 points

2.1.5 Meta-Analysis

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Coauthor – 5 points

2.1.6 Case reports:

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Coauthor – 5 points

2.1.7 Book Chapters:

- Principal Author – 20 points
- Senior Responsible Author – 20 points
- Co-Senior Author – 10 points
- Coauthor – 5 points

2.1.8 Book Chapter Editor:

- Editor – 40 points

2.1.9 Editors:

- Editor – 80 points

RESEARCH AND SCHOLARLY: GRANTS – EXTERNAL

(one-time credit in year granted)

2.2.1 Principal Investigator:

- <\$100K - 40 points
- \$100K - \$249K – 50 points
- \$250K - \$499K – 60 points
- \$500K - \$749K – 70 points
- \$750K + - 80 points

2.2.2 Co-Principal Investigator:

- <\$100K – 30.00 points
- \$100K - \$249K – 37.50 points
- \$250K - \$499K – 45 points
- \$500K - \$749K – 52.50 points
- \$750K + – 60.00 points

2.2.3 Co-Investigator:

- <\$100K – 10 points
- \$100K - \$249K – 12.50 points
- \$250K - \$499K – 15 points
- \$500K - \$749K – 17.50 points
- \$750K + – 20 points

2.2.4 Principal Site Investigator:

- <\$100K – 20 points
- \$100K - \$249K – 25 points
- \$250K - \$499K – 30 points
- \$500K - \$749K – 35 points
- \$750K + – 40 points

RESEARCH AND SCHOLARLY ACTIVITIES: GRANTS – INTERNAL

(one-time credit in year granted)

2.3.1 Principal Investigator:

- <\$100K - 10 points
- \$100K - \$249K – 12.50 points
- \$250K - \$499K – 15 points
- \$500K - \$749K – 17.50 points
- \$750K + - 20 points

2.3.2 Co- Principal Investigator:

- <\$100K – 5.00 points
- \$100K - \$249K – 6.25 points
- \$250K - \$499K – 7.50 points
- \$500K - \$749K – 8.75 points
- \$750K + – 10.00 points

2.3.3 Co-Investigator:

- <\$100K – 1.00 points
- \$100K - \$249K – 1.25 points
- \$250K - \$499K – 1.50 points
- \$500K - \$749K – 1.75 points
- \$750K + – 2.00 points

RESEARCH AND SCHOLARLY ACTIVITIES:

2.4 PRESENTATIONS

- 2.4.1 Presentations at Peer - Reviewed Conferences
 - Podium/Abstract presenter – 3 points
- 2.4.2 Poster Presentations
 - Poster presenter – 2 points
- 2.4.3 Plenary Speaker / Keynote Speaker
 - International/National Conferences – 5 points
 - Provincial/Regional Conferences – 4 points
 - Local/Other Scope – 3 points
- 2.4.4 Visiting Professor
 - Visiting Professor – 2 points
- 2.4.5 Invited Lecturer
 - International/National Conferences – 3 points
 - Provincial/Regional Conferences – 2 points
 - Local/Other Scope – 1 point
- 2.4.6 Student Presentation
 - Primary Supervisor – 1 point
- 2.4.7 Other Presentations
 - All Other Presentations – 1 point

EDUCATION

- 3.1 Undergraduate Medical Education Teaching
 - 3.1.1 New curriculum development – 10 points
 - 3.1.2 New large group lecture - 3 points
 - 3.1.3 Existing large group lecture – 1 point
 - 3.1.4 Small group teaching (ISGL) – 1 point per hour
 - 3.1.5 Supervisor of SRTP – 4 points (only for year accepted)
 - 3.1.6 Supervisor of SROP – 2 points
- 3.2 Postgraduate Medical Education Teaching
 - 3.2.1 New lecture – 3 points
 - 3.2.2 Existing lecture – 1 point
 - 3.2.3 In-training examination – 0.5 points per hour
 - 3.2.4 Instructor Full Day Workshop - 5 points
 - 3.2.5 Instructor Half Day Workshop: 2 points
 - 3.2.6 Organizer Half/Full Day Workshop: 5 points
 - 3.2.7 Organizer Multi Day Workshop: 10 points
 - 3.2.8 Rotation Leader: 20 points
- 3.3 Graduate Studies Teaching
 - 3.3.1 Lecture -1 point
 - 3.3.2 Principal thesis supervisor – 20 points (one time/student/degree)
 - 3.3.3 Co-supervisor of thesis – 10 points (one time/student/degree)
 - 3.3.4 Thesis committee member – 2 points (one time/student/degree)
- 3.4 Continuing Medical Education Teaching
 - 3.4.1 Presenter - Multiple Day Event – 10 points.
 - 3.4.2 Full Day Session OR Half Day Session – 5 points.
 - 3.4.3 Presenter - One Hour Session (or less) – 2 points
 - 3.4.4 Instructor: new lecture – 3 points,
 - 3.4.5 Instructor: existing lecture – 1 point.

ADMINISTRATION

4.1 Administrative Committees

- 4.1.1 Disease Site Team Chair – 10 points (if no stipend)
Chair - 10 points

- 4.1.2 International/National/Provincial/Regional Committee (if no stipend)
Chair – 10 points total
Member – 2 points

- 4.1.3 Hospital/University or Faculty Committee (if no stipend)
Chair - 2 points/meeting
Member – 0.5 points/meeting

- 4.1.4 Department Committee (if no stipend)
Chair – 1 point/meeting
Member – 0.5 points/meeting

OTHER POINTS AWARDED

ARC Specific Activity Bonus

The PBR report automatically adds an additional 20% of the points earned by the member for activities that are completed in the defined reporting year for the member's Primary ARC Specific Activities.

Clinician Teachers are awarded an additional 20% of Teaching activities earned.

Clinician Educators are awarded an additional 20% of Teaching activities earned.

Clinician Researchers are awarded an additional 20% of Research activities earned.

Clinician Scientists are awarded an additional 20% of Research activities earned.

Clinician Administrators are awarded an additional 20% of Administrative activities earned.

CHAIR'S DISCRETIONARY POINTS AWARD (Up to 10%)

The department chair, at their sole discretion and without appeal, may choose to award a one-time bonus of up to 10% of the member's total earned PBR points.

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1. Academic Rank

Professor = Thirty points
 Associate Professor = Twenty points
 Assistant Professor = Ten points

2. Research and Scholarly Activities

2.1 Publications

2.1.1 Peer Reviewed Journal Articles

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Co-Senior Author = Ten points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.1 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Journal Articles (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, Co-Senior Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.2 Review Articles

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.2 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Review Articles (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.3 Invited Editorials

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.3 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Invited Editorials (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.4 Systematic Review

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.4 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Systematic Reviews (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.5 Meta-analysis

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.5 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Meta-analysis (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.6 Case Reports

Please attach supporting documents if necessary.

Dates	Journal Name	Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.6 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Case Reports (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.7 **Book Chapters**

Please attach supporting documents if necessary.

Dates	Book Title	Chapter Title	Role	Authors	Points

- Principal Author = Twenty points
- Senior Responsible Author = Twenty points
- Coauthor = Five points

Instructions to Faculty Member:

Data will appear in grid 2.1.7 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Book Chapter (Picklist Value Only)**

Role = **Principal Author, Senior Responsible Author, or Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.8 **Book Chapter Editor**

Please attach supporting documents if necessary.

Dates	Book Title	Chapter Title	Role	Authors	Points

- Editor = Fourty points per chapter edited

Instructions to Faculty Member:

Data will appear in grid 2.1.8 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Book Chapter (Picklist Value Only)**

Role = **Editor Coauthor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.1.9 **Book Editor**

Please attach supporting documents if necessary.

Dates	Book Title	Role	Authors	Points

- Editor = Eighty points per book edited

Instructions to Faculty Member:

Data will appear in grid 2.1.9 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Publications**

Publication Type = **Book (Picklist Value Only)**

Role = **Editor**

Peer Reviewed Checkbox = **Checked**

With Dates that fall within the report cycle.

2.2 Peer Reviewed Grants & Clinical Funding (External)

2.2.1 Principal Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- o <\$100K – Forty points
- o \$100K - \$249K – Fifty points
- o \$250K - \$499K – Sixty points
- o \$500K - \$749K – Seventy points
- o \$750K + – Eighty points

Instructions to Faculty Member:

Data will appear in grid 2.2.1 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **External**

Role = **Principal Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.2.2 Co-Principal Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- o <\$100K – Thirty points
- o \$100K - \$249K – Thirty seven point five points
- o \$250K - \$499K – Forty five points
- o \$500K - \$749K – Fifty two point five points
- o \$750K + – Sixty points

Instructions to Faculty Member:

Data will appear in grid 2.2.2 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **External**

Role = **Co-Principal Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.2.3 Co-Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- <\$100K – Ten points
- \$100K - \$249K – Twelve point five points
- \$250K - \$499K – Fifteen points
- \$500K - \$749K – Seventeen point five points
- \$750K + – Twenty points

Instructions to Faculty Member:

Data will appear in grid 2.2.3 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **External**

Role = **Co-Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.2.4 Principal Site Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- <\$100K – Twenty points
- \$100K - \$249K – Twenty five points
- \$250K - \$499K – Thirty points
- \$500K - \$749K – Thirty five points
- \$750K + – Fourty points

Instructions to Faculty Member:

Data will appear in grid 2.2.3 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **External**

Role = **Principal Site Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.3 Peer Reviewed Grants & Clinical Funding (Internal)

2.3.1 Principal Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- <\$100K – Ten points
- \$100K - \$249K – Twelve point five points
- \$250K - \$499K – Fifteen points
- \$500K - \$749K – Seventeen point five points
- \$750K + – Twenty points

Instructions to Faculty Member:

Data will appear in grid 2.3.1 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **One of: Lawson, Robarts, Western, AMOSO, SRTP, SROP**

Role = **Principal Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.3.2 Co-Principal Investigator

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- <\$100K – Five points
- \$100K - \$249K – Six point two five points
- \$250K - \$499K – Seven point five points
- \$500K - \$749K – Eight point seven five points
- \$750K + – Ten points

Instructions to Faculty Member:

Data will appear in grid 2.3.2 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **One of: Lawson, Robarts, Western, AMOSO, SRTP, SROP**

Role = **Co-Principal Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.3.3 **Co-Investigator**

Please attach supporting documents if necessary.

Dates	Title	Funding Source	Funding Type	Member Share

- <\$100K – One point
- \$100K - \$249K – One point two five points
- \$250K - \$499K – One point five points
- \$500K - \$749K – One point seven five points
- \$750K + – Two points

Instructions to Faculty Member:

Data will appear in grid 2.3.2 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Grants and Clinical Funding**

Funding Type = **Grants**

Status = **Funded**

Administered By = **One of: Lawson, Robarts, Western, AMOSO, SRTP, SROP**

Role = **Co-Investigator**

With Dates that fall within the report cycle.

Ensure data in Member Share field.

Ensure data in Funding Source field.

Ensure data in Title field.

2.4 Presentations

2.4.1 Presentations at Peer - Reviewed Conferences

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- Three points per presentation at peer-reviews conferences.

Instructions to Faculty Member:

Data will appear in grid 2.4.1 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Abstracts Presented** OR **Conference Presentations**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.2 Poster Presentations

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- Three points per poster presentation.

Instructions to Faculty Member:

Data will appear in grid 2.4.2 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Poster Presentations**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.3 Plenary Speaker / Keynote Speaker

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- Five points per plenary / keynote presentation at international / National conferences.
- Four points per plenary / keynote presentation at Provincial / Regional conferences.
- Three points per plenary / keynote presentation at Local / Other Scope conferences.

Instructions to Faculty Member:

Data will appear in grid 2.4.3 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Plenary Speaker** OR **Keynote Speaker**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.4 Visiting Professor

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- Two points per visiting professorship.

Instructions to Faculty Member:

Data will appear in grid 2.4.4 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Visiting Professor**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.5 Invited Lecturer

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- Three points per Inviter Lecturer presentation at international / National conferences.
- Two points per Inviter Lecturer presentation at Provincial / Regional conferences.
- One point per Inviter Lecturer presentation at Local / Other Scope conferences.

Instructions to Faculty Member:

Data will appear in grid 2.4.5 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Invited Lecturer**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.6 Student Presentation

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- One point per student presentation.

Instructions to Faculty Member:

Data will appear in grid 2.4.6 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Student Presentation**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

2.4.7 **Other Presentations**

Please attach supporting documents if necessary.

Dates	Organizer	Title	Role	Geographic Scope

- One point for all other presentations.

Instructions to Faculty Member:

Data will appear in grid 2.4.7 if you have activities in:

View: **All Activities View**

Menu: **Research & Scholarly Activities**

Page: **Presentations**

Presentation Type = **Any Other Value than those in 2.4.1 through 2.4.6**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

3. Education

3.1 Undergraduate Medical Education

3.1.1 New Curriculum Development

Please attach supporting documents if necessary.

Dates	Type	Project / Course Name	Role	Description / Activity

- o Ten points per new curriculum development

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Teaching Innovations and Curriculum Development**

Type = **Curriculum Development**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

Ensure data in **Organizer** field.

Ensure data in **Geographic Scope** field.

Ensure data in **Role** field.

Ensure data in **Title** field.

3.1.2 New Large Group Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Three points per new large group lecture delivered.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education**

Type of Course / Activity **BEGINS WITH MEDS**

Initial Lecture = **Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.1.3 Existing Large Group Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o One point per existing lecture delivered.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education**

Type of Course / Activity **BEGINS WITH MEDS**

Initial Lecture = **NOT Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.1.4 Small Group Teaching (ISGL)

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o One point per Small Group Teaching (ISGL) event.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education**

Type of Course / Activity **CONTAINS ISGL**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.1.5 Supervisor of SRTP (Only for Year Accepted)

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Four points per Supervisor of SRTP entry. (Only for year accepted)

Instructions to Faculty Member:

Data will appear in grid 3.1.5 if you have activities in:

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education / Admin**

Type of Course / Activity = **Supervisor of SRTP**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.1.6 Supervisor of SROP

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Two points per Supervisor of SROP entry.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education / Admin**

Type of Course / Activity = **Supervisor of SROP**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.1.7 **Academic Coaching**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o One point per hour of Academic Coaching.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program Type = **Undergraduate Medical Education / Admin**

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

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2 Postgraduate Medical Education

3.2.1 New Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Three points per new lecture delivered.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Presenter – Resident Lecture**

Initial Lecture = **Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.2 Existing Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o One point per existing lecture delivered.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Presenter – Resident Lecture**

Initial Lecture = **NOT Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.3 In-training Examination

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Half of one point per hour of In-Training Examination.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **In-Training Examination**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.4 Instructor – Full Day Workshop

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Five points per Full Day Workshop Instructed.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Instructor – Full Day Workshop**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.5 **Instructor – Half Day Workshop**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Two points per Half Day Workshop Instructed.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Instructor – Half Day Workshop**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.6 **Organizer Half/Full Day Workshop**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Five points per Half/Full Day Workshop Organized.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Organizer Half/Full Day Workshop**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.7 **Organizer Multi Day Workshop**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- Ten points per Multi Day Workshop Organized.

Instructions to Faculty Member:

Data will appear in grid 3.2.7 if you have activities in:

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education**

Type of Course / Activity = **Organizer Multi Day Workshop**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.2.8 **Rotation Leader**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- Twenty points per Rotation lead.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Postgraduate Medical Education / Admin**

Type of Course / Activity = **Rotation Leader**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.3 Graduate Education

3.3.1 Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- One point per lecture.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Graduate Education**

Type of Course / Activity = **Lecture**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.3.2 Primary Supervisor

Please attach supporting documents if necessary.

Dates	Role	Student Name	Total Hours	# of Trainees

- Twenty points per student thesis.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Graduate Student Research Supervision**

Role = **Primary Supervisor**

With Dates that fall within the report cycle.

Student Name

Number of encounters per year

3.3.3 **Co-Supervisor**

Please attach supporting documents if necessary.

Dates	Role	Student Name	Total Hours	# of Trainees

- Ten points per student thesis co-supervised.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Graduate Student Research Supervision**

Role = **Co-Supervisor**

With Dates that fall within the report cycle.

Ensure data in the **Student Name** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.3.4 **Thesis Committee Member**

Please attach supporting documents if necessary.

Dates	Role	Student Name	Total Hours	# of Trainees

- Two points per Thesis committee.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Supervisory Experience**

Program Type = **Graduate Student Research Supervision**

Role = **Thesis Committee Member**

With Dates that fall within the report cycle.

Ensure data in the **Student Name** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.4 Continuing Medical Education

3.4.1 Presenter - Multiple Day Event

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- Ten points per Multi Day Event Presented at.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity = **Presenter – Multiple Day Event**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.4.2 Full Day Session OR Half day Session

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- Five points per Full Day Session or Half Day Session.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity = **Presenter – Full Day Session or Half Day Session**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.4.3 **Presenter - One Hour Session (or less)**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Two points per presentation at a One Hour session.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity = **Presenter – One Hour Session**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.4.4 **New Lecture**

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o Three points per new lecture presented.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity = **Invited Lecturer**

Initial Lecture = **Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

3.4.5 Existing Lecture

Please attach supporting documents if necessary.

Dates	Type of Course / Activity	Course / Activity	Total Hours	# of Trainees

- o One point per existing lecture presented.

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Teaching Activities**

Page: **Program Teaching**

Program = **Continuing Medical Education**

Type of Course / Activity = **Invited Lecturer**

Initial Lecture = **NOT Checked**

With Dates that fall within the report cycle.

Ensure data in **Course / Activity** field.

Ensure data in **Total Hours** field.

Ensure data in **# of Trainees** field.

4. Service & Administration

4.1 Administrative Committees

4.1.1 Disease Site Team Chair

Please attach supporting documents if necessary.

Dates	Committee Name	# of Meetings	Role	Geographic Scope	Points

- Ten points if Role = Chair

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Name = **Disease Site Team**

Role = **Chair**

Geographic Scope = **Local**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

4.1.2 International/National/Provincial/Regional Committee

Please attach supporting documents if necessary.

Dates	Committee Name	# of Meetings	Role	Geographic Scope	Points

- Ten points if Role = Chair
- Two points if Role = Member

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **Hospital – Administration** OR

Committee Type = **University or Faculty – Administration**

Geographic Scope = **International** OR **National** OR **Provincial** OR **Regional**

Committee Name **NOT** = **Disease Site Team**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

4.1.3 Hospital/University or Faculty Committee

Please attach supporting documents if necessary.

Dates	Committee Name	# of Meetings	Role	Geographic Scope	Points

- Two points per meeting if Role = Chair
- One Half Point per meeting if Role = Member

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **Hospital – Administration** **OR**

Committee Type = **University or Faculty – Administration**

Committee Name **NOT** = **Disease Site Team**

Geographic Scope = **Local**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

4.1.4 Department Committee

Please attach supporting documents if necessary.

Dates	Committee Name	# of Meetings	Role	Geographic Scope	Points

- One Point per meeting if Role = Chair
- One Half Point per meeting if Role = Member

Instructions to Faculty Member:

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

View: **All Activities View**

Menu: **Service and Administration**

Page: **Administrative Committees**

Committee Type = **Department - Administration**

Geographic Scope = **Local**

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

5. Service & Administration

The department chair, at their sole discretion and without appeal, may choose to award a one-time bonus of up to 10% of the member's total earned PBR points.

6. Frequently Asked Questions

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

In the existing entry for the committee, click the "Update" button. With this action, Acuity 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".

2. Why are my activities not showing up on the PBR Report?

Some committees are not counted for PBR hours; therefore, they will not show up in the report. The only committee types that count toward PBR hours are University or Faculty Education committees (Undergraduate, Postgraduate, Continuing, and Developing).

3. I don't see all the activities I've entered. Why is that?

The PBR Report is generated using only certain fields in StarCV. Some activities, such as CME credits or participating in workshops, some committees, and awards, are not compiled into the PBR Report. However, as this information is used for other purposes and shows up on the StarCV, it is still important to input these activities into StarCV.

Another reason your data may not be showing up is that the PBR Report only includes the data from one academic year. The academic year runs from July 1 – June 30. Any data that falls outside this range for the chosen academic year will not show up in the PBR Report.

4. I can't find an appropriate heading under which to put a particular activity. What do I do?

Contact your StarCV Coordinator for guidance on where to put activities if it is not made clear in the PBR Instruction Manual. While we have made every attempt to include all activities, some obscure activities may not be accurately represented and there may be an alternate place where they can be inputted.