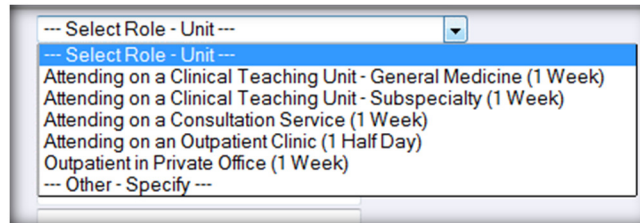# Introduction

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:
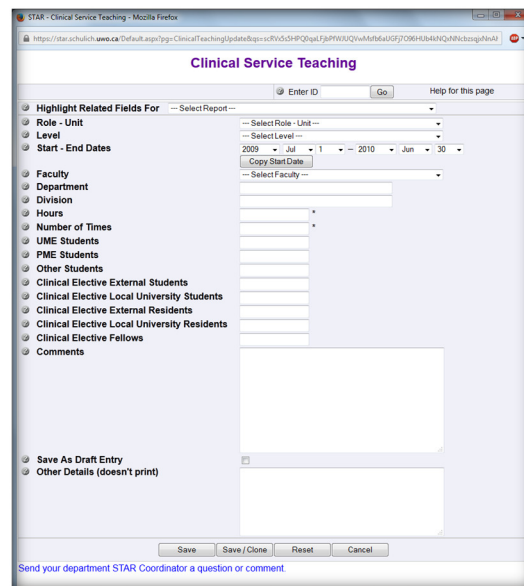

In general, these activities can repeat each Academic Year, so entering ONE teaching activity that spans an Academic Year, total the hours for that activity, and provide a narrative (in Comments) of your contribution allows you to Clone this record next year.

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).
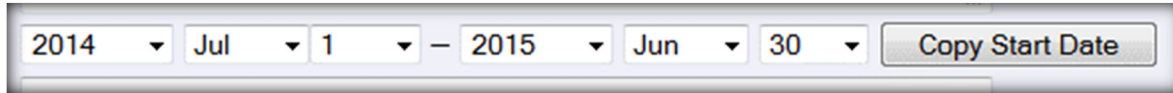
For the Clinical Service Teaching screen the following fields have been tagged as mandatory:
Role – Unit, Level, Start – End Dates, Faculty, Department, Hours, and Number of times.

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.

2014 ▼	Jul ▼	1 ▼	—	2015 ▼	Jun ▼	30 ▼	Copy Start Date
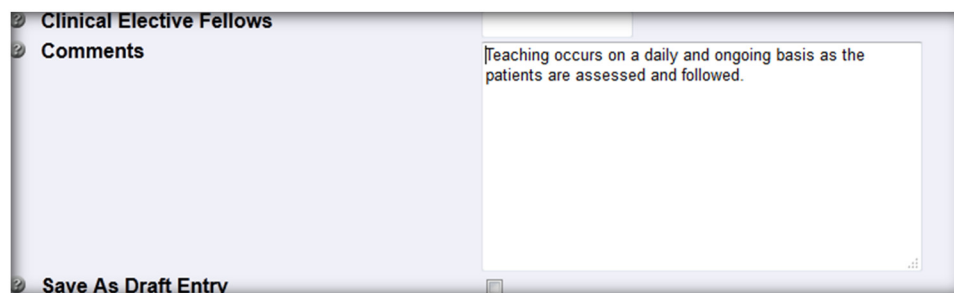
Total Hours

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

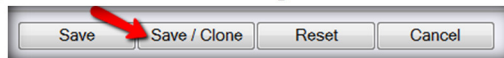| Division	Division of Orthopaedic Surgery ▼
Hours	25 *
Number of Times	3 *
UME Students	

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.

Clinical Elective Fellows	
Comments	Teaching occurs on a daily and ongoing basis as the patients are assessed and followed.
Save As Draft Entry	☐

Schulich
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Medicine & Dentistry

Western

Clone

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

OR from the Data Grid screen.

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.