

Dear Prospective Faculty,

Re: Integrated Communities Program (ICP)
Department of Family and Community Medicine (DFCM)
Faculty of Medicine, University of Toronto

Thank you for your interest in becoming a Integrated Communities faculty member in the Department of Family and Community Medicine! We are delighted to provide residents with the opportunity to benefit from all that you bring to the table both personally and professionally. Good role models are one of the most important tools for residents when it comes to their future careers.

In addition to your enthusiasm, desire to teach and interest in showcasing the wonderful specialty of family medicine to future physicians, you will be asked to evaluate your Integrated Communities Resident(s). You will be given straightforward guidelines on how to do so but should recognize that this is a responsibility that carries weight for the residents. All those who become Integrated Communities preceptors must apply for and receive a University of Toronto clinical faculty appointment. The attached application package will assist you in applying for a clinical faculty appointment. The application process takes approximately 6-8 weeks.

What do I need to qualify for a faculty appointment?

- 1. Evidence of CFPC Certification and/or Membership
- 2. Evidence of CMPA (current membership)
- 3. Evidence of CPSO (current membership)
- 4. A Certificate of Professional Conduct: CPCs will be provided (by request) free of charge
- 5. Provide a reference, whom we may contact to solicit a letter on your behalf for inclusion with your application

The benefits of a University of Toronto faculty appointment:

- 1. Access to the many University of Toronto libraries and educational resources
- 2. Opportunities for FREE faculty development and CME opportunities
- 3. Opportunities for expansion of teaching involvement including electives, clerkship and resident teaching
- 4. Engagement in a community of similar minded docs looking to make a difference
- 5. Free anti-virus software

If I qualify, what should I do next?

1. Prepare and submit a complete clinical faculty appointment application package.

We look forward to working with you!

Revised: September 2021

PROFESSIONAL PROFILE - INTEGRATED COMMUNITIES PROGRAM

(1)	Personal	Information	
Last Name:	First Name:	Initials:	Social Insurance Number:
Home Address:	City:	Province:	Postal code:
Home Telephone Number:	Alternative	Number:	E-mail Address:
()	()	Postal Code	Duningan Talambana Numban
Business Address	City Province	Postal Code	Business Telephone Number:
Date of Birth:	Se	ex:	()
Day Month	Year	_	
Citizenship or Immigration		emale Male	
		ther, please specify	
Canadian - Fer	manent Resident 🗀 O	ther, please specify	
(2)	Faculty Info	rmation	
Member of the College of Fr	amily Physicians of Canada (CE	EDC): (if a member a photocopy of ve	our membership card is MANDATORY)
`	,		,
	bership Number :		dd/mm/yyyy
Canadian College of Family	Physicians (CCFP) Certificatio	n (exams):	
Yes No N/A		CCFP Exam Completion:	
		mbership card is <u>MANDATORY</u>)	
Yes No CPSO Number: Expiry Date: dd/mm/yyyy			
What type of CPSO registra	tion will you have if your Unive	rsity appointment begins?	
☐ Independent Practice Certificate of Registration ☐ Certificate of Academic Registration			
□ Restricted Certificate of Registration □ I don't know			
	According Membership (CM	PA): (a photocopy of CMPA card is	MANDATODY
l – –			
	MPA Number:	Expiry Date:	dd/mm/yyyy
Certificate of Professional C	Conduct:		
Yes (a photocopy o	f your Certificate of Professional (Conduct is <u>MANDATORY</u>)	
Completion of specialty exa	ms outside of Canada:	(If applicable) Indicate Counti	y:
Yes No			
Do you have a faculty appo	intment at any other academic?	Institution. (If applicable) Indic	cate Rank:
Yes			
Have you passed Royal College of Physicians and Surgeons of Canada Specialty Exams?			
•	hich specialties?		
If yes, which certificate was co	onferred?	FRCSC None	

Do you hold, or have you ever held, an academic app	ointment at the univers	sity of Toronto?	
Yes \square No \square (If yes) Indicate the department:			
Do you have a Faculty Appointment at any other Acad	demic Institution?		
Yes \square No \square (If yes) Indicate the rank and institut	ion name:		
Do you have, or are you seeking, a Hospital Affiliation	ո։		
Yes No (If yes) Indicate the Hospital:			
Type of Hospital Appointment Category: (i.e. Active, Courtesy, Associate, Consulting, etc.)			
Type of Privileges:	Minor procedures, Obst	etrics, etc.)	
	Year Graduated	Institution	
Doctor of Medicine (If applicable)			
Family Medicine Residency (if applicable)			
Other Residency (please be specific) e.g. 2 year Family Medicine residency, 1 year rotating internship, 4 year Internal Medicine residency.			
Post Residency Training Completed (If applicable): i.e.: fellowships, certificates, diplomas, honours etc.			
Additional Professional Contributions(If applicable) i.e symposiums, invited lectures and teaching to date, creative undergraduate, postgraduate. Add page if needed)	ve professional activities	, clinic innovations, guideline development. ((Indicate
Have you been under investigation or found either un Physicians and Surgeons of Ontario (CPSO) or any of			college of
Yes No			
Are you presently the subject of an investigation by t medical/professional body?	he CPSO, any other pro	ovincial regulatory body, or other	
Yes No			
If you answered yes to any of the above statements, plea	se explain:		
* phy Places he accured that all professional profiles	ava kont atriatly confid	ontial	
* nb: Please be assured that all professional profiles	are represented conflu	onuan.	
I understand that this re/appointment application is subject Department Chair any changes in my professional license including teaching or patient care.			
Candidate's Signature		Date	
Program Director's Signature		Date	Revised: September 2021

Please return via: E-mail: dfcm.icp@utoronto.ca Phone number: 416-978-8530

Curriculum Vitae

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

Note: Record level details are denoted only once for each section. If there are multiple subsections, please use the same format.

A. Date Curriculum Vitae is Prepared: [Year Month Day]

B. Biographical Information

Primary Office [Institution]

[Street Address]

[City], [Province], [County]

[Postal Code]

Telephone [Telephone Number]
Cell phone [Cell Phone Number]

Fax [Fax Number] Email [Email Address]

1. EDUCATION

Degrees

[Presented in reverse chronological order]

[Start – End Dates] [Degree], [Subject/Discipline], [Department], [Institution/Organization], [City], [Province/State],

[Country]. Supervisor(s): [Supervisor(s)]

Postgraduate, Research and Specialty Training

[Presented in reverse chronological order]

[Start – End Dates] [Title], [Subject/Discipline], [Department], [Institution/Organization], [City], [Province/State],

[Country]. Supervisor(s): [Supervisor(s)]

Qualifications, Certifications and Licenses

[Presented in reverse chronological order]

[Start – End Dates] [Title], [Specialty], [Institution/Organization], [City], [Province/State], [Country]. [License/

Membership Number]

2. EMPLOYMENT

Current Appointments

[Presented in reverse chronological order]

[Start – End Dates] [Title/Position], [Department,] [Faculty/ School], [Institution/Organization], [City], [Province],

[Country]. Description.

Previous Appointments

CLINICAL

[Presented in reverse chronological order]

[Start – End Dates] [Title/Position], [Department,] [Faculty/ School], [Institution/Organization], [City], [Province],

[Country]. Description.

CONSULTING

HOSPITAL

RESEARCH

UNIVERSITY

UNIVERSITY - CROSS APPOINTMENT

UNIVERSITY - RANK HISTORY

[OTHER]

3. HONOURS AND CAREER AWARDS

Distinctions and Research Awards

INTERNATIONAL

Received

[Presented in reverse chronological order]

[Start – End Dates]

[Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award

Type], [Specialty]

Description. Total Amount: [Total Amount] [Currency]

<u>Nominated</u>

[Presented in reverse chronological order]

[Start – End Dates] [Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award

Type], [Specialty]

Description. Total Amount: [Total Amount] [Currency]

Page 2 of 12 Date

[First Name Last Name]	
NATIONAL	
Received	
<u>Nominated</u>	
PROVINCIAL/ REGIONAL Received	
<u>Nominated</u>	
LOCAL	
Received	
<u>Nominated</u>	
Teaching Awards	
INTERNATIONAL	
<u>Received</u> [Presented in reverse chronolo	gical order]
[Start – End Dates]	[Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award Type], [Specialty]
	Description. Total Amount: [Total Amount] [Currency]
Nominated [Presented in reverse chronolo	gical order]
[Start – End Dates]	[Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award Type], [Specialty]
	Description. Total Amount: [Total Amount] [Currency]
NATIONAL	
Received	
<u>Nominated</u>	
PROVINCIAL/ REGIONAL	
Received	
Nominated_	

[First Name Last Name]	
LOCAL	
Received	
<u>Nominated</u>	
Student/Trainee Awards	
INTERNATIONAL	
Received [Presented in reverse chronolog	gical order]
[Start – End Dates]	[Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award Type], [Specialty] Description. Total Amount: [Total Amount] [Currency]
Nominated [Presented in reverse chronolog	gical order]
[Start – End Dates]	[Name of Award], [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award Type], [Specialty] Description. Total Amount: [Total Amount] [Currency]
NATIONAL	
Received	
Nominated	
PROVINCIAL/ REGIONAL	
Received	
Nominated	
LOCAL	
Received	
Nominated	
Professional Associatio	ns
[Presented in reverse chronolog	gical order]
[Start – End Dates]	[Role], [Association Name], [Membership Number]

Administrative Activities

INTERNATIONAL

[Institution/Organization name]

[Presented in reverse chronological order]

[Start – End Dates] [Role], [Committee Name], [Faculty Name], [University Department], [Division], [Primary

Audience],

Description.

NATIONAL

REGIONAL & PROVINCIAL

LOCAL

Peer Review Activities

ASSOCIATE OR SECTION EDITING [ACTIVITY TYPE]

[Presented in reverse chronological order]

[Role]

[Institution/ Organization], [Journal/Section], Number of Reviews: [Number of Reviews]

EDITORIAL BOARDS

GRANT REVIEWS

MANUSCRIPT REVIEWS

PRESENTATION REVIEWS

[OTHER]

Other Research and Professional Activities

[ACTIVITY TYPE]

[Presented in reverse chronological order]

[Start – End Dates] [Role]. [Institution/ Organization], [City], [Province], [Country]. [Title]. Supervisor(s):

[Supervisor(s)Name]. Collaborators: [Collaborators Name]

Innovations and Development in Teaching and Education

[Presented in reverse chronological order]

Page 5 of 12 Date

[Start – End Dates] [Title], [Primary Audience], [University Department], [Division], [Institution/ Organization]

[Description]. [Impact].

C. Academic History

1. RESEARCH STATEMENTS

[Presented in reverse chronological order]

[Start – End Dates] [Title/subject], [Description]

2. RESEARCH AWARDS

Grants, Contracts and Clinical Trials

PEER-REVIEWED GRANTS

Funded

[Presented in reverse chronological order]

[Start – End Dates] [Role]. [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account

Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)].

[Amount] [Currency]. [Funding Type]

Description.

Declined

[Presented in reverse chronological order]

[Start – End Dates] [Role]. [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account

Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)].

[Amount] [Currency]. [Funding Type]

Description.

NON-PEER-REVIEWED GRANTS [Presented in reverse chronological order]

Funded

Declined

Salary Support and Other Funding

PERSONAL SALARY SUPPORT [FUNDING TYPE]

[Presented in reverse chronological order]

[Start – End Dates] [Funding Title]. [Funding Source]. [Amount] [Currency]. [City], [Province], [Country].

TRAINEE SALARY SUPPORT

[First Name Last Name]	
OTHER FUNDING	
3. PATENTS	
[Presented in reverse chronological or	der]
	. [Patent/Trademark/Copyright Type]. [Status], [Patent/Trademark/Copyright Number] htry]. [Joint Holder Names].
D. Publications	
1. MOST SIGNIFICANT PUBL	CATIONS
[Presented in reverse chronological	ıl order]
	<i>'s name bolded</i>]. [Title of article]. [Journal name]. [Rest of citation]. [Status – <i>only if in</i> Factor], (Trainee Publication, [Trainee Details] – <i>only if it is a trainee publication</i>).
Most significant publication de	tails.
2. PEER-REVIEWED PUBLICA	ATIONS
Journal Articles	
[Presented in reverse chronological	ıl order]
	ame bolded]. [Title of article]. [Journal name]. [Rest of citation]. [Status – only if in or], (Trainee Publication, [Trainee Details] – only if it is a trainee publication).
Case Reports	
Abstracts	
Books	
Books Edited	

Book Chapters

Manuals

[First Name Last Name]
Editorials
Commentaries
Letters to Editor
Monographs
Multimedia
Other Publications
3. NON-PEER-REVIEWED PUBLICATIONS
[Same as Peer-Reviewed Publications]
Journal Articles
Case Reports
Abstracts
Books
Books Edited
Book Chapters
Manuals
Editorials

[First Name Last Name]
Commentaries
Letters to Editor
Monographs
Multimedia
Other Publications
4. SUBMITTED PUBLICATIONS
[Same as Peer-Reviewed Publications]
Journal Articles
Case Reports
Abstracts
Books
Books Edited
Book Chapters
Manuals
Editorials
Commentaries

[First Name Last Nan	ne]
Letters to Editor	
Monographs	
Multimedia	
Other Publications	
E. Presentation	s and Special Lectures
1. INTERNATIONAL	
Abstracts and Othe [Presented in reverse chro [Date]	•
Invited Lectures and	d Presentations
Media Appearances	
Other Presentations	S
2. NATIONAL	
Abstracts and Othe	r Papers
Invited Lectures and	d Presentations
Media Appearances	
Other Presentations	5

3. PROVINCIAL/ REGIONAL

Abstracts and Other Papers

Invited Lectures and Presentations

Media Appearances

Other Presentations

4. LOCAL

Abstracts and Other Papers

Invited Lectures and Presentations

Media Appearances

Other Presentations

F. Teaching and Design

Please see the Teaching and Educational Report for details.

G. Research Supervision

1. MULTI-LEVEL EDUCATION

[Presented in reverse chronological order]

[Start – End Dates]

[Role], [Name of Student], Student's Current Position: [Student's Current Position], Student's Current Institution: [Student's Current Institution]. [Year/ Stage], [Research Project Title]. Awards: [Student's Awards Attained]. Collaborators: [Collaborators]. Completed [Year Completed].

2.	UNDERGRADUATE EDUCATION	ON
3.	GRADUATE EDUCATION	

- 4. UNDERGRADUATE MD
- **5. POSTGRADUATE MD**
- **6. CONTINUING EDUCATION**
- 7. FACULTY DEVELOPMENT
- 8. PATIENT AND PUBLIC EDUCATION



Clinical (MD) Academic Position Description Template: Adjunct

Candidate Name	Family and Comm University Depart		Community Clinic Hospital Name
Time Commitment \boxtimes	Adjunct: engaged in academic a including teaching during patie		n 20% of professional time,
	Part-time: engaged in academic professional time, including tea		
Type of Job Description	Clinician Teacher	Major clinical respo	onsibilities with some participation in
	Clinician Educator	-	ment to teaching, educational related scholarly activities.
	Clinician Administrator	-	administrative responsibilities which of professional time.
	Other (Name and briefly describe):	·	
(N.B. Time Commitment is Clinical Activities:	always Adjunct and type of job des	cription is always Cli	nician Teacher)
☐ Full or part-tim☐ Inpatient medi☐ Emergency me☐ Intrapartum ob☐ Nursing homes☐ On call duties	dicine ostetrics		
Teaching Activities: Precep	tor for Integrated Communities Prog	ram PGY2	
Candidate:	Signature		 Date
ICP Director:			
Dr. Jeff Golisky	Signature		Date
University Department Cha	air:		 Date



Signature of ICP Program Director:

PROFESSIONAL DEVELOPMENT PLAN ☑ Integrated Communities Program

Please complete this form in FULL.				
The form must be signed and dated by both the Appointee <u>and</u> the approved DFCM Program				
	Director	(P/D)		
Name of Candid	date:	Rank: Lecturer		
Clinic Name:		Program Director:	Dr. Jeff Golisky	
ICP Location:		Professional Dr. Alison Appelton Development aliappelton@gmail.com		
Percentage	of professional time spent in academic v	_	_	
	☑Clinical Adj	unct Applicati	on	
	D EXPECTATIONS:			
•	GY2 family medicine residents during	g their Integra	ted Communities rotation.	
BACKGROU	JND AND EXPERIENCE:			
	community setting.			
PROFESSIO	NAL DEVELOPMENT GOALS - Ar	e you intereste	ed in FD support for the following?	
oneself with cultural difference Research Research Teaching Creative I Education Leadersh Mentorsh interested Quality In Clinical s	: if interested, would you allow the DFCM to mentorship: please email dfcm.research@ → connect with your FD Lead Professional Activity (CPA) → connect with Scholarship → email dfcm.edscholarship ip or career development → connect with ip: Can be formal or informal. Formal mer in a formal mentor at this time? If so, pleas in provement → connect with your QI Lead upport → connect with your Site Chief port → email hpe.familymed@utoronto.ca	xperience in contact you requivalence in contact you requivalence in contact your FD Lead your FD Lead of torship usually	delivery of teaching and dealing with garding our research program? Occurs around a defined issue. Are you	
	TO ACHIEVE GOALS:			
Attendance at faculty development workshops relevant to being a community clinician with teaching responsibilities (i.e. Teaching Practice/Integrated Communities Spring Workshop Regional Workshops and Faculty Development Activities etc.)				
	OR ACHIEVING GOALS:			
	rom existing faculty, Director and Fa	culty Develop	ment Representative.	
SCHEDULE	:			
Variable fron	n year to year.			
<u> </u>			Revised: September 2021	
Signature of Appe	ointee:	Date:	Novious. Sopiomber 2021	

Date:

FAQs

What is a Professional Development Plan (PDP)? What is it used for?

A Professional Development Plan (PDP) is a one-page form designed to facilitate discussion between the Site Chief or Program Director and the faculty member. It is used to delineate clinical duties and expectations, career development goals, and potential supports to achieve the stated goals.

The PD plan should be reviewed and revised periodically (1-3 years), and can be updated at the discretion of the chief *and* faculty member. It is a mandatory component for all new faculty appointments and applications for promotions in the DFCM.

Faculty Development Opportunities, Activities, and Resources

As a faculty member in the DFCM, you have access to many faculty development opportunities. Please visit our website for more information: http://dfcm.utoronto.ca/landing-page/faculty-development

A) Teaching and Education

- BASICS: http://www.dfcm.utoronto.ca/basics-workshop-series
- FD Stepping Stones: https://cfd.utoronto.ca/
- Education Scholars Program (ES): http://www.dfcm.utoronto.ca/landing-page/office-education-scholarship
- Academic Fellowship & Graduate Studies: http://www.dfcm.utoronto.ca/graduate-studies
- Office of Education Scholarship: http://www.dfcm.utoronto.ca/education-scholarship-dfcm
- Quality Improvement (QI): http://www.dfcm.utoronto.ca/landing-page/quality-improvement
- Scholarship BASICS: http://www.dfcm.utoronto.ca/basics-workshop-series
- Wellness & Resilience offerings
- FMLE (Family Medicine Longitudinal Experience)

B) Creative Professional Activity (CPA)

- · Participate in committee guideline development
- Contact your FD Lead to discuss

C) Leadership and Administration

- Leadership BASICS: http://www.dfcm.utoronto.ca/basics-workshop-series
- NEAL https://cfd.utoronto.ca/neal
- PMI CLIME, Physician Management Institute

D) Research

- i2P:<u>http://www.dfcm.utoronto.ca/utopian-idea-proposal-course-i2p</u> (on hold)
- Resources: http://www.dfcm.utoronto.ca/landing-page/research
- Program Director: Paul Krueger (Paul.Krueger@utoronto.ca)

E) Promotions

- Junior Promotions: http://dfcm.utoronto.ca/junior-promotion
- Senior Promotions: http://www.dfcm.utoronto.ca/senior-promotion
- Academic Promotion Coordinator: Marie Leverman (marie.leverman@utoronto.ca)

F) HPE (Health Professional Educator) Support

HPE website and community of practice: http://www.dfcm.utoronto.ca/hpes-dfcm



80 College Street Toronto ON M5G 2E2 www.cpso.on.ca Membership Services
Email: membership@cpso.on.ca
Fax: (416) 967-2643
Telephone: (416) 967-2673

Toll Free (in Canada): 1-800-268-7096 ext. 673

Request for Certificate of Professional Conduct

I, Dr.	holding CPSO Membership number	
request that the Regis	strar of the College of Physicians and Surgeons of Ontario issue a Certificate of Professional Conduct to:	
Institution or Licensin	ng Body:	
Attention:		
Street Address:		
City:	Province/State: Postal/Zip Code:	
Country:	Telephone:	
Email:		
Consent for Releas	e of Information	
I, Dr.	a member of the College of Physicians and Surgeons of Ontario,	
certify that I have read the request for a Certificate of Professional Conduct and the definition of information to be included in that Certificate, printed on the document of which this Consent forms a part. I understand the nature of the information which will comprise the requested Certificate of Professional Conduct which is outlined at the bottom of this form and I further understand that the College will not release this information further to this request unless I consent to its release and evidence at consent by signing this Consent Form. I hereby consent to the release of the Certificate of Professional Conduct defined in the document of which this Consent forms		
a part by the Registra	of the College of Physicians and Surgeons of Ontario and request the Registrar do so.	
This Consent shall be	valid for six months from the day on which I sign it.	
Signature:	Date of Signature:	
Mailing Address:		
Telephone:	Email:	

Information Provided in a Certificate of Professional Conduct

- 1. The member's qualifications as known to the College (as recorded on the Register) including date and place of primary medical qualification.
- 2. The class of certificate of registration held by the member and any terms and conditions attached thereto.
- 3. The current address of the member as recorded on the Register.
- 4. The speciality qualifications of the member as recorded on the Register.
- 5. The history of any previous disciplinary or Fitness to Practise finding as recorded on the Register.
- 6. The history of any terms and conditions attached to the certificate of registration as recorded on the Register.
- 7. Whether the member's conduct or fitness to practise is or is not the subject of an inquiry by the Discipline Committee or Fitness to Practise Committee at the time of the issuing of this Certificate.
- 8. Whether the member has in the six years proceeding the issuance of this Certificate been the subject of proceedings before the Discipline Committee or Fitness to Practise Committee and the outcome of those proceedings.
- **9.** Whether any revocation, suspension, restriction, resignation, relinquishment or rejection of College privileges or appointment reported to the College by a hospital appears in the records of the College.
- 10. Any other information respecting the member which has been reported to the College and which is deemed by the Registrar to be relevant to the receiving hospital, medical school, regulatory authority or other organization.

Note: The information provided in this Certificate can be furnished to the requesting institution only where the member physician has fully completed and signed the form of consent, which forms part of this document.