

UNIVERSITY OF TORONTO
Creative Professional Activity Report

[Title] [Given Name] [Family Name]
[Professional Title]

1: Introduction → Professional Activities → **Introduction to CPA (MED)** - Please make sure that the 'Print in CPA' is checked off.

[Introduction to CPA].

2: Professional Innovation and Creative Excellence

1. [Title] → Professional Activities → **CPA Activity (MED)** – Following the reverse chronological order by date, this should be the first record wherein the CPA Category = Professional Innovation and Creative Excellence (unless otherwise the 'Print Order' is used). Please make sure that the 'Attach to CPA' is checked off

([start-date] – [end-date])

Description: [Description].

Impact: [Impact].

Documentation:

Note: Below are samples of all activities that could be attached to this CPA title. Record level is sorted in reverse-chronological order by end-date, then by start-date.

a) Professional Associations → Professional Activity -> **Membership** (where 'Attach to CPA' is checked off)

[Start – End Dates]	[Role], [Society/Other organisation (Name, Organisation, Department, Street Address, City, State or province, Country, Zip code/postcode)], [Membership/License #]
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b) Positions Held and Leadership Experience → Professional Activities → **Office Held** (where 'Attach to CPA' is checked off)

[Office held type] (Please choose the accurate 'Office held type')	
[Start – End Dates]	[Office name], [Institution (Name, Organisation, Department, Street Address, City, State or province, Country, Zip code/postcode)], [Description].

c) Honours and Career Awards → Professional Activities → **Honour/Award/Distinction** (where 'Attach to CPA' is checked off)

[Nomination Status] (Please choose the accurate Nomination Status)	
[Start – End Dates]	[Honour, Award or Distinction Name], [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Department, Street Address, City, State or province, Country, Zip code/postcode)]. (Type), Specialty: [Specialty]. [Primary Audience], [Year/Stage] Awardee Name: [Student Recipient Name]. Role: [Role], Total Amount: [Funds Awarded] [awarded-amount Currency]. [Description].

d) Patents and Copyrights → Scholarly & Creative works → **Commercialization** (where 'Attach to CPA' is checked off under **Contribution section**)

[start-date]	[Title]. [Status], Filing Date: [Filed date]. Type: [Type], Patent #: [Patent number], [Addresses (Name, Organisation, Department, Street Address, City, State or province, Country, Zip code/postcode)]. Joint Holder Name(s): [Authors].
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	[Notes].
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e) Grants, Contracts and Clinical Trials → Grant & Contract → **Sponsored Research Agreement** (where 'Attach to CPA' is checked off)

[Grant Status] (Please choose the accurate Status in Contribution section)	
[start-date – end-date]	[Role] or [Relationship with the grant] , [Title], [Sponsor Name], [Sponsor Programme], [Sponsor Reference ID], Principal Investigator: [(First- name Last name)], Collaborators: [Collaborators], [Total Award Amt], [amount currency], [Funding Type], [Grant Status]. [Description]

f) Salary Support and Other Funding → Grant & Contract → **Salary Support and Other Funding** (where 'Attach to CPA' is checked off)

[start-date – end-date]	[Funding Title] , Trainee Name: [Student Name], [Funding Source (Name, Organisation, Department, Street Address, City, State or province, Country, Zip code/postcode)]. Specialty: [Specialty]. Total Amount: [Total Amount] [Currency]. [Funding Type].
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g) Publications → Scholarly & Creative Works → **Book and/or Chapter and/or Journal Article and/or Monographs and/or Other Publication** (where 'Attach to CPA' is checked off under Contribution section)

[Publication type] (Please choose the accurate publication type and sub-type)	
[date]	[Role] . [APA6citation]. Impact Factor: [Journal Impact Factor]. Trainee Publication - <i>display if true</i> . [Trainee Details]. [Most Significant Publication] - <i>display if true</i> . [Most Significant Contribution Details].

h) Presentations → Scholarly & Creative Works → **Presentation/Lecture and/or Conference and/or Poster; and Professional Activities → Media Relation** (where 'Attach to CPA' is checked off under Contribution section)

[Geographical Scope] (Please choose the accurate 'Geographical Scope' of the activity)	
[date]	[Role] or [Relationship with the presentation] . [Object Type]. [APA6 Citation], Presenter(s): [Presenters]. [Public Presentation] - <i>display if true</i> , [Presentation by Trainee] - <i>display if true</i> . Teaching Evaluation Score: [Teaching Evaluation Score] Evaluation Details: [Teaching Evaluation Details]. For activities of types: 'Media Relation' [Presentation Role] . [Object Type], [Network or Publisher], [Media Activity], [Topic], Presenter(s): [Presenters]. [Presentation by Trainee] - <i>display if true</i> . Teaching Evaluation Score: [Teaching Evaluation Score] Evaluation Details: [Teaching Evaluation Details]

i) Peer Review Activities → Professional Activities → **Editorial and/or Journal Review/Referee and/or Grant Application Assessment and/or Conference Review/Referee** (where 'Attach to CPA' is checked off)

[Activity Type] (Please choose the accurate 'Activity Type')	
[Start – End Dates]	[Role] . [institution (Name, organisation, Department, Street address, City, State or province, Country, Zip code/postcode)], [Title], Number of Reviews: [Number of Reviews/refereed during time frame]. [Description].

j) Other Research and Professional Activities → Scholarly & Creative Works → **Team Research Project and/or Thesis/Dissertation** (where 'Attach to CPA' is checked off under Contribution section)

[Activity Type]	
[start-date – end-]	[Role] or [User relationship] . [APA6]. Supervisor(s): [Supervisor]. Collaborator(s): [Collaborators].

date]	
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k) Teaching → Teaching & Supervision → **Course Taught** (where 'Attach to CPA' is checked off)

[Activity Type] (Please identify the accurate Teaching Activity Type in the Additional Info)	
[start-date – end-date]	[Course Title], [Teaching Activity Type], [Primary Audience], [Year/Stage], [Faculty], [FOM Department], [Division], Location of Teaching: [Name of institution (Name, Organisation, Department, Street address, City, State or province, Country, Zip code/postcode)], [description]. Total Hours: [Total Hours], Number of Students: [Number of students], Teaching Evaluation Score: [Teaching Evaluation Score]. Evaluation Details: [Teaching Evaluation Details]

l) Clinical Supervision → Teaching & Supervision → **Clinical Supervision (MED)** (where 'Attach to CPA' is checked off)

[Primary Audience] (Please identify the accurate Primary Audience)	
[Start – End Dates]	[Type of Supervision] Supervision. [Clinical Supervision Role] . [Year/Stage], [Faculty], [Department], [Division]. Location of Teaching: [Location of Supervision]. [Activity Description]. Student Name(s): [Student Name(s)], Number of Students: [Number of Students], Unit: [Number of Units] X [Unit Type], Total Hours: [Total Hours], Teaching Evaluation Score: [Teaching Evaluation Score]. Evaluation Details: [Teaching Evaluation Details]

m) Research Supervision → Teaching & Supervision → **Research-based Degree Supervision** (where 'Attach to CPA' is checked off)

[Primary Audience] (Please identify the accurate Primary Audience in the Additional Info)	
[Start – End Dates]	[Uoft Supervisory Role] or [Research supervisory role other] - if [c-vpri-supervisory role] is null, [Faculty], [FOM Department], [Division]. Location of Teaching: [Academic institution]. Student Details: [Student name], Student's Current Position: [Supervisee Position], Student's Current Institution: [Supervisee Institution], Degree: [Year/Stage]. Research Project: [Thesis title], Awards: [Supervisee Awards Attained], Collaborators: [Collaborator], Completed: [Year Completed] [Description]

n) Mentorship → Teaching & Supervision → **Student Mentoring** (where 'Attach to CPA' is checked off)

[Primary Audience] (Please identify the accurate Primary Audience in the Additional Info)	
[Start – End Dates]	[Mentee/Preceptorship Type], [Mentee], [Institution/Organization (Name, Organisation, Department, Street address, City, State or province, Country, Zip code/postcode)], [Mentorship Title], [Year/Stage]. [Faculty], [FOM Department], [Division]. [Formal] – display if true, No. of Encounters per Year: [number of Encounters], Total Hours: [Total Hours] [Description].

o) Innovations and Development in Teaching and Education → Teaching & Supervision → **Course Developed** (where 'Attach to CPA' is checked off)

[Primary Audience] (Please identify the accurate Primary Audience in the Additional Info)	
[Start – End Dates]	[Course title]. [Faculty], [FOM Department], [Division], [Institution using course (Name, Organization, Department, Street address, City, State or province, Country, Zip code/postcode)]. Program Develop [program-developed] or Course Developed [course-developed] – display if true. [Description]. [Impact]. Total Hours: [c-med-ts-total-hours]

p) Aggregate Teaching Evaluations → Teaching & Supervision → **Aggregate Teaching Evaluation (MED)** (where 'Attach to CPA' is checked off)

[Primary Audience] (Please identify the accurate Primary Audience)	
[Start – End Dates]	[Source]. [Faculty], [Department], [Division]. Teaching Evaluation Score (Individual Mean): [Teaching Evaluation Score], City Wide Mean: City Wide

	Mean], Hospital Mean: [Hospital Mean], Division Mean: [Division Mean], Quintile: [Quintile]. <i>Evaluation Details: [Evaluation Details].</i>
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r) *Administrative Activities* → *Professional Activity* → **Committee Membership** (where 'Attach to CPA' is checked off)

<i>[Institution] (Records associated with the same institution will be listed beneath a single instance of that institution's name- just the Name and Organization, unless the Geographical scope is different)</i>	
[Start – End Dates]	[Committee role] , [Committee name], [Faculty], [FOM Department], [Division], [Primary Audience], <i>[Part of the institution will appear here, such as:</i> (Department, Street address, City, State or province, Country, Zip code/postcode)], [c-med-pa-geographical-scope]. <i>[Description]. Total Hours: [Hours].</i>

Supplementary Documentation:

Note: Any additional documentation can be included here such as email content.

[Supplementary Documentation].

2. [Other Title] → *Professional Activity* → **CPA Activity (MED)** – *this will be the 2nd record wherein the CPA Category = 'Professional Innovation and Creative Excellence'. Please make sure that the 'Attach to CPA' is checked off.*

([start-date] – [end-date])

Description: [Description].

Impact: [Impact].

Documentation:

3: Contributions to the Development of Professional Practices

1. [title] → *Professional Activities* → **CPA Activity (MED)** – *this will be the first record wherein the CPA Category = 'Contributions to the Development of Professional Practices' (unless otherwise the 'Print Order' is used). Please make sure that the 'Attach to CPA' is checked off.*

([start-date] – [end-date])

Description: [Description].

Impact: [Impact].

Documentation:

Supplementary Documentation:

Note: Any additional documentation can be included here such as email content.

[Supplementary Documentation].

4: Exemplary Professional Practice

1. [title] → *Professional Activities* → **CPA Activity (MED)** – *this will be the first record where CPA Category =*

'Exemplary Professional Practice' (unless otherwise the 'Print Order' is used). Please make sure that the 'Attach to CPA' is checked off.

([start-date] – [end-date])

Description: [Description].

Impact: [Impact].

Documentation:

Supplementary Documentation:

Note: Any additional documentation can be included here such as email content.

[Supplementary Documentation].