

Frequently asked questions about documentation and eligibility for this award

What documentation do I need to provide with my application?

In general, documentation that accompanies your application should include proof of attendance as well as a program brochure that provides the titles and objectives of the session that you are submitting (so you can demonstrate the topic was a teaching skill). If you have attended a multi session conference then you will have to indicate which sessions you attended.

How do I collect these hours?

You can collect credit hours by attending and/or presenting at Faculty Development programs designed to enhance teaching skills. You will receive one credit hour for each hour attended. (Please see below for further information on credits for sessions you have presented).

I attended a session on teaching skills that was organized by my specialty society (or Section of Clinical Teachers). It was an accredited program. What documentation do I need for that?

You will need proof of attendance as well as a program brochure that provides the titles and objectives of the sessions which you are submitting. This is requested so that we can ensure that the program is meant to improve your teaching skills. Please clearly indicate which sessions you attended.

I've presented a workshop on teaching skills, can I include that?

Yes, in fact you will receive double the credit hours for each hour of the program during which you are a presenter (i.e two credits for each hour presented). In this case, you need to demonstrate your activities by submitting the following documents:

- Program or agenda
 - Indicates your name
 - Date
 - Start and end of talk
 - Objectives

A repeat faculty development presentation (i.e. giving the same workshop twice or more) will be granted credit a maximum of two times. We assume you will modify your original presentation based on feedback the second time a program is offered.

The same program offered a third time will not generally be awarded additional credit. However, the committee will consider requests on a case-by-case basis, in the event that you make a major modification to a program being offered. In such a situation, you should be prepared to provide the committee with a complete outline of the program and/or syllabus and explain why the program should be considered as if it were newly developed.

What about a session on teaching skills that was held in my department? Is that eligible?

Often departmental or divisional round are not accredited for section 1 credits of the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada or Mainpro 1 credits of the College of Family Physicians of Canada. They may still be eligible but will be assessed on a case by case basis. Please provide proof of attendance as well as a program brochure that provides the titles and objectives of the session(s). It is also helpful to describe the impact of the program in the grid “explain how this skill is directly related to your teaching”.

I attended a course on how to teach evidence-based medicine (or how to teach about clinical practice guidelines). Will that program be eligible for this award?

The award is intended to recognize your efforts at improving your teaching skills. Of course, in order to teach something you must be knowledgeable about the material – that is true of clinical medicine, basic sciences as well as topics such as evidence-based medicine or clinical practice guidelines. However, programs improving your content knowledge of clinical or basic sciences as well as other topics are **not eligible** for this award. Carefully review the program brochure; it is likely that there were some sessions that dealt with how to teach effectively as well as some that improved your clinical knowledge. Those hours spent in sessions of how to effectively teach the topic may be eligible but will be assessed on a case by case basis.

You should provide proof of attendance as well as well as a program brochure indicating which sessions you are claiming with titles and objectives. It is also helpful to describe the impact of each session in the grid “explain how this skill is directly related to your teaching”.

I have attended a 2 day workshop on conflict resolution as well as other programs on mediation and team communication. They were mostly dealing with the clinical setting, but I find myself using those skills all the time with my residents. Can those programs be eligible for the award?

The Teaching Skills Attainment Award was intended to provide recognition to those members of the Faculty of Medicine at the University of Ottawa who have shown commitment to the development of their teaching skills through faculty development. Some topics, such as conflict resolution, mediation, team building, personality profiles, team communication etc., may not be presented in the teaching skills context (they are often presented as part of leadership development or clinical care), but may certainly be used by faculty members in the setting of teaching. Portions of these programs may be eligible for the award and will be considered on a case by case basis up to a maximum of 10 credit hours. Please describe the impact of the session(s) in the grid “explain how this skill is directly related to your teaching”

I attended a session in which there were brief oral presentations of medical education research and/or innovations (eg. AIME Med Ed Research Day, or an oral session at a Medical Education Meeting). Is this eligible for the award? What about attending a poster session with similar topics?

The award is intended to recognize your efforts at improving your teaching skills. Being more knowledgeable about new research or innovations in medical education may or may not improve your teaching. The onus is on you to indicate how you used the information learnt by attending these sessions in your teaching. You should provide proof of attendance as well as a program brochure indicating which session(s) you are claiming with titles and objectives. It is necessary to describe the impact of each session in the grid “explain how this skill is directly related to your teaching”. Examples may include: introduction of a new method of teaching or of a new type of assessment; better understanding of why feedback is valued, leading to increased efforts to provide better feedback; increased awareness of how clinical judgements are made, leading to more explicit modeling of clinical decision making with students etc.

I have more than enough credit hours for the level of award for which I am applying, but not enough for the next level. Should I submit them all?

Excess credit hours submitted for any level of the award may be carried forward for the next level. For example, if you have 38 credit hours when applying for the basic TSAA, you will receive a letter from the Office of Faculty Development indicating that you have 8 credit hours towards the Award with Merit. **Keep this letter!** You should submit it when applying for the Award with Merit; you will then need to provide documentation for only 42 hours of additional credit to receive the Award with Merit.

How is the award conferred?

The Office of Faculty Development will review all applications. All applicants will be notified as to the disposition of their applications.

Successful applicants will receive their award in the spring of each year.