

## Introduction

\*\*\* Please note that this document is generalized for Acuity STAR users across all Clinical Departments. **Psychiatry has an MBR process that can supersede the hours entered for certain activities.** Please refer to the MBR Instruction manual for details on how to enter MBR teaching hours in order to avoid needing to rework or adjust your hours for teaching activities.

Program Teaching activities encapsulate all teaching within the scope of Schulich. This includes the London hospitals and clinics. If you give a lecture at another university, please enter that activity under Presentations.

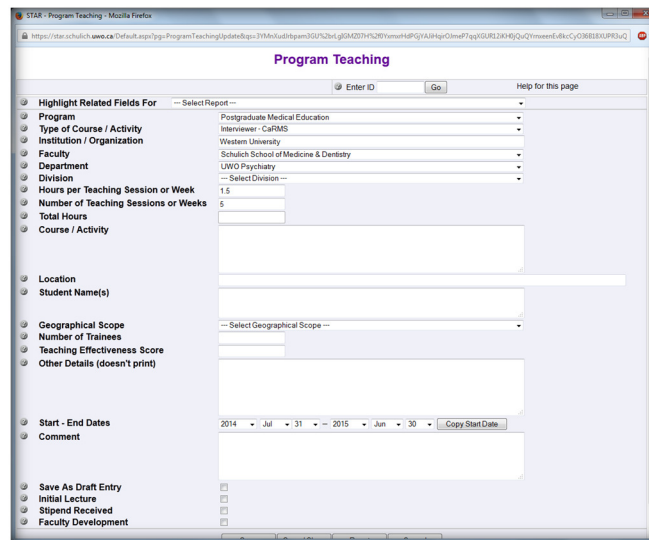
In general, these activities can repeat each Academic Year, so entering ONE teaching activity that spans an Academic Year, total the hours for that activity, and provide a narrative of your contribution allows you to Clone this record next year.

## 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 Program Teaching screen the following fields have been tagged as mandatory:

**Program, Type of Course/Activity, Institution/Organization, Faculty, Department, Hours per teaching session or weeks, Number of Teaching Sessions or Weeks, Start-End Dates.**



The screenshot shows the 'Program Teaching' form in a web browser. The form is titled 'Program Teaching' and includes an 'Enter ID' field with a 'Go' button. Below this, there is a 'Highlight Related Fields For' dropdown menu set to 'Select Report'. The form is organized into several sections, each with a dropdown arrow:

- Program:** Postgraduate Medical Education
- Type of Course / Activity:** Interview - CaRMS
- Institution / Organization:** Western University
- Faculty:** Schulich School of Medicine & Dentistry
- Department:** UWO Psychiatry
- Division:** -- Select Division --
- Hours per Teaching Session or Week:** 1.5
- Number of Teaching Sessions or Weeks:** 5
- Total Hours:** 5
- Course / Activity:** (text input field)
- Location:** (text input field)
- Student Name(s):** (text input field)
- Geographical Scope:** -- Select Geographical Scope --
- Number of Trainees:** (text input field)
- Teaching Effectiveness Score:** (text input field)
- Other Details (doesn't print):** (text input field)
- Start - End Dates:** 2014 Jul 31 - 2015 Jun 30 (with a 'Copy Start Date' button)
- Comment:** (text input field)

At the bottom of the form, there are several checkboxes:

- Save As Draft Entry
- Initial Lecture
- Stipend Received
- Faculty Development

## Spanning activities across Academic Year

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



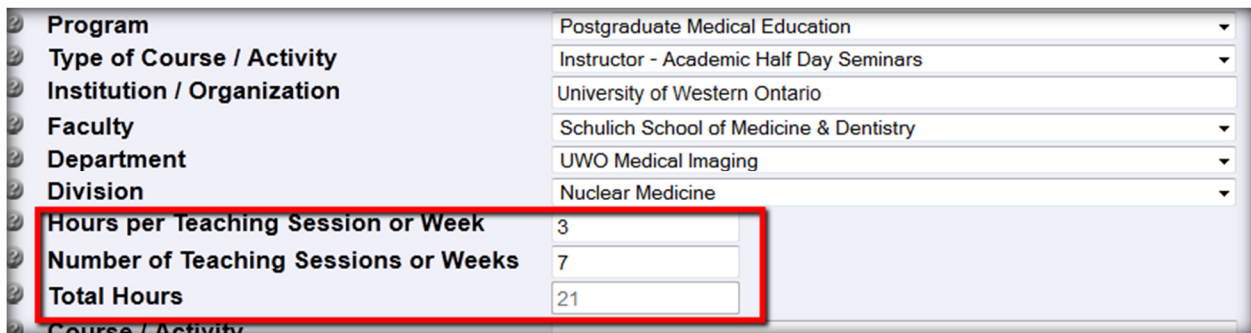
2014 Jul 1 – 2015 Jun 30 Copy Start Date

## Total Hours

Total Hours is a calculated field, you cannot enter it. The calculation comes from the product of **Hours per Teaching Session or Week \* Number of Teaching Sessions or Weeks**.

This allows you to calculate the Total Hours across the year for a single activity. In this example, each Teaching session was 3 hours long and the activity (Instructor) occurred 7 times across the date range. This provides you a Teaching activity of 21 hours.

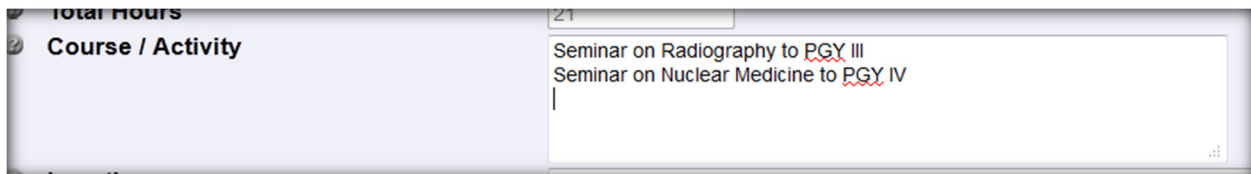
Basically this means, how long was each session and how many times did you teach it across the Date Range entered into Start-End dates.



Program	Postgraduate Medical Education
Type of Course / Activity	Instructor - Academic Half Day Seminars
Institution / Organization	University of Western Ontario
Faculty	Schulich School of Medicine & Dentistry
Department	UWO Medical Imaging
Division	Nuclear Medicine
Hours per Teaching Session or Week	3
Number of Teaching Sessions or Weeks	7
Total Hours	21

## Narrative in Course/Activity

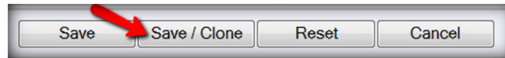
You can provide a narrative for your teaching activity that would provide an excellent 'boost' to your Dossier. The **Course / Activity** field is available for you to provide specific details on your contribution. This field has 1000 characters available so you are able to provide quite a bit of detail.



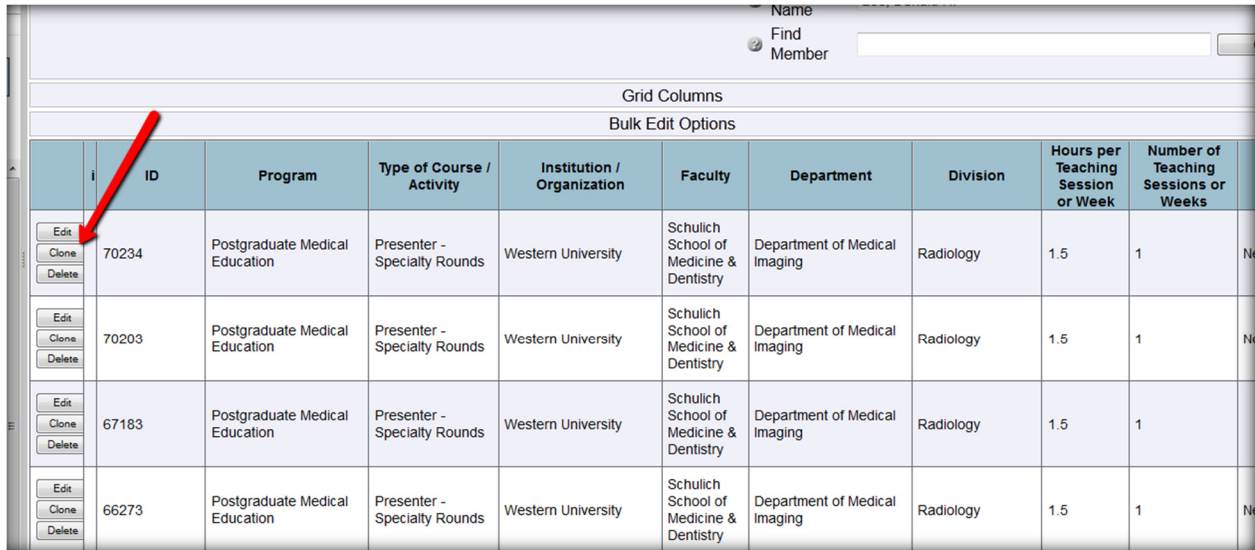
Total Hours	21
Course / Activity	Seminar on Radiography to PGY III Seminar on Nuclear Medicine to PGY IV

## Clone

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



OR from the Data Grid screen.

A screenshot of a data grid interface. At the top, there are search fields for 'Name', 'Find', and 'Member'. Below that is a 'Grid Columns' section and a 'Bulk Edit Options' section. The main table has columns for 'ID', 'Program', 'Type of Course / Activity', 'Institution / Organization', 'Faculty', 'Department', 'Division', 'Hours per Teaching Session or Week', and 'Number of Teaching Sessions or Weeks'. The first row has ID 70234, Program 'Postgraduate Medical Education', Type of Course 'Presenter - Specialty Rounds', Institution 'Western University', Faculty 'Schulich School of Medicine & Dentistry', Department 'Department of Medical Imaging', Division 'Radiology', Hours per Teaching Session '1.5', and Number of Teaching Sessions '1'. A red arrow points to the 'Clone' button in the first row's action column.

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

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

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