Department of Psychiatry
Merit Based Recognition Process

Instruction Manual
2.0 for Faculty
Members and
Member Secretaries
## Document Revision History

<table>
<thead>
<tr>
<th>Document Modified By</th>
<th>Date</th>
<th>Version #</th>
<th>Comments/Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Comisso</td>
<td>June 2015</td>
<td>2.0</td>
<td>• 4.1.5 – Observership hours changed to 3 hours per week</td>
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<td>• 3.1.24 &amp; 3.2.2 – Instructions to add separate entries for interviews</td>
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</tbody>
</table>
1. Instructions to Faculty

This document duplicates the Department of Psychiatry MBR format with text inserted to assist you in ensuring data have been entered in the appropriate screens in STAR.

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.

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3. Teaching

3.1 UME Deliverables

3.1.1 Supervisor - Clerkship

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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</table>

- three hours per week

*Instructions to Faculty Member:*

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

Menu: Teaching Activities
Page: Program Teaching
- Program = Undergraduate Medical Education
- Type of Course / Activity = Supervisor - Clerkship
- Stipend Received Checkbox = Not Checked
- With Dates that fall within the report cycle.
- Hours per session and Number of times taught
- Course/Activity: Student Name and other relevant information

3.1.2 Clerkship – Geriatric Psychiatry

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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- two hours per session

*Instructions to Faculty Member:*

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

Menu: Teaching Activities
Page: Program Teaching
- Program = Undergraduate Medical Education
- Type of Course / Activity = Clerkship – Geriatric Psychiatry
- Stipend Received Checkbox = Not Checked
- With Dates that fall within the report cycle.
- Hours per session and Number of times taught
- Course/Activity: Student Name and other relevant information
3.1.3 **Clerkship - Child and Adolescent Psychiatry**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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</table>

- two hours per session

**Instructions to Faculty Member:**

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

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Undergraduate Medical Education**
- Type of Course / Activity = **Clerkship - Child and Adolescent Psychiatry**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the report cycle.
- Hours per session and Number of times taught
- Course/Activity: Student Name and other relevant information

3.1.4 **Instructor – Clerkship Seminar**

Please attach supporting documents if necessary.

<table>
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<th>Hours</th>
<th>Description</th>
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- five hours for first one-hour lecture
- one hour for updated one-hour lecture

**Instructions to Faculty Member:**

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

- Menu: **Teaching Activities**
- Page: **Program Teaching**
- Program = **Undergraduate Medical Education**
- Type of Course / Activity = **Instructor – Clerkship Seminar**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall within the report cycle.
- Hours per session and Number of times taught

3.1.5 **Committee Membership**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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- Two hours per hour of committee attendance if Chair *provided role isn’t part of Academic Stipend job description
- One hour per hour of committee attendance if Member
- UME Committee for the Department of Psychiatry
- Medicine 5207 Committee Meetings
- Advisory Committee of the Division of Child and Adolescent Psychiatry
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- Division of Geriatrics Committee
- Schulich School of Medicine and Dentistry UGE Committees (e.g. CEC; PTC; Evaluation; Oversight Curriculum; Admissions Committee)
- National Committees (e.g. COUPE, Medical Council of Canada Committees)
- Provincial Committees
- International Committees (e.g. ADAMCEPS)
- Ad hoc Undergraduate Education Committees

Instructions to Faculty Member:

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

Menu: Service and Administration
Page: Administrative Committees

Role = Chair or Member
Committee Type = University or Faculty – Education – Undergraduate
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.1.6 Instructor - Small Group Teaching

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</table>

- One hour for one hour teaching

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Undergraduate Medical Education
Type of Course / Activity = Instructor – Small Group Teaching
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.1.7 Instructor - Medicine 5207

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</thead>
</table>

- Five hours for first one-hour lecture
- Two hours for updated one-hour lecture

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
### 3.1.8 Instructor - Clinical Methods

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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- three hours per week
- i.e. if complete the 3 week Clinical Methods course, credit is 9 hours

**Menu:** Teaching Activities  
**Page:** Program Teaching  
**Program:** Undergraduate Medical Education  
**Type of Course / Activity:** Instructor – Clinical Methods  
**Stipend Received Checkbox:** Not Checked  
**With Dates that fall within the report cycle:** Hours per session and Number of times taught

### 3.1.9 Instructor - PCCIA

Please attach supporting documents if necessary.

<table>
<thead>
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<th>Description</th>
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</table>

- Two hours per week
- i.e. if complete twelve weeks, credit is twenty-four hours

**Instructions to Faculty Member:**

*Data will appear in grid 3.1.9 if you have activities in:*

**Menu:** Teaching Activities  
**Page:** Program Teaching  
**Program:** Undergraduate Medical Education  
**Type of Course / Activity:** Instructor – PCCIA  
**Stipend Received Checkbox:** Not Checked  
**With Dates that fall within the report cycle:** Hours per session and Number of times taught

### 3.1.10 Career Counseling/Mentoring

Please attach supporting documents if necessary.

<table>
<thead>
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</table>

- one hour for one hour of counseling

**Instructions to Faculty Member:**

*Data will appear in grid 3.1.10 if you have activities in:*
3.1.11 **Attendee - Career Fair**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
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</table>

- five hours for evening Career Fair

**Menu:** Teaching Activities  
**Page:** Program Teaching  
**Type:** Undergraduate Medical Education  
**Stipend Received Checkbox:** Not Checked  
**With Dates that fall within the report cycle.**  
**Hours per session and Number of times taught**

3.1.12 **Supervisor - First and Second Year Electives**

Please attach supporting documents if necessary.

<table>
<thead>
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<th>Hours</th>
<th>Description</th>
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- one hour for a half day observership

**Instructions to Faculty Member:**

*Data will appear in grid 3.1.12 if you have activities in:*

**Menu:** Teaching Activities  
**Page:** Program Teaching  
**Type:** Undergraduate Medical Education  
**Stipend Received Checkbox:** Not Checked  
**With Dates that fall within the report cycle.**  
**Hours per session and Number of times taught**

3.1.13 **Attendee - Interest Group**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</table>

- five hours for one interest group

**Instructions to Faculty Member:**

*Data will appear in grid 3.1.13 if you have activities in:*

**Menu:** Teaching Activities  
**Page:** Program Teaching
3.1.14 **Instructor – Electives Year 4**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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<td></td>
</tr>
<tr>
<td>o</td>
<td>three hours per student per week</td>
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</table>

**Instructions to Faculty Member:**

Data will appear in grid 3.1.14 if you have activities in:

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = Undergraduate Medical Education  
Type of Course / Activity = Instructor – Electives Year 4  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

3.1.15 **Coordinator - Academic Half Days for Clerks**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
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<tr>
<td>o</td>
<td>five hours for the first lecture</td>
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<td>o</td>
<td>two hours for updated one-hour lecture</td>
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**Instructions to Faculty Member:**

Data will appear in grid 3.1.15 if you have activities in:

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = Undergraduate Medical Education / Admin  
Type of Course / Activity = Coordinator – Academic Half Day for clerks  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

3.1.16 **Lecturer - Transition Year**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
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<td>o</td>
<td>five hours for the first lecture</td>
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</table>
**The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data**

- two hours for updated one-hour lecture

**Instructions to Faculty Member:**

Data will appear in grid 3.1.16 if you have activities in:

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = Undergraduate Medical Education  
Type of Course / Activity = Lecturer - Transition Year  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.1.17 Instructor - LMCC Prep Course

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</table>

- five hours for the first lecture  
- two hours for updated one-hour lecture

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = Undergraduate Medical Education  
Type of Course / Activity = Instructor - LMCC Prep Course  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.1.18 Author - Referee Letters

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
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- Half-an-hour per letter

**Instructions to Faculty Member:**

Data will appear in grid 3.1.18 if you have activities in:

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = Undergraduate Medical Education  
Type of Course / Activity = Author - Referee Letters  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.1.19 Examiner - Developing Exam Questions

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
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</table>
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

3.1.22 Data

- One hour per exam question

**Instructions to Faculty Member:**

Data will appear in grid 3.1.19 if you have activities in:

Menu: **Teaching Activities**
Page: **Program Teaching**
Program = Undergraduate Medical Education
Type of Course / Activity = Examiner – Developing Exam Questions
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.1.20 Examiner - Marking Exams

Please attach supporting documents if necessary.

<table>
<thead>
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<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</table>

- One hour per exam

Menu: **Teaching Activities**
Page: **Program Teaching**
Program = Undergraduate Medical Education
Type of Course / Activity = Examiner - Marking
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.1.21 Examiner - Setting Exams

Please attach supporting documents if necessary.

<table>
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<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</table>

- One hour per exam

**Instructions to Faculty Member:**

Data will appear in grid 3.1.21 if you have activities in:

Menu: **Teaching Activities**
Page: **Program Teaching**
Program = Undergraduate Medical Education
Type of Course / Activity = Examiner – Setting Exams
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.1.22 Proctor - Exams

Please attach supporting documents if necessary.
<table>
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- One hour per hour of exam

**Instructions to Faculty Member:**

Data will appear in grid 3.1.22 if you have activities in:

Menu: Teaching Activities  
Page: Program Teaching  
Program = Undergraduate Medical Education  
Type of Course / Activity = Proctor – Exams  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.1.23 Examiner - OSCE Exams

Please attach supporting documents if necessary.

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- One hour per hour of exam

**Instructions to Faculty Member:**

Menu: Teaching Activities  
Page: Program Teaching  
Program = Undergraduate Medical Education  
Type of Course / Activity = Examiner – OSCE Exams  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.1.24 Interviewer – Medical School

Please attach supporting documents if necessary.

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- One hour per Student Admission Interview

**Instructions to Faculty Member:**

Data will appear in grid 3.1.23 if you have activities in:

Menu: Teaching Activities  
Page: Program Teaching  
Program = Undergraduate Medical Education  
Type of Course / Activity = Interviewer – Medical School  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
*NOTE: Enter each interview as a separate record*
3.1.25 Supervisor – Medical Students on Research Project

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per hour of direct supervision time with medical student

*Instructions to Faculty Member:*

Data will appear in grid 3.1.23 if you have activities in:

Menu: Teaching Activities
Page: Supervisory Experience
Role = Primary Supervisor
Program Type = Medical Students on Research Project
Stipend Received Checkbox = Not Checked
Value field = Total Hours of Contribution
With Dates that fall within the report cycle.
Please include the Student Name

3.1.26 Lecturer – Medical School

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- five hours for first one-hour lecture
- two hours for updated one-hour lecture

*Instructions to Faculty Member:*

Data will appear in grid 3.1.23 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Undergraduate Medical Education
Type of Course / Activity = Lecturer – Medical School
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught
3.2 PME Deliverables

3.2.1 Lecturer - PGY1 Psychotherapy, adult, geriatrics, child

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Five hours for first one-hour lecture (i.e. 15 hours for 3-hour lecture)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Two hours for subsequent updated one-hour lecture (i.e. 6 hours for 3-hour lecture)</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Lecturer - PGY1 Psychotherapy, Adult, Geriatrics, Child
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.2.2 Interviewer - CaRMS

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Interviewing candidates (one hour per interview)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o File review (one hour per file)</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Interviewer - CaRMS
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
*NOTE: Enter each interview as a separate record*

3.2.3 Examiner - Stacer / FCE

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Three hours per exam</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:
Data will appear in grid 3.2.3 if you have activities in:

**Menu: Teaching Activities**

*Page: Program Teaching*

*Program = Postgraduate Medical Education*

*Type of Course / Activity = Examiner – Stacer / FCE*

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

*NOTE: Enter each exam session as a separate record*

### 3.2.4 Examiner - Biannual Department Oral Exams

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- Three hours per exam

**Instructions to Faculty Member:**

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

**Menu: Teaching Activities**

*Page: Program Teaching*

*Program = Postgraduate Medical Education*

*Type of Course / Activity = Examiner – Biannual Department Oral Exams*

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

*NOTE: Enter each exam session as a separate record*

### 3.2.5 Examiner - Practice Oral Exams

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- Three hours per mock exam

**Instructions to Faculty Member:**

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

**Menu: Teaching Activities**

*Page: Program Teaching*

*Program = Postgraduate Medical Education*

*Type of Course / Activity = Examiner – Practice Oral Exams*

Stipend Received Checkbox = **Not Checked**

With Dates that fall within the report cycle.

*NOTE: Enter each exam session as a separate record*

### 3.2.6 Examiner - Remediation Exams

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>
Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Examiner – Remediation Exams
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
*NOTE: Enter each exam session as a separate record*

3.2.7 Examiner - Royal College

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per hour of exam
- One hour per hour spent in Royal College meetings

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Examiner – Royal College
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.2.8 Supervisor - PDM / OSCE's

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per one hour OSCE supervision

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Supervisor – PDM / OSCE’s
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught
### 3.2.9 Developer - PDM / OSCE's

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Three hours for the development of first OSCE station</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o One hour for updated OSCE station</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions to Faculty Member:**

*Data will appear in grid 3.2.9 if you have activities in:*

**Menu:** Teaching Activities  
**Page:** Program Teaching  
Program = Postgraduate Medical Education  
Type of Course / Activity = Developer – PDM / OSCE’s  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.2.10 Developer - Remediation Plan

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Ten hours for each remediation plan developed</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions to Faculty Member:**

*Data will appear in grid 3.2.10 if you have activities in:*

**Menu:** Teaching Activities  
**Page:** Program Teaching  
Program = Postgraduate Medical Education  
Type of Course / Activity = Developer – Remediation Plan  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.2.11 Author - Referee Letters

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Half-an-hour per letter</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions to Faculty Member:**
3.2.12 Mentor - Residents

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

- One hour per direct mentoring time with resident/fellow

**Instructions to Faculty Member:**

Data will appear in grid 3.2.12 if you have activities in:

Menu: Teaching Activities
   Page: Program Teaching
   Program = Postgraduate Medical Education
   Type of Course / Activity = Author - Referee Letters
   Stipend Received Checkbox = Not Checked
   With Dates that fall within the report cycle.
   Hours per session and Number of times taught

3.2.13 Committee Membership

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Two hours per hour of committee attendance if Chair *provided role isn't part of Academic Stipend job description
- One hour credit for each hour of committee meeting if Member

**Instructions to Faculty Member:**

Data will appear in grid 3.2.13 if you have activities in:

Menu: Service and Administration
   Page: Administrative Committees
   Committee Type = University or Faculty – Education – Postgraduate
   Role = Chair or Member
   Stipend Received Checkbox = Not Checked
   With Dates that fall within the report cycle.
   The Committee Name
   Location of the committee
   Geographic Scope of the committee
Number of Hours spent on the committee

### 3.2.14 Reviewer - FITER Files

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per hour to review file (maximum 3 hours per file)

**Instructions to Faculty Member:**

Data will appear in grid 3.2.14 if you have activities in:

Menu: *Teaching Activities*  
Page: *Program Teaching*

Program = Postgraduate Medical Education  
Type of Course / Activity = Reviewer – FITER Files  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.2.15 Host - Journal Club

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per hour of journal club

**Instructions to Faculty Member:**

Data will appear in grid 3.2.15 if you have activities in:

Menu: *Teaching Activities*  
Page: *Program Teaching*

Program = Postgraduate Medical Education  
Type of Course / Activity = Host – Journal Club  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.2.16 Coordinator - Child and Adolescent Psychiatry Teaching Rounds

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One hour per hour of teaching rounds attended

**Instructions to Faculty Member:**

Data will appear in grid 3.2.16 if you have activities in:

Menu: *Teaching Activities*
3.2.17 Supervisor - Residents and Fellows

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

(psychiatry and off-service residents)(i.e for time spent with resident/fellow; i.e. not while seeing patients)

- Three hours per week (four to five days per week)
- One hour for part of week (i.e. half-day to three days per week)

Instructions to Faculty Member:

Data will appear in grid 3.2.17 if you have activities in:

Menu: Teaching Activities
Page: Supervisory Experience
Role = Primary Supervisor
Program Type = Resident Supervision or Postdoctoral Fellowship
Stipend Received Checkbox = Not Checked
Value Field = Total Hours of Contribution
With Dates that fall within the report cycle.
Number of Encounters per year
Course/Activity: Student Name and other relevant information

3.2.18 Supervisor - Psychotherapy

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- One hour per hour of direct supervision (not while seeing patients)

Instructions to Faculty Member:

Data will appear in grid 3.2.18 if you have activities in:

Menu: Teaching Activities
Page: Supervisory Experience
Role = Primary Supervisor
Program Type = Psychotherapy
Stipend Received Checkbox = Not Checked
Value Field = Total Hours of Contribution
With Dates that fall within the report cycle.
Number of Encounters per year
### 3.2.19 Supervisor – Longitudinal SMI Training Experience

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

(i.e serious mental illness patient)
- One hour per hour of direct supervision (not while seeing patients)

**Instructions to Faculty Member:**

**Data will appear in grid 3.2.19 if you have activities in:**

Menu: Teaching Activities  
Page: Supervisory Experience  
Role = Primary Supervisor  
Program Type = Longitudinal SMI Training Experience  
Stipend Received Checkbox = Not Checked  
Value Field = Total Hours of Contribution  
With Dates that fall within the report cycle.  
Number of Encounters per year

### 3.2.20 Lecturer - Other Department Rounds

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- Five hours for first lecture hour (i.e. 10 hours for two hour lecture)  
- Two hours for updated lecture hour (i.e. 4 hours for two hour lecture)

**Instructions to Faculty Member:**

**Data will appear in grid 3.2.20 if you have activities in:**

Menu: Teaching Activities  
Page: Program Teaching  
Program = Postgraduate Medical Education  
Type of Course / Activity = Lecturer – Other Department Rounds  
Stipend Received Checkbox = Not Checked  
With Dates that fall within the report cycle.  
Hours per session and Number of times taught

### 3.2.21 Instructor - Interviewing Skills

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- Two hours for first ½ hour seminar  
- One hour for updated seminar  
- One hour per hour of observed interviewing

---

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Instructions to Faculty Member:

Data will appear in grid 3.2.19 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Instructor - Interviewing Skills
Stipend Received Checkbox = NotChecked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.2.22 CaRMS – Booth Participation

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One Hour per Day of CaRMS</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

Data will appear in grid 3.2.20 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = CaRMS – Booth Participation
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.2.23 Examiner – OSCE Exams

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One hour per hour of Exam</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

Data will appear in grid 3.2.19 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Postgraduate Medical Education
Type of Course / Activity = Examiner – OSCE Exams
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught
3.3 CPD Deliverables

3.3.1 Lecturer - Monthly Departmental CPD

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Two and a half hours for preparation of a 30 minute talk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Half an hour credit for delivering 30 minute talk</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Lecturer – Monthly Departmental CPD
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.3.2 Lecturer - Coordinated Monday CPD

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Five hours for preparation of a 60 minute talk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o One hour credit for delivering the 60 minute talk</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Lecturer – Coordinated Monday CPD
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.3.3 Committee Membership

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Two hours per hour of committee attendance if Chair *provided role isn’t part of Academic Stipend job description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o One hour per hour of committee meeting if Member</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

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

Menu: **Service and Administration**  
Page: **Administrative Committees**  
Role = **Chair or Member**  
Committee Type = **University or Faculty – Education – Continuing**  
Stipend Received Checkbox = **Not Checked**  
With Dates that fall **within the report cycle**.  
Committee Name  
Location of the committee  
Geographic Scope of the committee  
Total hours of contribution

### 3.3.4 Presenter - Special Events

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Presenting at special events (eg Diabetes; Division Conferences; Program Conferences):
- Two and a half hours for preparation of a 30 minute talk
- Five hours for preparation of a 60 minute talk
- Half an hour credit for delivering 30 minute talk
- One hour credit for delivering 60 minute talk

**Instructions to Faculty Member:**

Data will appear in grid 3.3.6 if you have activities in:

Menu: **Research and Scholarly Activities**  
Page: **Presentations**  
Activity Type = **Continuing Medical Education**  
Role = **Presenter**  
Type = **Special Events**  
Stipend Received Checkbox = **Not Checked**  
With Dates that fall **within the report cycle**.  
Organizer  
Title of presentation  
Geographic Scope of the presentation

### 3.3.5 Coordinator - CPD

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- One hour for coordination of each hour of CPD

**Instructions to Faculty Member:**

Data will appear in grid 3.3.7 if you have activities in:

Menu: **Teaching Activities**  
Page: **Program Teaching**  
Program = **Continuing Medical Education**  
Type of Course / Activity = **Coordinator - CPD**

MBR Instruction Manual 2015
3.3.6 Moderator - CPD

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One hour for moderation of each hour of CPD</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

Data will appear in grid 3.3.8 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Moderator - CPD
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.3.7 Developer - Tools for CPD or Educational Development

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>Five hours per tool developed</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

Data will appear in grid 3.3.9 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Developer – Tools for CPD or Educational Development
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.3.8 Reviewer - CPD Educational Materials

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One hour per educational curriculum</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:
Data will appear in grid 3.3.10 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Reviewer – CPD Educational Materials
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught
3.4 Faculty Development Deliverables

3.4.1 Developer - Education Tools

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Five hours per tool developed

*Instructions to Faculty Member:*

Data will appear in grid 3.4.1 if you have activities in:

- Menu: Teaching Activities
- Page: Program Teaching
  - Program = Continuing Medical Education
  - Type of Course / Activity = Developer – Education Tools
  - Stipend Received Checkbox = Not Checked
  - With Dates that fall within the report cycle.
  - Hours per session and Number of times taught

3.4.2 Reviewer - FD Educational Materials

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- One hour per educational curriculum

*Instructions to Faculty Member:*

Data will appear in grid 3.4.2 if you have activities in:

- Menu: Teaching Activities
- Page: Program Teaching
  - Program = Continuing Medical Education
  - Type of Course / Activity = Reviewer – FD Educational Material
  - Stipend Received Checkbox = Not Checked
  - With Dates that fall within the report cycle.
  - Hours per session and Number of times taught

3.4.3 Reviewer - Needs Assessment for Faculty Development

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Focus groups of stakeholders (Five hours for each focus group)
- Development of Needs Assessment (eg. Survey, interview questions)
- Five hours per needs assessment

*Instructions to Faculty Member:*
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

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

Menu: Teaching Activities
Page: Program Teaching

Program = Continuing Medical Education
Type of Course / Activity = Reviewer – Needs Assessment for Faculty Development
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.4.4 Lecturer - Workshops & Seminars

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>Five hours for each hour of first lecture\workshop\seminar</td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One hour for each hour of subsequent</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching

Program = Continuing Medical Education
Type of Course / Activity = Lecturer – Workshops & Seminars
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.4.5 Committees - Membership

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>Two hours per hour of committee attendance if Chair *provided role isn’t part of Academic</td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>Stipend job description</td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>One hour per hour of committee meeting if Member</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Faculty Member:

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

Menu: Service and Administration
Page: Administrative Committees

Committee Type = University or Faculty – Education – Development
Role = Chair or Member
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Committee Name
Location of the committee
Geographic scope of the committee
Total hours of contribution
3.4.6 Lecturer - Public Education

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- Five hours for preparation of a 60 minute talk
- One hour credit for delivery of the 60 minute talk

Instructions to Faculty Member:

Data will appear in grid 3.4.6 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Lecturer – Public Education
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.4.7 Lecturer - Internal

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Inter-professional / Inter-departmental / Inter-faculty / Inter-hospital *

- Five hours for preparation for a 60 minute talk
- One hour for one hour delivery
- One hour for updated one hour lecture
- Supervision of other professional students
- One hour per hour of direct supervision (i.e. not while seeing patients)

Instructions to Faculty Member:

Data will appear in grid 3.4.7 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Lecturer – Internal (Preparation) or
Type of Course / Activity = Lecturer - Internal
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught
3.5 Graduate Education Deliverables

3.5.1 Developer - Course Materials

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Developing new course/teaching materials for graduate students and/or residents
  o Five hours per educational curriculum

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Program Teaching
  Program = Graduate Education
  Type of Course / Activity = Developer – Course Materials
  Stipend Received Checkbox = Not Checked
  With Dates that fall within the report cycle.
  Hours per session and Number of times taught

3.5.2 Supervisor – Graduate Students, Research Fellows

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Formal and successful supervision of graduate students, research fellows, honour’s theses
  o One hour per direct supervision time with graduate students, research fellows, honour’s theses

Instructions to Faculty Member:

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

Menu: Teaching Activities
Page: Supervisory Experience
  Program Type = Graduate Student Research Supervision
  Role = Primary Supervisor
  Stipend Received Checkbox = Not Checked
  With Dates that fall within the report cycle.
  Student Name
  Number of encounters per year

3.5.3 Committee Membership

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Serving on supervisory committees of graduate students.
  o One hour per each hour of committee time
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

Instructions to Faculty Member:

Data will appear in grid 3.5.4 if you have activities in:

Menu: Service and Administration
Page: Administrative Committees
Committee Name = Graduate Student Supervisory Committee
Role = Member
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Committee Name
Location of the committee
Geographic scope of the committee
Total hours of contribution

3.5.4 Examiner - Graduate Student Theses

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Serving as examiner of graduate student theses.
  o One hour per each hour of examination time

Instructions to Faculty Member:

Data will appear in grid 3.5.5 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Graduate Education
Type of Course / Activity = Examiner – Graduate Student Theses
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

3.5.5 Lecturer - Graduate Students

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

  o If providing a lecture, five hours for preparation of a 60 minute talk
  o One hour credit for delivery of the 60 minute talk

Instructions to Faculty Member:

Data will appear in grid 3.5.6 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Graduate Education
Type of Course / Activity = Lecturer – Graduate Students
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
4. Other Academic Deliverables

4.1.1 Author - Reference Letter

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

- One hour per letter

**Instructions to Faculty Member:**

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

Menu: Teaching Activities
Page: Program Teaching
Program = Other Education
Type of Course / Activity = Author – Reference Letter
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

4.1.2 Reviewer - External, Appointments and Promotions

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

- Three hours of credit for each review

**Instructions to Faculty Member:**

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

Menu: Teaching Activities
Page: Program Teaching
Program = Other Education
Type of Course / Activity = Reviewer – External, Appointments and Promotions
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

4.1.3 Reviewer - Internal, Appointments and Promotions

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

- Three hours of credit for each review

**Instructions to Faculty Member:**

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

Menu: Teaching Activities
Page: Program Teaching
Program = Other Education
Type of Course / Activity = Reviewer – Internal, Appointments and Promotions
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

4.1.4 Committee - Appointments and Promotions

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Appointments and Promotions Committee
- Two hours per hour of committee attendance if Chair *providing role isn't part of Academic Stipend job description
- One hour for each hour of committee meeting if Member

**Instructions to Faculty Member:**

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

Menu: Service and Administration
Page: Administrative Committees
Committee Name = Committee - Appointments and Promotions
Role = Chair or Member
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Committee Name
Location of the committee
Geographic scope of the committee
Total hours of contribution

*NOTE: Committee Name must be written exactly as shown above or else hours will not show on the report. *

4.1.5 Supervisor - Observership

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

- Three hours per week

**Instructions to Faculty Member:**

Data will appear in grid 4.1.5 if you have activities in:
5. Research and Scholarly

5.1.1 Publications - Peer Reviewed Journal Articles (Original Research)
Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Publications reflecting original research or systematic reviews/meta-analyses in peer-reviewed journals. Ratings often vary somewhat with prestige/impact factor of journals, and seniority of authorship.

- Twenty hours for publication

*Instructions to Faculty Member:*

Data will appear in grid 5.1.1 if you have activities in:

- Menu: Research and Scholarly Activities
- Page: Publications
  - Publication Type = Journal Article
  - Peer Reviewed = Checked
  - With Dates that fall within the report cycle.
  - Title of publication
  - Citation information (e.g. Journal name, volume, issue, page range)

5.1.2 Publications - Books, Chapters & Editing

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Authorship of books, chapters and editing of books. More credit for senior authorship.

- Thirty hours for authoring a chapter if senior author (providing not obtaining remuneration)
- Twenty hours for authoring a chapter if co-author (providing not obtaining remuneration)
- Sixty hours for authoring a book if senior author (provided not obtaining royalties)
- Fifty hours for authoring a book if co-author (provided not obtaining royalties)
- Twenty hours for editing a book (provided not obtaining remuneration)

*Instructions to Faculty Member:*

Data will appear in grid 5.1.2 if you have activities in:

- Menu: Research and Scholarly Activities
- Page: Publications
  - Publication Type = Book Chapters Role = Senior Responsible Author or
  - Publication Type = Book Chapters Role = Co-Author or
  - Publication Type = Books Role = Senior Responsible Author
5.1.3 **External, Grant Review Committee**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Membership on review committees of external granting agencies such as CIHR, NSERC, OMHF, SSHRC, REB, CRIC. Particularly high rating if hold office, such as Chair.
- Two hours per hour of committee meeting if Chair
- One hour per hour of committee meeting

**Instructions to Faculty Member:**

Data will appear in grid 5.1.3 if you have activities in:

- Menu: **Service and Administration**
- Page: **Administrative Committees**
- Committee Name = **External Grant Review Committee**
- Role = **Chair or Member**
- Stipend Received Checkbox = **Not Checked**
- With Dates that fall **within the report cycle**.
- Committee Name
- Location of the committee
- Geographic scope of the committee
- Total hours of contribution

5.1.4 **Presenter - Original Research at Conferences**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Conference presentations of original research. Higher ratings for international and national conferences, lower for provincial and local conferences.
- Five hours for one presentation internationally (provided not being remunerated)
- Four hours for one presentation nationally (provided not being remunerated)
- Three hours for one presentation provincially (provided not being remunerated)
- Two hours for one presentation locally (provided not being remunerated)

**Instructions to Faculty Member:**

Data will appear in grid 5.1.4 if you have activities in:

- Menu: **Research and Scholarly Activities**
- Page: **Presentations**
5.1.5 **Participant - Industry Sponsored Grant**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Participation in industry sponsored research. Generally would be significantly less credit for this than for peer-reviewed funding, particularly if the research was not designed by the faculty member.

- Ten hours for PI or Co-PI
- Five hours for Co-Inv
- Two hours for Collaborator

*Instructions to Faculty Member:*

*Data will appear in grid 5.1.5 if you have activities in:*

**Menu:** Research and Scholarly Activities  
**Page:** Grants  
- **Role:** PI, Co-PI, Co-Investigator or Collaborator  
- **Funding Type:** Grants  
- **Industry:** True  
- **Status:** Funded  
- With Dates that fall within the report cycle.  
- Principal Investigator  
- Co-Investigators  
- Total Grant amount ($)  

5.1.6 **Member - Editorial Board of a Journal**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Membership on editorial board of a journal.

- One hour per hour of board meeting
- Two hours per hour of board meeting if Chair

*Instructions to Faculty Member:*

*Data will appear in grid 5.1.6 if you have activities in:*

**Menu:** Research and Scholarly Activities  
**Page:** Peer Review Activities
Role = Member
Activity Type = Editorial Board
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Journal/Section name
Number of times

5.1.7 Reviewer - External, Journals or Grants

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Membership on editorial board of a journal.
- One hour per article review
- Two hours per grant review

Instructions to Faculty Member:

Data will appear in grid 5.1.7 if you have activities in:

Menu: Research and Scholarly Activities
Page: Peer Review Activities
Role = Granting Agency Reviewer or Journal Reviewer
Activity Type = Manuscript Review or Grant Review
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Journal/Section name
Number of times

5.1.8 Committee - Research

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Serving as member of research committee.
- Two hours per hour of committee if Chair
- One hour per hour of committee

Instructions to Faculty Member:

Data will appear in grid 5.1.8 if you have activities in:

Menu: Service and Administration
Page: Administrative Committees
Committee Name = Committee - Research
Role = Chair or Member
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Committee Name
Location of committee
Geographic scope of the committee

MBR Instruction Manual 2015
5.1.9 **Organizer - Research based Symposia or Conference**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Organization of research-based symposia or conferences.
- Thirty hours per international conference
- Twenty hours per national conference
- Ten hours per provincial conference
- Five hours per local conference

**Instructions to Faculty Member:**

Data will appear in grid 5.1.9 if you have activities in:

Menu: Teaching Activities
Page: Program Teaching
Program = Continuing Medical Education
Type of Course / Activity = Organizer – Research based Symposia or Conference
Stipend Received Checkbox = Not Checked
With Dates that fall within the report cycle.
Hours per session and Number of times taught

5.1.10 **Grant Funding - Internal / Local**

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Peer-reviewed funding from internal/local research funding sources (e.g., Departmental seed funding, Lawson Health Research Institute competitions, etc.)
- Twenty hours for PI or Co-PI
- Ten hours for Co-Inv
- Five hours for Collaborator

**Instructions to Faculty Member:**

Data will appear in grid 5.1.10 if you have activities in:

Menu: Research and Scholarly Activities
Page: Grants
Role = PI, Co-PI, Co-Investigator or Collaborator
Funding Type = Grants
Funding Source <CONTAINS> Internal
Status = Funded
With Dates that fall within the report cycle.
Principal Investigator
Co-Investigator
Total grant amount ($)
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Peer-reviewed funding from internal/local research funding sources (e.g., Departmental seed funding, Lawson Health Research Institute competitions, etc.)
  - Twenty hours for PI or Co-PI
  - Ten hours for Co-Inv
  - Five hours for Collaborator

**Instructions to Faculty Member:**

Data will appear in grid 5.1.11 if you have activities in:

- Menu: **Research and Scholarly Activities**
  - Page: **Grants**
    - Role = **PI, Co-PI, Co-Investigator or Collaborator**
    - Funding Type = **Grants**
    - Funding Source = **External**
    - Status = **Funded**
    - With Dates that fall **within the report cycle**.
    - Principal Investigator
    - Co-Investigator
    - Total Grant amount ($)

### 5.1.12 Grants - Not Funded

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Documented evidence of submitted grant applications which are not funded.
  - Five hours per submitted grant application which is not funded

**Instructions to Faculty Member:**

Data will appear in grid 5.1.12 if you have activities in:

- Menu: **Research and Scholarly Activities**
  - Page: **Grants**
    - Funding Type = **Grants**
    - Funded = **Not Selected**
    - With Dates that fall **within the report cycle**.
    - Principal Investigator
    - Co-Investigator
    - Your Role
    - Total Grant amount ($)

### 5.1.13 Supervisor - Resident / Fellow Research Project

Please attach supporting documents if necessary.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
</table>

Supervising residents research projects.
The Department of Psychiatry Merit-Based Recognition Plan - Supporting Data

- One hour per direct supervision time with resident

**Instructions to Faculty Member:**

**Data will appear in grid 5.1.13 if you have activities in:**

Menu: **Teaching Activities**  
Page: **Supervisory Experience**  
- Program Type = **Resident /Fellow Research Project**  
- Role = **Primary Supervisor**  
- Stipend Received Checkbox = **Not Checked**  
- With Dates that fall within the report cycle.

Student Name  
Number of encounters per year
## 6. Total Merit Hours Achieved

<table>
<thead>
<tr>
<th>Hours</th>
<th>Section</th>
<th>Section Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UME Deliverables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>3.1.1</td>
<td>Clerkship - Supervisor</td>
</tr>
<tr>
<td>0</td>
<td>3.1.2</td>
<td>Clerkship - Geriatric</td>
</tr>
<tr>
<td>0</td>
<td>3.1.3</td>
<td>Clerkship - Child and Adolescent Psychiatry</td>
</tr>
<tr>
<td>0</td>
<td>3.1.5</td>
<td>Committee Membership</td>
</tr>
<tr>
<td>0</td>
<td>3.1.6</td>
<td>Instructor - Small Group Teaching</td>
</tr>
<tr>
<td>0</td>
<td>3.1.7</td>
<td>Instructor - Medicine 5207</td>
</tr>
<tr>
<td>0</td>
<td>3.1.8</td>
<td>Instructor - Clinical Methods</td>
</tr>
<tr>
<td>0</td>
<td>3.1.9</td>
<td>Instructor - PCCIA</td>
</tr>
<tr>
<td>0</td>
<td>3.1.10</td>
<td>Career Counseling/Mentoring</td>
</tr>
<tr>
<td>0</td>
<td>3.1.11</td>
<td>Attendee - Career Fair</td>
</tr>
<tr>
<td>0</td>
<td>3.1.12</td>
<td>Supervisor - First and Second Year Electives</td>
</tr>
<tr>
<td>0</td>
<td>3.1.13</td>
<td>Attendee - Interest Group</td>
</tr>
<tr>
<td>0</td>
<td>3.1.14</td>
<td>Instructor – Electives 4th Year</td>
</tr>
<tr>
<td>0</td>
<td>3.1.15</td>
<td>Coordinator - Academic Half Days for Clerks</td>
</tr>
<tr>
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**CPD Deliverables**

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**Faculty Development Deliverables**

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**Graduate Education Deliverables**

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### 7. Frequently Asked Questions

1. **Who do I contact for Acuity STAR Training?**

   You can contact Paul Malcomson or Stephanie Comisso for training on Acuity STAR. Paul runs regular training sessions that you can register for. You can view times and dates of these sessions by viewing the training calendar on the Acuity STAR website.

2. **If I’m continuing my role in a committee that is already entered into Acuity STAR, 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

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**Table:** Other Academic Deliverables

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**Table:** Research / Scholarly Deliverables

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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”.

3. How do I certify my data in Acuity STAR?

Certifying your data in Acuity lets us know that the data in your Acuity profile is complete and accurate. It is particularly a good idea to do this step if you have had assistance from another person in entering your activities into the system. To certify, click on the General tab on the left, and then Data Certification. You can then click the Certify Data button to complete the process.

4. Why are my committees not showing up on the MBR Report?

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

5. I generated my MBR Report but I don’t see all the activities I’ve entered. Why does this happen?

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

Another reason your data may not be showing up is that the MBR 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 MBR Report.

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

Contact your Acuity STAR Coordinator for guidance on where to put activities if it is not made clear in the MBR 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.