

# TEACHING & EDUCATION REPORT

[Given Name] [Family Name]

*University of Toronto*

## Teaching Introduction and Philosophy

[Teaching Introduction and Philosophy] (*This should come from Profile>Teaching summary*)

## Teaching Landmarks [Start - End Dates]

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*Teaching Awards (Presented in reverse chronological order by date, below records should come from Professional activities> Honour/Award/Distinction, where the Recognition for = Teaching and Education)*

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[start-date – end-date] [Honour, Award or Distinction Name], [Faculty], [FOM Department], [Division], [Organization (Name, Organization, Street address, City, State or province, Country)], [Nomination Status].

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*Innovations and Development in Teaching and Education (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course developed)*

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[start-date – end-date] [Course title], [Primary Audience], [Faculty], [FOM Department], [Division], [Organization (Name, Organization, Street address, City, State or province, Country)], Total hours: [Total Hours].

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*Leadership in Education (Presented in reverse chronological order by date, below records should come from Professional Activities> Office Held, where the Attach to Audience in TER is checked)*

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[start-date – end-date] [Office held type]. [Office name], [Faculty], [FOM Department], [Division], [Institution (Name, Organization, Street address, City, State or province, Country)]. ([Type]).

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*Administrative Service in Education (Presented in reverse chronological order by date, below records should come from Professional Activities> Committee Membership, where the Attach to Audience in TER is checked)*

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[start-date – end-date] [Committee role], [Committee name], [Primary Audience], [Faculty], [FOM Department], [Division], [Institution (Name, Organization, Street address, City, State or province, Country)]. Total Hours: [Hours].

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### I. Multilevel Education (Teaching Events with Multiple Levels of Trainees)

a) *Teaching and Education Awards (Below records should come from Professional activities> Honour/Award/Distinction, where the Recognition for = Teaching and Education and the Primary Audience = Multilevel Education)*

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*Received (Presented in reverse chronological order by date, below records should have the Nomination Status = Awarded)*

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[start-date – end-date] [Honour, Award or Distinction Name], [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)],

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[Description].

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**Nominated** (Presented in reverse chronological order by date, below records should have the **Nomination Status = Nominated**)

(Record format same as for "Received" record)

b) **Innovations and Development in Teaching and Education** (Presented in reverse chronological order by date, below records should come from **Teaching & supervision**> **Course developed**, where the **Primary Audience = Multilevel Education**)

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[start-date – end-date]	[Course title]. [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)]. [Description]. [Impact]. Total Hours: [Total Hours]
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c) **Leadership in Education** (Below records should come from **Professional activities**> **Office Held**, where **Attach to Audience in TER is checked and the Primary Audience = Multilevel Education**)

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[start-date – end-date]	<b>[Office name]</b> . [Faculty], [FOM Department], [Division], [Institution (Name, organisation, Street address, City, State or province, Country)]. ([Type]) [Description].
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d) **Administrative Service in Education** (Below records should come from **Professional activities**> **Committee Membership**, where **Attach to Audience in TER is checked and the Primary Audience = Multilevel Education**)

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[start-date – end-date]	<b>[Committee role]</b> , [Committee name], [Faculty], [FOM Department], [Division], [Institution (Name, Organisation, Street address, City, State or province, Country)]. [Description]. Total Hours for Entire Activity: [Hours]
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e) **Aggregate Teaching Evaluations** (Presented in reverse chronological order by date, below records should come from **Teaching & supervision**> **Aggregate Teaching Evaluation**, where **Primary Audience = Multilevel Education**)

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[start-date – end-date]	<b>[Source]</b> . [Faculty], [Department], [Division], Number of Student Evaluations: [Number of Student Evaluations]. Teaching Evaluation Score (Individual Mean): [Teaching Evaluation Score] City Wide Mean: [City-Wide Mean] Hospital Mean: [Hospital Mean] Division Mean: [Division Mean] Quintile: [Quintile] Evaluation Details: [Evaluation Details].
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f) **Teaching Activities**

**Lectures** (Presented in reverse chronological order by date, below records should come from **Teaching & supervision**> **Course Taught**, where the **Primary Audience = Multilevel Education and the Teaching Activity Type = Lectures**)

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[start-date – end-date]	[Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)]. [Activity Description]. Total Hours for Entire Activity: [Total Hours] Total Number of Students: [Number of students] Teaching Evaluation Score: [Teaching Evaluation Score] Evaluation Details: [Teaching Evaluation Details].
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**Seminars** (Presented in reverse chronological order by date, below records should come from **Teaching & supervision**> **Course Taught**, where the **Primary Audience = Multilevel Education and the Teaching Activity Type = Seminars**)

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[start-date – end-date]	[Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)]. [Activity Description]. Total Hours for Entire Activity: [Total Hours] Total Number of Students: [Number of students]
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## Teaching & Education Report

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Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

### **Small Group or PBL Teaching** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Small Group or PBL Teaching)

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[Start – End Dates] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

### **Workshops** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Workshops)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

### **Examinations** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Examinations)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

## Teaching Rounds

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### **Formal Teaching Rounds (Scheduled Centrally)** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Formal Teaching Rounds)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

### **Informal Teaching Rounds (Scheduled by Teacher)** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Informal Teaching Rounds)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

### **Simulations** (Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Simulations)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

## **Labs** *(Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Labs)*

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

## **Practicum** *(Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Practicum)*

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

## **Individual Consultations** *(Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Individual Consultations)*

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

## **Peer Coaching** *(Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Peer Coaching)*

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

## **Remediation** *(Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Remediation)*

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
*[Activity Description].*  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

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**Other Teaching Activities** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Course Taught, where the Primary Audience = Multilevel Education and the Teaching Activity Type = Other and/or Null*)

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[start-date – end-date] [Course title], [Year/Stage], [Faculty], [FOM Department], [Division]. Location of Teaching: [Name of institution (Name, Organisation, Street address, City State or province, Country)].  
[Activity Description].  
Total Hours for Entire Activity: [Total Hours]  
Total Number of Students: [Number of students]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

## Clinical Supervision

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**Assigned** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Clinical Supervision, where the Primary Audience = Multilevel Education and the Type of Supervision = Assigned*)

[start-date – end-date] **[Clinical Supervision Role]**, [Year/Stage], [Faculty], [Department], [Division]. Location of Teaching: [Location of Supervision].  
[Activity Description].  
Number of Students: [Number of Students]  
Unit: [Unit Type], Number of Unit(s): [Number of Units]  
Total Hours: [Total Hours]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

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**Elective** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Clinical Supervision, where the Primary Audience = Multilevel Education and the Type of Supervision = Elective*)

[start-date – end-date] **[Clinical Supervision Role]**, [Year/Stage], [Faculty], [Department], [Division]. Location of Teaching: [Location of Supervision].  
[Activity Description].  
Student Name(s): from [Student Name(s)]:  
a. [Last name]; [First name]  
b. [Last name]; [First name] – add row for each student  
Number of Students: [Number of Student(s)]  
Unit: [Unit Type], Number of Unit(s): [Number of Unit(s)]  
Total Hours: [Total Hours]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

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**Other** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Clinical Supervision, where the Primary Audience = Multilevel Education and the Type of Supervision = Other and/or Null*)

[start-date – end-date] **[Clinical Supervision Role]**, [Year/Stage], [Faculty], [Department], [Division]. Location of Teaching: [Location of Supervision].  
[Activity Description].  
Student Name(s): from [Student Name(s)]:  
a. [Last name]; [First name]  
b. [Last name]; [First name] – add row for each student  
Number of Students: [Number of Student(s)]  
Unit: [Unit Type], Number of Unit(s): [Number of Unit(s)]  
Total Hours: [Total Hours]  
Teaching Evaluation Score: [Teaching Evaluation Score]  
Evaluation Details: [Teaching Evaluation Details].

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**Research Supervision** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Research-based Degree Supervision, where Primary Audience = Multilevel Education*)

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[start-date – end-date] **[UoFT Supervisory Role]**, [Faculty], [FOM Department], [Division].  
Student Details: [Student name], Student's Current Position: [Supervisee Position], Student's Current Institution: [Supervisee institution (Organisation, Street address, City, State or province, Country)].  
Degree: [Year/Stage], [Level of Study]  
Research Project: [Thesis title]

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Awards: [Supervisee Awards Attained]  
Collaborators: [Collaborators]  
Completed: [Year Completed]  
Total Hours: [Total Hours]  
[Description].

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### **Mentorship/Preceptorship** (*Presented in reverse chronological order by date, below records should come from Teaching & supervision> Student mentoring, where the Primary Audience = Multilevel Education*)

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[start-date – end-date] [Mentee/Preceptorship Type], [Mentee], [Mentee Institution (Name, Organisation, Street address, City, State or province, Country)], [Mentee Title], [Year/Stage].  
[Faculty], [FOM Department], [Division], [Institution/Organization (Name, Organisation, Street address, City, State or province, Country)]. ([Formal] *-print if c-med-ts-formal is checked*, No. of Encounters per Year: [Number of Encounters], Total Hours: [Total Hours]).  
[Description].

### **g) Professional Associations** (*Presented in reverse chronological order by date. Below records should come from Professional Activity> Membership, where the Attach to an Audience in TER is checked and the Primary Audience = Multilevel Education*)

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[start-date – end-date] [Role], [Society/Other organisation (Name, Organisation, Street address, City, State or province, Country)], [Membership/License#].  
[Description].

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### **h) Honours and Career Awards**

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**Received** (*Presented in reverse chronological order by date, below records should come from Professional activities> Honour/Award/Distinction, where the Primary Audience = Multilevel Education and the Nomination Status = Awarded*) and **Recognition for is not equal to Teaching and Education**

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[start-date – end-date] [**Honour, Award or Distinction Name**], [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)]. ([Type], [Recognition for], Specialty: [Specialty], [Year/Stage], [Geographic Scope]).  
Awardee Name: [Student Recipient Name].  
Role: [Role]  
Total Amount: [Funds Awarded] [Currency]  
[Description].

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**Nominated** (*Presented in reverse chronological order by date, below records should come from Professional activities> Honour/Award/Distinction, where the Primary Audience = Multilevel Education and the Nomination Status = Nominated*)

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[start-date – end-date] [**Honour, Award or Distinction Name**], [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)]. ([Type], [Recognition for], Specialty: [Specialty], [Year/Stage], [Geographic Scope]).  
Awardee Name: [Student Recipient Name].  
Role: [Role]  
Total Amount: [Funds Awarded] [Currency]  
[Description].

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### **i) Other Noteworthy Activities** (*Presented in reverse chronological order by date. Below records should come from Professional Activity>Activity or Event Participation, where the Attach to an Audience in TER is checked and the Primary Audience = Multilevel Education*)

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[event-start-date – event-end-date] Type: [Event type]. Audience: [Audience]. [Organization Type (Name, Organisation, Department, Street address, City, State or province, Country)].  
[Event Description].  
Results / Evaluation: [Results/Evaluation].

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### **j) Patents and Copyrights** (*Presented in reverse chronological order by date. Below records should come from Scholarly & Creative Work> Commercialization, where the Attach to an Audience in TER is checked and the Primary Audience = Multilevel Education*)

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[start-date – finish-date] **[Title]**. [Type], *Print label* Applied, *and/or* Granted – *if the Applied and/or Granted field is checked*. Patent or Copyright#: [Patent number], [Territory], Joint Holder Names: [Authors].  
[Notes].

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### k) Grants, Contracts and Clinical Trials

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*Funded (Presented in reverse chronological order by date. Below records should come from Grants & contracts> Sponsored Research Agreement, where the Attach to Audience in TER is checked, the Primary Audience = Multilevel Education and the Grant Status = Funded)*

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[start-date – end-date] **[Role] or [relationship with the grant]**. [Title]. [Funder], [Sponsor Program], [Sponsor Reference ID]. PI: [Principal Investigator]. Collaborators: [Collaborators]. ([Funding Type]).  
Total Amount: [Total Award Amt] [Currency].  
[Description].

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*Declined (Presented in reverse chronological order by date. Below records should come from Grants & contracts> Sponsored Research Agreement, where the Attach to Audience in TER is checked, the Primary Audience = Multilevel Education and the Grant Status = Awarded but declined)*

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[start-date – end-date] **[Role] or [relationship with the grant]**. [Title]. [Funder], [Sponsor Program], [Sponsor Reference ID]. PI: [Principal Investigator]. Collaborators: [Collaborators]. ([Funding Type]).  
Total Amount: [Total Award Amt] [Currency].  
[Description].

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### l) Salary Support and Other Funding

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*Personal Salary Support (Presented in reverse chronological order by date. Below records should come from Grants & contracts> Salary Support and Other Funding, where the Attach to Audience in TER is checked, the Primary Audience = Multilevel Education and the Funding Type = Personal Salary Support)*

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[start-date – end-date] **[Funding Title]**, Trainee Name: [Student Name], [Funding Source (Name, Organisation, Department, Street address, City, State or province, Country)]. Specialty: [Specialty].  
Total Amount: [Total Amount] [Currency].

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*Trainee Salary Support (Presented in reverse chronological order by date. Below records should come from Grants & contracts> Salary Support and Other Funding, where the Attach to Audience in TER is checked, the Primary Audience = Multilevel Education and the Funding Type = Trainee Salary Support)*

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*Format same as Personal Salary Support*

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### m) Publications

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*Journal Articles (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Journal article, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title]. [Journal]. [Publication date (Year Month Day)]; [Volume] ([Issue]);[Pageination]. [Status]. Impact Factor: [Journal Impact Factor]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Details]. **[Publication Role]**.

Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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*Books and Books Edited (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Book, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title]. [Edition], [Series]. [Editors], editor(s). [Publication date (Year Month Day)]; [Volume] ([Issue]);[Pageination]. [Publisher]. [Place of publication], Impact Factor: [Journal Impact Factor]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Details]. **[Publication Role]**.

Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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*Book Chapters (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Chapter, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title]. In: [Editors], editor(s). [Book title], [Edition]. [Volume]. [Place of publication]: [Publisher]; [Publication date (Year Month Day)]; p. [Pageination]. Impact Factor: [Journal Impact Factor]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Details]. **[Publication Role]**.

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Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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*Monograph (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Monograph, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title], [series], [Place of Publication]: [Publisher]. [Publication Date (Year Month Day)]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Publication Details]. **[Role]**.

Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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*Report/Policy Document (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Report / Policy Document, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title], Report number: [Report Number]. [Place of publication]. [Publication date (Year Month Day)], p. [Pagination]. [Report title], [Commissioning body], [Publisher]. Impact Factor: [Journal Impact Factor]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Details]. **[Publication Role]**.

Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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*Other Publications (Presented in reverse chronological order by date. Below records should come from Scholarly & creative works> Other Publication, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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[Authors]. [Title]. [Edition], [Series]. [Publishing/Availability Date (Year Month Day)]; [Issue]. [Publisher]. Available from: [URL]. Impact Factor: [Journal Impact Factor]. Trainee Publication – *if Trainee Publication is checked*. [Trainee Publication Details]. **[Publication Role]**.

Most Significant Publication - *if Most Significant Publication is checked*. [Most Significant Contribution Details].

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n) *Presentations (Below records should come from Scholarly & creative works> Presentation and/or Poster and/or Conference); and/or Professional activities> Media Relation where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)*

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*International (Presented in reverse chronological order by date, the Geographical Scope = International)*

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*For Presentation/lecture, see format below:*

[publication-date – end-date]

**[Presentation Role] or [Presentation Role Other] or relationship with..**[Title], ([Type]). [Organizer (Name, Organisation, Department, Street address, City, State or province, Country)], Presenter(s): [Presenter], Trainee Presentation – *if Trainee Presentation is checked*. [Presentation Type]. [record type].  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

*For Conference, see format below:*

[start-date – finish-date]

**[Presentation Role] or [Presentation Role Other] or relationship with.** [Title], [Name of conference], [Addresses (Name, Organisation, Department, street address, State or province, Country)] *or* [location] *if [addresses] is null*. Presenter(s): [Presenters], [Abstract], Trainee Presentation – *if Trainee Presentation is checked*. [record type].  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

*Publication Details:*

[Authors]. [Published proceedings]. [Publication date], [Volume], [Issue]: [Pagination], [Notes], [Publication Role], [Status].

*For Poster, see format below:*

[publication-date]

**[Presentation Role] or [Presentation Role Other] or relationship with.** [Title], [Presented at], [Addresses]. Presenter(s): [Presenters], [Abstract], Trainee Presentation – *if Trainee Presentation is checked*. [record type].  
Teaching Evaluation Score: [Teaching Evaluation Score]  
*Evaluation Details: [Teaching Evaluation Details].*

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### Publication Details:

[Authors]. [Journal Name]. [Publication date], [Volume], [Issue]: [Page Range], [Notes], [Publication Role].

### For Media Relation, see format below:

[start-date – end-date]

**[Presentation Role]**. [Media Activity], [Topic], Interviewer: [Interviewer name], [Network or Publisher], [City], [Province/State], [Country], Presenter(s): [Presenters], Trainee Presentation. – *if Trainee Presentation is checked*. [record type].

Teaching Evaluation Score: [Teaching Evaluation Score]

Evaluation Details: [Teaching Evaluation Details].

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**National** (Presented in reverse chronological order by date, the Geographical Scope = National)

(Records format same as for International)

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**Regional / Provincial** (Presented in reverse chronological order by date, the Geographical Scope = Provincial/Regional)

(Records format same as for International)

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**Local** (Presented in reverse chronological order by date, the Geographical Scope = Local)

(Records format same as for International)

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### o) Peer Review Activities

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**Associate or Section Editing/Editorial Boards** (Presented in reverse chronological order by date. Below records should come from Professional activities> Editorial, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[start-date – end-date] **[Role]**. [Publication], Number of Reviews: [Works reviewed/refereed during time frame].

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**Grant Reviews** (Presented in reverse chronological order by date. Below records should come from Professional activities> Grant Application Assessment, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[start-date – end-date] **[Role]**. [Institution (Name, Organisation, Department, City, State or province, Country)]. Funding Organisation: [Funding Organisation (Name, Organisation, Department, Country)], Number of Reviews: [Number of applications assessed].

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**Manuscript Reviews** (Presented in reverse chronological order by date. Below records should come from Professional activities> Journal Review / Referee, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[start-date – end-date] **[Role]**. [Journal], Number of Reviews: [Works reviewed/refereed during time frame].

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**Presentation Reviews** (Presented in reverse chronological order by date. Below records should come from Professional activities> Conference Review / Referee, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[start-date – end-date] **[Role]**. [Conference host (Name, Organisation, Department, City, Country)], Number of Reviews: [Works reviewed/refereed during time frame].

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### p) Other Research and Professional Activities

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**Research Projects** (Presented in reverse chronological order by date. Below records should come from Scholarly & creative work> Team Research Project, where the Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[publication-date – finish-date] **[Role]**. [Team Initiative Title]. [Primary Location or Institution]. [Contribution Organizations (Name, Organisation, Department, City, State or province, Country)], Supervisor(s): [Supervisors]. Collaborator(s): [Team Members].

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**Thesis Projects** (Presented in reverse chronological order by date. Below records should come from Scholarly & creative work> Thesis / Dissertation, where Attach to Audience in TER is checked and the Primary Audience = Multilevel Education)

[filed-date – publication-date] **[Role]**. [Title]. [Addresses (Name, Organisation, Department, City, State or province, Country)], Supervisor(s): [Supervisors]. Collaborator(s): [Collaborators].

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**II. Undergraduate Education**

*(Record format same as for Multilevel Education)*

**III. Graduate Education**

*(Record format same as for Multilevel Education)*

**IV. Undergraduate MD**

*(Record format same as for Multilevel Education)*

**V. Postgraduate MD**

*(Record format same as for Multilevel Education)*

**VI. Continuing Education**

*(Record format same as for Multilevel Education)*

**VII. Faculty Development**

*(Record format same as for Multilevel Education)*

**VIII. Patient and Public Education**

*(Record format same as for Multilevel Education)*

**IX. Research Associate**

*(Record format same as for Multilevel Education)*

**X. Postdoctoral Research Fellow (PhD)**

*(Record format same as for Multilevel Education)*

**XI. Clinical Research Fellow (MD)**

## XII. Creative Professional Activities in Teaching and Education

*(Table level details are same as for CPA Report and each record should have the Attach to Audience in TER and Attached to CPA checked-off.)*

### 1. Professional Innovation and Creative Excellence

1. [Title] *(This is the first title in CPA Activity (MED) under the said CPA Category)*

([start-date – end-dates])

**Description:** [Description].

**Impact:** [Impact].

#### Documentation

*(Below are samples of all activities that could be attached to a CPA title. (Relationship between the title above and the records below should have been already established)). To create relationships, please see page*

a) *Professional Associations (Presented in reverse chronological order by date, below record should come from Professional Activity> Membership)*

[Start – End Dates]	[Role], [Society/Other organisation (Name, Organisation, Department, City, Street address, City State or province, Country)], [Membership/License#]
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b) *Positions Held and Leadership Experience (Presented in reverse chronological order by date, below record should come from Professional Activity> Office Held)*

[Type]	
[Start – End Dates]	<b>[Office name]</b> , [Institution (Name, Organisation, Street address, State or province, Country)], [Description].

c) *Honours and Career Awards (Presented in reverse chronological order by date, below record should come from Professional Activity> Honour/Award/Distinction)*

[Nomination Status]	
[Start – End Dates]	<b>[Honour, Award or Distinction Name]</b> , [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)]. ([Type], Specialty: [Specialty]). [Primary Audience], [Year/Stage] Awardee Name: [Student Receptient Name]. Role: [Role], Total Amount: [Funds Awarded]. [Description].

d) *Patents and Copyrights (Presented in reverse chronological order by date, below record should come from Scholarly & creative works> Commercialization)*

[start-date]	<b>[Title]</b> . [Status], Filing Date: [Filed date]. Type: [Type], Patent/Copyright #: [Patent number], [Addresses (Name, Organisation, Department, Street address, City, State or province, Country)]. Joint Holder Name(s): [Authors]. [Notes].
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e) *Grants, Contracts and Clinical Trials (Presented in reverse chronological order by date, below record should come from Grants & contracts> Sponsored Research Agreement)*

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<i>[Grant Status]</i>	
[Start – End Date]	<b>[Role] or [report owner relationship with the grant]</b> , [Title], [Funder], [Sponsor Programme], [Sponsor Reference ID], Principal Investigator: [Principal Investigator], Collaborators:[Collaborators], [Total Award Amt], [Funding Type], [Grant Status]. <i>[Description]</i>

f) **Salary Support and Other Funding** (*Presented in reverse chronological order by date, below record should come from Grants & contracts> Salary Support and Other Funding*)

<i>[Start – End Dates]</i>	
[Start – End Dates]	<b>[Funding Title]</b> , Trainee Name: [Student name], [Funding Source (Name, Organisation, Street address, City, State or province, Country)]. Specialty: [Specialty]. Total Amount: [Total Amount]. [Funding Type].

g) **Publications** (*Presented in reverse chronological order by date, below record should come from Scholarly & creative works> Book, Chapter, Journal article, Monograph, Report/Policy Document, Other Publication – in these order*)

<i>[Publication Type]</i>	
<b>[Publication Role]</b> . [APA6citation]. Impact Factor: [Journal Impact Factor]. <i>if true, display:</i> Trainee Publication. [Trainee Details]. <i>if true, display: Most Significant Publication. [Most Significant Contribution Details]</i>	

h) **Presentations** (*Presented in reverse chronological order by date, below record should come from Scholarly & creative works> Presentation/Lecture, Conference, Poster and/or Professional Activities> Media Relation*)

<i>[Geographical Scope]</i>	
[Date]	<b>For [Presentation] and [Conference] and [Poster]</b> <b>[Presentation Role] [or user relationship]</b> . [Object Type]. [APA6 Citation], Presenter(s): [Presenters]. ( <i>if true, display</i> Trainee Publication), <i>If true, display:</i> [Presentation by Trainee] Teaching Evaluation Score: [Teaching Evaluation Score] <i>Evaluation Details: [Teaching Evaluation Details]</i>
[Date]	<b>For [Media Relation]</b> <b>[Presentation Role]</b> . [Object Type], [Network or Publisher], [Media Activity], [Topic], Presenter(s): [Presenters]. ( <i>If true, display:</i> Presentation by Trainee) Teaching Evaluation Score: Teaching Evaluation Score <i>Evaluation Details: [Teaching Evaluation Details]</i>

i) **Peer Review Activities** (*Presented in reverse chronological order by date, below record should come from Professional activities> Conference Review/Referee, Editorial, Grant Application Assessment, Journal Review/Referee*)

<i>[Activity Type]</i>	
[Start – End Dates]	<b>[Role]</b> . [institution (Name, organisation, Department, Street address, City, State or province, Country)], [Journal], Number of Reviews: [Works reviewed/refereed during time frame]. <i>[Description]</i> .

j) **Other Research and Professional Activities** (*Presented in reverse chronological order by date, below record should come from Scholarly & creative works> Team Research Project, Thesis/Dissertation*)

<i>[Activity Type]</i>	
[Start – End Dates]	<b>[Role] or [user relationship]</b> . [APA6]. Supervisor(s): [Supervisors]. Collaborator(s): [Collaborators or Team Members].

k) **Teaching** (*Presented in reverse chronological order by date, below record should come from Teaching & supervision> Course Taught*)

<i>[Primary Audience]</i>	
[Start – End Dates]	[Course Title], [Teaching Activity Type], [Year/Stage], [Faculty], [FOM Department], [Division], Location of Teaching: [Name of institution (Name, Organisation, Street address, City, State or Province, Country)],

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	<p>[Activity Description].                  Total Hours: [Total Hours], Number of Students: [Number of students], Teaching Evaluation Score: [Teaching Evaluation Score].                  Evaluation Details: [Teaching Evaluation Details]</p>
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l) **Clinical Supervision** (Presented in reverse chronological order by date, below record should come from Teaching & supervision> Clinical Supervision (MED))

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

m) **Research Supervision** (Presented in reverse chronological order by date, below record should come from Teaching & supervision> Research based Degree Supervision)

[Primary Audience]	
[Start – End Dates]	<p><b>[UoF Supervisory Role] or [Research supervisory role oter]</b>, [Faculty], [FOM Department], [Divisionn].                  Location of Teaching: [Academic institution (Name, Organisation, Street address, City, State or province, Country)].                  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 Award Attained], Collaborators: [Collaborators], Completed:[Year Completed]                  [Description]</p>

n) **Mentorship** (Presented in reverse chronological order by date, below record should come from Teaching & supervision> Student Mentoring)

[Primary Audience]	
[Start – End Dates]	<p>[Mentee/Preceptorship Type], [Mentee], [Institution/Organization (Name, Organszation, Street address, City, State or province, Country)], [Year/Stage].                  [Faculty], [FOM Department], [Division]. (If true, display Formal, No. of Encounters per Year: Number of Encounters], Total Hours: [Total Hours]                  [Description].</p>

o) **Innovations and Development in Teaching and Education** (Presented in reverse chronological order by date, below record should come from Teaching & supervision> Course Developed)

[Primary Audience]	
[Start – End Dates]	<p>[Course title]. [Faculty], [FOM Department], [Division], [Organization (Name, Organisation, Street address, City, State or province, Country)]. If true display Program Develop or Course Developed.                  [Description]. [Impact]. Total Hours: [Total Hours]</p>

p) **Aggregate Teaching Evaluations** (Presented in reverse chronological order by date, below record should come from Teaching & supervision> Aggregate Teaching Evaluation (MED))

[Primary Audience]	
[Start – End Dates]	<p>[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].                  Evaluation Details: [Evaluation Details].</p>

q) **Administrative Activities** (Presented in reverse chronological order by date, below record should come from Professional activities> Committee Membership)

<p>[Institution] (Records associated with the same institution should be listed beneath a single instance of that institution's name (just the Name and Organization - do not print the Department, Street, etc.)</p>	
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[Start – End Dates]	<b>[Committee role]</b> , [Committee name], [Faculty], [FOM Department], [Division], [Primary- Audience], <i>Part of the institution should appear here such as</i> [street address, City, State or province, Country, Zip code/postcode]), [Geographical Scope]. <i>[Description]</i> . Total Hours: [Hours].
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### Supplementary Documentation:

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

[Supplementary Documentation].

### 2. [2<sup>nd</sup> title] *(Table level details are same as for the first title).*

([start-date] – [end-date])

**Description:** [description].

**Impact:** [c-med-pa-cpa-Impact].

*(Table level details are same as for the first title).*

### Supplementary Documentation:

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

[Supplementary Documentation].

## 2. Contributions to the Development of Professional Practices

*Where [c-med-pa-cpa-category] = Contributions to the Development of Professional Practices*

### 1. 1<sup>st</sup> title

([start-date] – [end-date])

**Description:** [description].

**Impact:** [c-med-pa-cpa-Impact].

*(Table level details are same as for the first title).*

### Supplementary Documentation:

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

[Supplementary Documentation].

## 3. Exemplary Professional Practice

*Where [c-med-pa-cpa-category] = Exemplary Professional Practice*

### 1. 1<sup>st</sup> title

([start-date] – [end-date])

**Description:** [description].

**Impact:** [c-med-pa-cpa-Impact].

*(Table level details are same as for the first title).*

### Supplementary Documentation:

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

[Supplementary Documentation].