

**GUIDELINES FOR CLINICAL EXCELLENCE
PORTFOLIO**
FOR ALL FACULTY OF COLLEGE OF MEDICINE
OF
SUNY UPSTATE MEDICAL UNIVERSITY

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Purpose of a Clinical Excellence Portfolio

All faculty members who perform clinical care must demonstrate “proficiency” in clinical service. If clinical service is your main area of focus, you must demonstrate “excellence” in clinical service. Excellence in clinical service is valued, and plays an important role in the mission of Upstate Medical University. Also, as an educational institution, we recognize that the consistent delivery of high quality care is a key component of role modeling for physicians and healthcare providers in training.

The Clinical Excellence Portfolio is meant to supplement material already in your CV or educator’s portfolio by documenting and highlighting those important clinical contributions. It will help you:

1. Provide documentation of clinical service contributions.
2. Assure that these contributions are considered systematically and appropriately in all considerations for promotion and tenure.
3. Support your case for promotion by enabling the promotions committee to evaluate your clinical service and contributions.

Section 1a:

Documentation of Clinical Activity – Summary of clinical activities and approximate time commitment. Indicate the proportion of your time devoted to clinical service and other clinical activities, as agreed to on your Annual Agreement of Academic Expectations (AAAE).

1. Make a list of your current assigned clinical activities. What percentage of your time is allocated to clinical activity
2. Make a list of other assigned clinical activities you were engaged in that are now ended, include years of participation.
3. Make a list of other extra clinical activities you have done, or are doing, that are not assigned to you, but that you do voluntarily.

Examples could include:

- Inpatient ward and consult service
- Regular outpatient service
- Administrative responsibilities as director of clinical program
- Clinical committees (divisional, departmental and institutional)
- Activities related to development of clinical services

Section 1b:

Most important clinical service contribution(s)

Highlight your most significant clinical service contribution(s). For each contribution, briefly describe your role. More is not better, most faculty have one or a few “most important” contributions.) Examples should include:

- Clinical leadership (e.g. contributions to national and international medical societies or health organizations, clinical leadership positions held at Upstate)
- Innovation in clinical care or service that improved quality of patient care (e.g. new technique invented or applied, development of clinical practice guidelines, development or application of new clinical devices, development of new clinical programs)
- Clinical administration, e.g. development of management protocols
- Mentorship provided to junior faculty who are clinicians
- Other clinical contributions (e.g. medical informatics, patient/community education. Database/registry development)

Section 1c:

Evidence for continuing growth as a clinician

- Make a list of any Professional Development in Clinical activities in which you have participated (e.g., participation in workshops; fellowship; site visits to learn new techniques; specific efforts to advance in clinical dimension or career development).

Section 2:

Documentation of Quality – Provide “Evidence” of the excellent quality and impact of your clinical activity.

The evidence of quality and the impact of your contribution such as improved patient care, program improvement, skills development, etc. are more important than the number of contributions.

This should be the major emphasis of your Portfolio. Submit actual data if available, and make a summary for the reviewer of the evidence for the excellent quality of your skills as a clinician.

Examples should include:

- Honors, awards for clinical accomplishments
- Increased patient revenues, expanding referral base or other outcomes data relating to your clinical practice
- Adoption of your work by other colleagues
- Grants for clinical services or programs
- Statements regarding clinical care from colleagues who have observed you in the hospital or clinic
- Information gleaned from resident and student evaluation data.
- Comments by your department chair assessing your clinical contributions to the department, institution, and potentially at the regional or national level.
- Comments by participants in continuing education programs workshops, seminars, plenary sessions, etc. in which you have participated or have led.
- Unsolicited written comments by patients or co-workers.
- Invitations to speak at regional or national meetings about clinically relevant topics
- To demonstrate extra-university leadership and national recognition (for promotion to Professor) include: election to national committees or boards, national speaking invitations, participation in subspecialty board review or test development committee, invitation to be an accreditation site visitor

Section 3: Clinical Scholarship

List all your journal articles, abstracts, case histories, editorials etc. that relate mainly to your clinical observations (these should also be on your CV)