

## 1. CLINICAL CONTRIBUTIONS

- a. Summaries of ongoing clinical activities
  - Clinical responsibilities (not marked as Administrative)
  - Include time on inpatient service, time in clinic, time in procedures, other patient care. Briefly describe your duties. Include patient volumes, acuity, specialized services, coordination of care, supervision of trainees or ancillary providers, etc., when possible. Give dates for which your description applies.
- b. Development of methods for improved quality and efficiency of clinical care
  - Methods of Care
  - Include QI projects with brief description, outcome measures if available, how funded if applicable, your duties including, for example, study design, supervision or participation on a committee or team, responsibility for data collection or analysis, dates that the project took place, your time commitment.
- c. Development of clinical guidelines or care paths
  - Clinical Guidelines
  - Include local projects with your role, responsibilities, time commitment, brief description of the project, outcomes if appropriate, dates that you worked on the project.
- d. Involvement in clinical trials or grants
  - Grants (both current and completed)
  - Include title, dates of the trial or grant, funding agency if appropriate, brief description of project, describe briefly the outcome (if complete), your role, responsibilities and time commitment.
  - Note – as of 6/2018, Dr. Silverman will not want grants included on the CEP, only on the CV. The info should still be entered in WUPS so it will be available for the CEP, etc.
- e. Clinical administrative responsibilities
  - Clinical Responsibilities (marked as Administrative)
  - Include service as director of a clinical division, unit, committee, etc., including dates, responsibilities, brief description, metrics such as patient volume if appropriate, special services provided. This category may overlap with

Community Service Contributions – you can decide which place is more appropriate. Include dates.

- f. Original contributions to medical literature
  - Publications (peer-reviewed)
  - These will be listed on the CV. On the CEP, there is currently a note to see the CV – as of June, 2018, Dr. Silverman does not want this note on the CEP, so please delete and change the name of the section to “Abstracts” instead of “Original Contributions to the medical literature.”
  - Abstracts will be listed on the CEP. For abstracts presented at meetings, give the name of the meeting, location, and date.
- g. Case reports and reviews
  - Publications (Review type)
  - List these as you would for your CV. If they show up on the CV, they should not also show up on the CEP.
- h. Development of patented material or techniques
  - Patents – Include pertinent info such as title, date, brief description, your role
- i. Feedback
  - Feedback (Clinical category)
  - This category is optional – include a summary with quotes pulled from patient comments, can include an entire letter or email but only if very special and only if HIPAA compliant.
  - Include any awards or recognition you have received for your clinical work.

## 2. EDUCATIONAL CONTRIBUTIONS

- a. Didactic teaching sessions
  - Teaching duties (Didactic category)
  - For Teaching duties (Clinical category), include teaching such as teaching on rounds while serving as ward or service attending, teaching in clinics, teaching while doing procedures, teaching while attending division case conferences, including dates and number of months/weeks/days per year/month/week, time commitment, estimated number of learners and who those are (e.g., medical students, Residents, fellows, etc.). If your teaching commitment changes year

to year, include a separate date range listing for each - such as: 2002-2010 – ward attending, 8E, 1 month/year, attended floor rounds 2 days a week for 1 hour providing teaching for 3-4 residents and 3-4 students, provided attending rounds 1 hour daily for 3-5 medical students, provided ongoing teaching for specific patient care questions. 2010-2016: ward attending, 8W, two weeks per year. Attended work round daily for 2-4 hours daily providing teaching as needed for 3-5 medical students, 4-6 residents, nursing staff, UBJPT members. Met with medical students daily for supervised H&P's, reviewed and gave feedback for 3-5 student write-ups per student per week. Attended follow-up grading session 1 hour. ..." etc. NOTE: some faculty prefer to include this information under clinical duties with the description of each of their service or clinic times and that is ALSO FINE.

- For Teaching duties, didactic, include lectures, include all that you have dates, titles, and venue for. If you have a lot, divide them by who you are lecturing to – such as medical students, residents, faculty, etc. Give date, title, and venue – such as “January, 2017, Breakthroughs in Eradicating Pediatric Diseases; Pediatric Grand Rounds,” or “3/17/16; Pediatric Rashes; WUMSI Physiology Course.
- For Teaching duties, research, include teaching to postdocs, supervision of students or postdocs, lectures or courses for research topics that you give or that you attend and provide teaching during.

b. Other lectures

- Other lectures
- Include talks at meetings, talks at the department or division level, etc. Divide them by local, regional, national, international. Give the name of the meeting, location, and date. Include description if it is unusual.
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c. New handouts or other guides for trainees

- Guides and Handouts (all Target Audiences except Patient Information)
- Patient information can go under “Development of methods for improved quality and efficiency of clinical care” or under “Lay Literature” depending on where you think is more appropriate. This section specifically include guides or

handouts made for trainees or learners. Give dates you worked on it, your role, your contribution, brief description of the material such as why it was made, who it was aimed at, etc.

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d. Course / Curriculum development

- Course and Curriculum development
- Include such things as developing a study guide or new course, give dates that you worked on it, your role, your time commitment, brief description including learner level – e.g.: “WUMS 1” or “endocrine fellows.”

e. Development of new methods of education

- Education Methods
- This could include websites, apps, support groups, interest groups, other. Include the dates you worked on it, your role, brief description, target audience, outcomes if available.

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

- Mentorships
- List undergrad or medical students, residents, post-docs, fellows, junior faculty with dates that you mentored. Include a brief description if there is something out of the ordinary or if mentoring was part of a program such as the Markey Pathway. If you know the mentees current position, you can include that if desired.

g. Development or participation in CME courses

- CME Courses
- Include courses that you have led or developed, or that you have served on committees or teams to develop or present. Include presentations you have given at CME courses. For all, include the dates, meeting title, location and your role – such as, Lecturer, or Session Chair, or Course Organizer, etc. For courses that you attended to receive training, include those that provided specialized training that was intended to develop your career, clinical skills, educational or leadership skills, etc. Give dates, location, organization providing the training and note that you were an attendee.

h. Feedback

- Feedback (Educational category)
- This section is optional - Include a summary including quotes or scores such as evaluation scores. Include any awards or recognition that you have received for your educational contributions.

i. Lay literature

- Guides and Handouts (Patient Information target audience)
- Include dates you worked on this, brief description, organization you prepared it for, target audience, your role and time commitment

3. COMMUNITY SERVICE CONTRIBUTIONS

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

- Appointments → University
- Note – this is not your faculty appointment. It would be something like participation on a university committee or task force, or head of a center or office that is something other than clinical or educational. Include dates you participated, your role, time commitment, brief description if not obvious
- Appointments → Hospital This would include participation in SLCH or BJC committees, task forces, etc., that would not be considered clinical or educational. Include dates you participated, your role, time commitment, brief description if not obvious

b. Participation in local, regional, national committees

- Editorials (all sections) – This would include serving as a journal editor. If you reviewed submitted manuscripts, you would list the journal for which you reviewed and put, “Ad hoc reviewer”.
- Organizations/Memberships – Put any that you held an office in with that office listed. Also list organizations that you served on a committee or task force, etc., with your role listed. For those organizations that you are a member, include dates of membership if possible and “Member” as your role.
- Service as a grant reviewer, etc., would also fall into this category.

c. Media activities

- Media Activities
- This could include being interviewed or quoted or featured in newspapers, radio, TV, websites, apps, other. Include the dates you worked on it, your role, brief description, target audience, outcomes if available.

TIPS:

1. The committee is not encouraging a lot of appendices. If you include them, limit to 1 or 2.
2. After entering the data and generating the Word document in WUPS, you can edit that document if you like.
3. Please check the CV and CEP and be sure there is not duplication – e.g., include papers, etc., on the CV only, Abstracts on the CEP only. If there is duplication, remember that the CV format is dictated by the medical school. So, if something is on both CV and CEP, please remove it from the CEP.
4. The OFD is happy to consult with faculty about their CEP, but requests that they first consult with their division “go-to” person.
5. Sample CEPs are available from the OFD. It is also very helpful for a faculty member to review CEPs from recently promoted faculty within their division for tips on what to list, phrasing descriptions, etc.