

The Teaching Skills Attainment Award with Merit provides 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 training and scholarly activities in medical education.

Requirements for the Teaching Skills Attainment Award with Merit

- Have accumulated 80 hours of formal Faculty Development Training designed to enhance teaching skills **and**
- Have presented an education workshop for one of the eligible groups as describe below **and**
- Have presented a poster or podium presentation at a national or other high-level medical education meeting

What you'll need to submit for a single workshop:

- Objectives of workshop
- Proof of attendance
 - Date
 - # of credit hours (does not include breaks or meals)
 - Title of workshop
 - Signed by Facilitator or Director

What you'll need for a multiple workshop event (full day, half day, ICRE, etc.):

- Copy of program including objectives and agenda (Highlighting the individuals workshops you are claiming)
- Proof of attendance
 - Date
 - # of credit hours (does not include breaks or meals)
 - Title of workshop
 - Signed by Facilitator or Director

What you'll need for the workshops or presentation you have given:

- Program or agenda
 - Indicates your name
 - Date
 - Start and end time of talk (or poster)
 - Objectives
 - Poster session (You'll need to submit copies of abstracts from your podium/poster)

Eligible programs

To be eligible, teaching skills programs must meet the following criteria:

- have been held in the last 10 years
- workshops / sessions must be approved for Mainpro-M1 credits by the Canadian College of Family Physicians and / or Section 1 credits by Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada
- offered by groups such as:
 - The Office of Faculty Development (OFD) in the Faculty of Medicine
 - Canadian Association for Medical Education
 - Royal College of Physicians and Surgeons of Canada

Please FAQs for further details

- College of Family Physicians of Canada (in particular its Section of
- Teachers)
- Specialty organizations
- Other events approved by OFD

The TSAA only recognizes training designed to enhance teaching skills which means career development, leadership and other professional development skills will not be taken into account for this award.

Please note that the following programs are **not** eligible:

- programs designed to maintain clinical competence
- other general professional development programs (included those related to research skills development)
- programs taken as part of requirements for another program (e.g. a certificate or Master's degree in medical education)

The OFD will assess each individual submission on a case by case basis. That being said, exceptions may be made on certain professional development skills when a short reflection demonstrating how the skill is directly related to your teaching included in your submission. The OFD will have the final word on whether or not the submission is accepted.

Application Process

1. Complete the application form
2. Include all proof of attendance for each workshops/ session(s) you are attending
3. Program brochure indicating which session(s) you are claiming with titles, objectives and agendas

Please note that all submissions which **do not include** any of the documents mentioned above will be deemed incomplete and will not be accepted by the OFD.

Please send your completed application form to:

Office of Faculty Development
University of Ottawa - Faculty of Medicine
725 Parkdale Avenue, WM 158 (Loeb Building)
Ottawa, ON K1Y 4E9

Email: facdev@uottawa.ca
Fax: 613-761-5262

Please FAQs for further details