

# CLINICAL EDUCATOR PORTFOLIO TEMPLATE GUIDELINES

## CLINICAL CONTRIBUTIONS

### Summaries of ongoing clinical activities

Describe all inpatient and outpatient clinical activities

Include location, time on service and type of service (general, consult)

Can query Allscripts for clinic volume (number of sessions per month, number of patient visits per year)

Describe responsibilities, specialty clinics

Update yearly – may include most recent 5 year period if available

### Development of methods for improved quality and efficiency of clinical care

Describe the area of need and what was developed

Who was involved in the development (solo, panel)

Target audience

### Development of clinical guidelines or carepaths

Describe the area of need and what was developed

Who was involved in the development

Target audience

### Involvement in clinical trials or grants

Include only trials related to patient-oriented research

List trial name and time period

Do not include budget information

Describe your role in the trial

May include relevant industry sponsored trials

### Clinical administrative responsibilities

Clinical director of an area, fellowship or residency training program, PA or NP oversight

Brief description of duties including time commitment

### Original contributions to medical literature

DO NOT duplicate the CV

May indicate "See CV"

Include nontraditional publications – online submissions, non-peer reviewed journals

Educational pamphlets or CDs for health professionals (not lay literature)

Number chronologically

### Case reports and reviews

May show focus on one particular area of interest or expertise

Development of patented material or techniques

Do not duplicate the CV

Medical school has specific guidelines for intellectual property

Feedback

May attach as an appendix

May include feedback from medical students, residents, fellows, families (selective)

Some of this information may be obtained through the division director

Faculty Practice Plan survey data - online at <http://fpp.wusm/wustl.edu/>

## EDUCATIONAL CONTRIBUTIONS

Didactic teaching sessions

Indicate your role (course master, lecturer, small group leader)

Describe courses, lectures, symposia, panels

Indicate target audience and number impacted – medical students, residents, fellows, nurses, PT/OT students

Time commitment (number of hours per week, month, or year)

Do not undervalue yourself – the same talk on multiple occasions has value

New courses or lectures

Describe purpose of course and the gap filled

Target audience

New handouts or other guides for trainees

Handouts, slides, syllabi, or other guides

Include enduring material

Curriculum development

Describe course content

Target audience

Time commitment

Development of new methods of education

e.g., simulation modules or new assessment tools such as exam questions, checklists, objective structured clinical examination

New graduate students, fellows, medical students, residents for whom mentorship was provided

List name of mentee, time-period

Briefly describe type of mentorship provided (e.g., student, fellow, other faculty, career development, one-on-one training in particular area of expertise)

Development or participation in CME courses

Include conferences, workshops, seminars, grand rounds

List course name, role (chair, lecturer), topic, location, date

List in chronological order by year

Feedback

May attach as appendix

May include course evaluations

Awards and recognition for educational excellence

Medical school or other grants (e.g., Loeb Teaching Fellowship)

Lay Literature

Include relevant articles, pamphlets DVDs, or online content geared toward lay audience

## **COMMUNITY SERVICE CONTRIBUTIONS**

Participation in department, school of medicine, university, hospital committees/activities

Describe committee/activity and your role

Time commitment

Participation in local, regional, national committees

Describe committee and your role

Time commitment

May include participation on editorial boards, manuscript review committees, or grant review committees

This does not include social organizations or place of worship activities

May include select community boards/committees if relevant to professional activities

Media activities

Include radio, TV, and newspaper interviews

Include medical school or hospital public relations community outreach events

e.g., lecture on your topic of expertise at WUSM-sponsored women's health evening symposium

## **ANNUAL SUMMARIES**

May include as attachment

Be selective

## **OTHER**

Any relevant and unique clinical or educational contribution that is not included in the CV or elsewhere in this document