

# Application for New Appointment



uOttawa

L'Université canadienne  
Canada's university

**Bureau du EMR / DME Office:**

Éducation médicale régionalisée  
Distributed Medical Education  
Université d'Ottawa/  
University of Ottawa  
451 Smyth Rd, room 2045  
Ottawa, Ontario  
K1H 8M5

[dme@uottawa.ca](mailto:dme@uottawa.ca)



uOttawa

Université d'Ottawa  
Faculté de médecine

University of Ottawa  
Faculty of Medicine

Dear Applicant:

As a clinical teacher in our Distributed Medical Education (DME) program, you are eligible to apply for an academic rank with the University of Ottawa. The entry point to the Faculty is at the "Lecturer" rank. This is appropriate for those who anticipate teaching/supervising either undergraduate or postgraduate trainees with lesser involvement in other academic activities. The form is in this package (Memorandum of Agreement or MOA) and is unique in that you do not have to come into Ottawa to meet your Chair.

There are a number of steps involved in getting a university appointment and these are outlined in the enclosed materials. Please review these carefully. We will do our best to facilitate this process for you. Please feel free to contact me, or my assistant at ([dme@uottawa.ca](mailto:dme@uottawa.ca)), if you have any questions or problems.

Yours sincerely,

Michael Hirsh, M.D., C.C.F.P., F.C.F.P.

Assistant Professor and Director of Distributed Medical Education

University of Ottawa  
[mhirsh@uottawa.ca](mailto:mhirsh@uottawa.ca)

## GUIDE TO APPLICATION FOR AN ACADEMIC RANK

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### Enclosed you will find:

1. Short Form Curriculum Vitae
2. Memorandum of Agreement
3. Benefits Summary
4. Career Paths
5. Example of a Curriculum Vitae
6. Blank Curriculum Vitae

### Steps to follow:

1. Complete the Short Form Curriculum Vitae
2. Request 3 letters of reference from either current colleagues or prior colleagues. These letters should be forwarded to the DME Office by your referees. Please note that the address of the DME office is listed on the cover page of this package.
3. Complete the Memorandum of Agreement and sign
4. Once completed send the entire package with a current Curriculum Vitae to the DME Office. An example of a current CV and a blank CV is included in this package for your convenience.
5. At the University your request for a faculty appointment will be reviewed by the Faculty Advisory Committee in the Faculty of Medicine. Final approval is obtained from the Board of Governors of the University of Ottawa. This may take a few months. When appointed, you will get confirmation from the Dean.

*If you are unclear who that is or have difficulty getting the information you need, speak to your local administrator. If you are still having problems call the DME office at 613-562-5800 extension 8011.*

## SHORT FORM CURRICULUM

Name: \_\_\_\_\_  
 DOB: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

CAREER PATH (Check one only)

- Clinician Teacher                       Clinician Scientist  
 Clinician Educator                       Clinician Investigator  
 Clinician Administrator                       Scientist

Time allocation:    clinical    \_\_\_\_\_%            education    \_\_\_\_\_%            administration    \_\_\_\_\_%            research    \_\_\_\_\_%

EDUCATION / CERTIFICATION / FELLOWSHIPS		
Degrees / designations *	Institution	Year

\* MD, PhD, FRCPC, FRCSC, CCFP, etc.

EMPLOYMENT HISTORY		
Date (Past 5 years only)	Institution	Rank or position

TEACHING EXPERIENCE (Provide a brief description and the level – undergraduate, postgraduate teaching)		

RESEARCH FUNDING – status PI and/or CO-investigator		
Date (Past 5 years only)	Agency	Amount

SCHOLARLY PUBLICATIONS ( Indicate total number of each)									
Peer-reviewed:		Non peer-reviewed articles:		Abstracts:		Books authored:		Chapters:	

TEACHING INTERESTS (Indicate <i>E</i> for English, <i>F</i> for French, or <i>B</i> for bilingual)							
<b>Note:</b> These items cross various domains (level or learner, subject matter, roles). There are specific learning activities involved for some of them. By showing your interests here, you are not committed to being involved in all of them. So please indicate all that apply.							
Undergraduate Education		Postgraduate (residency) training		Continuing Medical Education		Faculty Development	
Problem-based learning		Small group teaching		Lecturing		Research knowledge and skills	
Evidence-based medicine		History taking / interviewing skills		Physical examination skills		Professionalism	
Student mentoring		Obj. Structured Clin. Exam (OSCE)		Community preceptor		Electives	

PLEASE TYPE AND ATTACH TO YOUR FULL CURRICULUM VITAE

**MEMORANDUM OF AGREEMENT FOR THE APPOINTMENT OF  
DR. \_\_\_\_\_ as a LECTURER  
TO THE FACULTY OF MEDICINE - UNIVERSITY OF OTTAWA**

This agreement sets out the terms of reference for the appointment of Dr. \_\_\_\_\_ as a **Clinician Teacher** at the rank of **Lecturer** in the Department of \_\_\_\_\_, Faculty of Medicine, University of Ottawa. Dr. \_\_\_\_\_'s work will be carried out mainly at the \_\_\_\_\_.  
[name of hospital or clinic]

1. Dr. \_\_\_\_\_'s responsibilities related to teaching will include the following (indicate all that apply):

\_\_\_\_\_ Provision of clinical supervision for students and/or residents in the outpatient and/or inpatient setting.

\_\_\_\_\_ Periodic facilitation of teaching sessions for students and/or residents at site of clinical practice (ie. academic half-days, lectures, case based learning).

Participation in any of the following at the Faculty of Medicine (If applicable):

\_\_\_\_\_ Lectures

\_\_\_\_\_ Problem based learning tutor

\_\_\_\_\_ Physician Skills development (Clinical skills) tutor

\_\_\_\_\_ Back to basics lectures

\_\_\_\_\_ Small group facilitation for various topics

\_\_\_\_\_ OSCE examiner

If you have a particular area of interest that you would consider getting more involved with please indicate below. (ie. Women's health, communication skills, evidence based medicine, etc).

\_\_\_\_\_  
\_\_\_\_\_

2. This is a voluntary position and as such, Dr. \_\_\_\_\_ will derive no income from this appointment. Some specific contributions to education *may* be recognized with a stipend from the Faculty; Dr. \_\_\_\_\_ will be eligible for such Faculty stipends, as are all other Faculty members. Any stipend received is without University fringe benefits or tenure. Stipends associated with departmental practice plans are available only to members of those specific practice plans.

1. Reviews related to contributions to the Distributed Medical Education (DME) program will be coordinated by the DME Office. Reviews as they pertain to the academic appointment status are the responsibility of the Division and Department Chair. The status of Dr. \_\_\_\_\_'s academic appointment will be reviewed every five years.
4. It is agreed that as a condition of appointment Dr. \_\_\_\_\_ must follow the policies of the University, including policies concerning professional and ethical behavior, conflict of interest, sexual harassment and conflict resolution. Please see policies at this link: [http://www.intermed.med.uottawa.ca/eng/professional\\_affairs.html](http://www.intermed.med.uottawa.ca/eng/professional_affairs.html)
5. Dr. \_\_\_\_\_ appointment confers certain University privileges as outlined in Appendix A- *Appointment Benefits*.
6. The University reserves the right to withdraw the Faculty appointment at any time in the event that Dr. \_\_\_\_\_ contravenes University policies or for cause. The University and Dr. \_\_\_\_\_ shall each have the right to terminate this agreement for any reason whatsoever upon 30 days written notice to the other party, at which time all University privileges granted to Dr. \_\_\_\_\_ will be terminated.
7. This memorandum of agreement will be reviewed within five years or earlier should there be a significant change in activities outlined in section 1. In case of significant change in activities, the parties would have to come to a new agreement, if necessary.
8. Dr. \_\_\_\_\_ will assume his/her responsibilities as a faculty member on (or around) \_\_\_\_\_ .
9. Every appointment at the Faculty of Medicine is subject to the approval from the Joint Committee of the Board of Governors and the Senate of the University of Ottawa.

Please sign below indicating your acceptance of the terms of this memorandum of agreement. The signed letter will then be forwarded to the Department Chair and the Dean's office for signature. A fully signed copy of this letter will be returned to you, your Division Head and Department Chair by the Dean's office.

We look forward to having you join our Faculty.

_____	_____
Candidate	Date
_____	_____
Division Head	Date
_____	_____
Department Chair	Date
_____	_____
Dean or Associate Dean Professional Affairs	Date

## APPENDIX A

### APPOINTMENT BENEFITS VPT'S

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#### 1. Computer Services

- There are limited benefits here.
- The Computer Services (Medtech) buys IBM products exclusively. There is a possibility of buying hardware through the University at University prices. Contact Medtech at 613-562-5648 or [medtech@uottawa.ca](mailto:medtech@uottawa.ca). Identify yourself as a faculty member with an appointment and someone should be able to help you.
- There is some limited software available free to Faculty members. Currently, antiviral software is free. Call the number above. You will likely have to pick it up (Medtech, Roger Guindon Hall, 451 Smyth Road, room 2129, Ottawa, Ontario, K1H 8M5) For more information on IBM products, software and hardware availability and prices, please see this link: [www.ccs.uottawa.ca](http://www.ccs.uottawa.ca). For general information/questions please see this link: <http://www.medicine.uottawa.ca/medtech/>

#### 2. Sports Facilities at University of Ottawa

- Faculty members are entitled to discounts on the various membership packages available for the sports facilities at the University of Ottawa.
- To sign up for a membership, you must get a University of Ottawa ID card. This can be had during office hours Monday – Friday at Tabaret Hall (on campus) at Human Resources room 019. Then go to the gym and buy your pass.
- The choice of memberships and costs are all listed on line. Go to [www.geegees.uottawa.ca](http://www.geegees.uottawa.ca), click on MEMBERSHIPS (which can be found on the left hand side of the page – all the links that form a column). Then, click on *Employees* and scroll down to **Membership fees for University of Ottawa Employees and Retirees**, next in the category box **“Support staff and academic staff not contributing to social benefits”**. You will see all the memberships listed.

#### 3. Electronic Library Access

The Health Science Library has an excellent electronic library access. In order to take advantage of this service you need a library account and password. This can be had easily by E-mailing medtech at [medtech@uottawa.ca](mailto:medtech@uottawa.ca). You will need to give them the following information;

- Given name
- Surname
- Gender
- Title or Appointment
- Department
- Work Phone
- Full Work Address

Once you have this go to the library website (<http://www.biblio.uottawa.ca/section-home.php?g=en&s=rgn&c=home> ) and click on Community Physicians. You will need your code and password for any restricted resources. There are excellent resources with E-books and full text journals readily available.

#### **4. Faculty Support**

Faculty involved in undergraduate teaching may be eligible for additional teaching stipends beyond provincial standards as well as stipends to support Faculty Development. Contact the DME office for more information.

# CAREER PATHS

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## **Clinician-Teacher**

Primary commitment is to clinical service. There is significant contribution to the delivery of service teaching and to promoting and advancing excellence in clinical care. They may serve as clinical preceptors and have varying levels of involvement in providing the core curriculum of undergraduate and post-graduate programs.

For example, this individual may perform 70-90% clinical time with the remainder of time spent in teaching activities, research or administration, 10-30%.

## **Clinician-Educator**

Primary commitment to clinical service and education, educational administration and activities related to education, such as the development and implementation of the academic program or educational research. They may take on roles such as preceptor, lecturer, or mentor.

For example, this individual may perform 25-75% clinical, 15-50% education, 10-30% research and related administrative activities.

## **Clinician-Investigator**

Primary commitment is to clinical service and research. Research may include basic, clinical, translational and they may be cross-appointed to a Research Institute or basic science department. For example, this individual may perform 15-70% clinical, 30-70% research, 10-20% education and/or administration.

## **Clinician-Scientist**

Primary commitment is to research and clinical service. Research may include basic, clinical, translational and they are cross-appointed to a Research Institute or basic science department.

For example, this individual may perform 70-80% research, 10-15% clinical, 10-15% education and/or administration.

## **Scientist**

Primary commitment is to research, which may be basic science, translational or educational, with no clinical responsibilities and spend most of their time in research. Educational and/or administrative involvement only as it relates to educational research or scholarly activity.

For example, this individual may perform 75-80% research with the remainder of the time spent in service teaching (e.g. preceptor, tutor, lecturer, mentor) and/or administration, 10-25%.

## **Clinician-Administrator**

Primary commitment is to administration. This may include a leadership role, involvement in innovation regarding the management of the department, advancements for patients and hospital (e.g. organizing a screening program).

For example, this individual may perform 50% in administration and the rest of the time divided between education, clinical service and research.

# EXAMPLE OF CURRICULUM VITAE

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## NAME

## ADDRESS

556 Some Avenue  
Some Place, Ontario X2X 2X9  
Phone: (xxx) xxx-xxxx  
Email: somebody@somewhere.ca

## CITIZENSHIP

Canadian

## LANGUAGES SPOKEN/WRITTEN

English, French

## Education, Post-graduate and Specialty Training

- 1996-1999: Cardiology Residency  
University of Ottawa, Faculty of Medicine, Ottawa, Ontario
- 1993-1996: Internal Medicine Residency  
Memorial University of Newfoundland, St. John's, Newfoundland
- 1988-1989: Rotating Internship  
Dalhousie University, Halifax, Nova Scotia
- 1984-1988: Medical; Doctor  
University of Ottawa, Ottawa, Ontario
- 1981-1984: BSc Biology  
University of Toronto, Toronto, Ontario

## Professional Certifications

- 1999 Royal College of Canada Fellowship in Cardiology
- 1997 Royal College of Canada Fellowship in Internal Medicine
- 1997 American Board of Internal medicine, American College of Physicians
- 1989 Licentiate of the Medical Council of Canada, #68926

## Employment History

- 2000-to date: Cardiologist (Private practice), Cornwall
- 1998-2000: Locum Cardiologist, Queensway Carleton Hospital, Ottawa, Ontario

### Professional Activities

- 2005- to date Examiner – Royal College of Physicians and Surgeons of Canada
- 2003-2005: Quality Assurance Committee – Cornwall Hospital
- 2000-2003: Member – Education Committee, Canadian Association of Cardiology

### LICENSING/PROFESSIONAL MEMBERSHIPS

- College of Physicians and Surgeons of Ontario
- Canadian Cardiovascular Society
- Royal College of Physicians and Surgeons
- Canadian Medical Association
- Ontario Medical Association

### Teaching Experience

- 1998 – to date: Clinical supervision of medical students - Cardiology elective rotations
- 1998 – to date: CME workshops – Managing acute chest pain in an primary health care setting – One per year
- 1998-2000: Physical Signs and Diagnosis (Cardiovascular Block) for Medical Students - University of Ottawa, Faculty of Medicine, Ottawa, Ontario

### Publications (If Applicable)

1. **Body, S.** Access to cardiac care in non-urban centers. *Canadian Cardiology Newsletter* 2004;Nov.
2. **Body, S,** Anyone M. Case Report: Acute congestive heart failure associated with some condition. *Can J Cardiol* 1998;11:55-57.

# BLANK CURRICULUM VITAE

Name \_\_\_\_\_

## ADDRESS

Street: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

## CITIZENSHIP

### LANGUAGES SPOKEN/WRITTEN

English: **Spoken** Yes  No  **Written** Yes  No

French: **Spoken** Yes  No  **Written** Yes  No

Other: \_\_\_\_\_

## Education, Post-graduate and Specialty Training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional Certifications

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**Employment History**

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**Professional Activities**

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**LICENSING/PROFESSIONAL MEMBERSHIPS**

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**Teaching Experience**

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**Publications (If Applicable)**

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