

## Course Objectives

Research (R) and Creative Professional Activity (CPA) are two key scholarly endeavors for clinical faculty. This R/CPA practicum allows fellows to gain practical experience in these important areas. More detail on what constitutes CPA can be found in the Hollenberg Report or in sec. 3.2 of the Faculty of Medicine Academic Promotions Manual:

[medicine.utoronto.ca/faculty-staff/faculty-appointments-and-promotions](http://medicine.utoronto.ca/faculty-staff/faculty-appointments-and-promotions)

## Pre/Co-Requisites

To begin a creative professional activity (CPA) practicum the fellow must be enrolled or have completed one of the Department's *Teaching and Learning* courses. To begin a formal research practicum the fellow must notify the Program Director and be enrolled or have completed the *Research Issues in Family Medicine* fall term selective course.

## CPA practicum:

40-half days in total (average of 1 half-day per week over 12 months)

Fellows must identify a Faculty partner or "field supervisor" who will provide regular feedback and help to guide their practicum. If you are having a difficult time identifying such a person, please discuss with your colleagues. If despite these efforts you are still having difficulty, please contact your Program Director. It will be helpful for you to reflect on what your objectives are for the R/CPA practicum and select your Faculty partner(s) and practicum activities accordingly. You can obtain a "Letter of Introduction" from Sole or Diana that you could provide to a prospective faculty partner.

Certain hospital-based practicum activities may require Fellows who do not have CPSO licensure to apply for hospital observership privileges. Hospital policies with respect to observers must be adhered to at all times.

## CPA Portfolio Requirements:

**Due:** A minimum of 4 weeks prior to completing the fellowship

Need to submit to the Program Director (either **paper** or **e-portfolio**):

1. An initial learning contract (submitted within 3 months of starting the fellowship)
2. A time log of all activities done related to the practicum
3. A 2-3 page reflection exercise containing the following:
  - a) Why this project?
  - b) Methods?
  - c) What went well?
  - d) What would you do differently?
  - e) Anticipated impact of project?
  - f) Next Steps?
4. A copy of any product generated by the practicum (even in draft form)/any evaluations, written feedback, etc.
5. Satisfactory attendance and participation assigned practicum sessions

## Examples of CPA Activities:

The possibilities for CPA practicum are limitless, but some examples are:

- Proposing a model of a new clinical teaching method or student evaluation tool to implement in own country, e.g. standardized patient program, OSCE, SOOS, others
- Quality Improvement  
Program/Project Director: Dr. Phil Ellison ([phil.ellison@utoronto.ca](mailto:phil.ellison@utoronto.ca))  
Program Manager: Trish O'Brien ([patricia.obrien@utoronto.ca](mailto:patricia.obrien@utoronto.ca))
- Practice-Based Research Network (PBRN) working group  
Dr. David White, Chair ([david.white@utoronto.ca](mailto:david.white@utoronto.ca))
- Centre for Effective Practice <http://www.effectivepractice.org/>
- Practice-Based Small Group Learning (PBSG) Groups  
[fmpe.org/en/programs/practice-based-small-group-pbsg-learning-program](http://fmpe.org/en/programs/practice-based-small-group-pbsg-learning-program)
- Possible clinical observership with the Toronto Western Hospital Hospitalist Service.
- Observership in Addiction Medicine at either CAMH or St. Joseph's Hospital

## Research practicum

Determined on a case-by-case basis. A minor research practicum will likely involve a systematic literature review and critical appraisal. If you are planning to do a practicum in research, you must discuss your ideas with your Program Director and submit a learning contract within the first 3 months of your fellowship. You will have some contact with senior members of the DFCM Research Program to assist in developing your ideas. Research Portfolio will follow the format/deadline as per the CPA practicum (see above).

## Forms, Templates and Links:

1. **R/CPA Practicum Checklist** (*see following page*)  
The purpose of the checklist is to help you plan and organize practicum-related tasks in a timely fashion. Update your checklist on a regular basis as you will be discussing it with your Program Director.
2. **Time log sheet**  
<http://www.dfc.utoronto.ca/sites/default/files/TeachingLog.docx>
3. **Learning contract template**  
[http://www.dfc.utoronto.ca/sites/default/files/GradStudies\\_LearningContract.doc](http://www.dfc.utoronto.ca/sites/default/files/GradStudies_LearningContract.doc)
4. **Hollenberg Report**  
[www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/The+Hollenberg+Report.pdf](http://www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/The+Hollenberg+Report.pdf)

## Research or Creative Professional Activity (R/CPA) Practicum Checklist

Task	Completed? Y/N	Date Completed	Comment
Reviewed “menu” of R/CPA practicum activities for some possible ideas			
Identified a Faculty practicum field supervisor. Contact Program for an introductory letter if required			
Applied for requisite hospital observership privileges (as required)			
If doing a research practicum: <ul style="list-style-type: none"> <li>a. Have enrolled in the required <i>Research Issues in Family Medicine</i> course</li> <li>b. Have informed Program Director of this decision in a timely manner</li> </ul>			
Prepared learning contract/outline and submitted to Program Director within the first 3 months of beginning the Fellowship (if CPA Practicum) or within the first month after completing the Research Issues course (if a Research Practicum)			
Familiarized self with the Practicum requirements			
If difficulties with above steps, have contacted your Program Director			