Clinical Portfolio Instructions

Attached is a suggested format for the Clinical Portfolio. You should complete the areas that are applicable to your work. It is not expected that everyone will have information for all areas.

For the areas you do complete, you should expound on the value and impact of the work you have accomplished and provide documentation of this impact if available.

Consider all care areas—inpatient, outpatient, and/or community.

CLINICAL PORTFOLIO
Name:
Department:

SECTION I: PERSONAL STATEMENT.
A personal statement is encouraged for all Faculty Pathways, and is highly suggested for appointment and promotion on the Pathway Recognizing Clinical Excellence. Articulate your contribution to Weill Cornell Medical College and the academic community within your field of expertise. Include a history or trajectory of your career if applicable. (The statement should be less than 3 pages.)

SECTION II: CLINICAL ACTIVITIES
Review your CV. Document in this section the role you played in each of the activities. Example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Role</th>
<th>Number of Sessions/Wks</th>
<th>Years of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NYP Clinic Ward Rounds</td>
<td>Preceptor</td>
<td>5 sessions/week</td>
<td>2008-present</td>
</tr>
<tr>
<td></td>
<td>Teaching attending</td>
<td>5 sessions/week</td>
<td>2008-present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 months/year</td>
<td></td>
</tr>
</tbody>
</table>

SECTION III: CLINICAL PROGRAM DEVELOPMENT
Should include description of program, patients served and performance measures.

For example: Development of multidisciplinary clinic to evaluate and treat patients with XX condition. Thus far 80 patients have been enrolled in the clinic with referrals coming from the tristate.

SECTION IV: CLINICAL EVALUATIONS
Include any evaluation data about your performance: e.g. numerical scores and comments from residents, medical/PA students, Press Ganey scores, evaluations by peers/supervisors, patient comments. Include changes over time, if applicable.
SECTION V: CLINICAL/QUALITY COMMITTEES
Include membership on clinical committees for the college and hospital, as well as local or national clinical committees. Describe role on committee, i.e. member or chair. Describe specific contributions you have made to the committee, goal of committee and improvements the committee has enacted. Include status of project and if available, measurements of quality improvement used and results.

For example: Member of operations committee – interdisciplinary committee responsible for improving clinical operations within the Department of ABC. My role has been to represent the inpatient unit. Specifically I have been involved with improvements in the sedation services by working with an interdisciplinary committee to develop a sedation program and by continuing to evaluate the service. This service now cares for XX patients per year and has improved patient satisfaction and flow.

For example: Member of Asthma Clinical Pathway Development Committee. Pathway has been developed however has not been rolled out. Quality measures will include readmissions, ED visits, LOS.

SECTION V: CLINICAL/QUALITY LEADERSHIP ROLES
Describe clinical leadership/administrative role and highlight accomplishments.

For example: Medical Director of XYZ unit. Developed interdisciplinary committee to improve patient satisfaction. Press Ganey results for communication by MD has improved by 2 points.

SECTION VI: ADVOCACY/COMMUNITY PROJECTS/MEDIA/PUBLIC EDUCATION
Describe your involvement in advocacy/community projects, include community boards, teaching activities, participation in government and/or national organizations committees and boards. Include frequency of activities, type of activities, roles and a description of your contribution to the organization and anything you have developed to support the organization’s growth.

For example:
Lenox Hill Neighborhood House Medical Advisory Board meets quarterly
Doctor for the day at PS6
Member Governor’s Task Force on Early Childhood Medical Home. Committee member. Meets monthly. Developed standards for evaluation of medical home for 0-3 year olds.
Board of Chrons and Colitis Foundation- developed web based educational series for patients

SECTION VII: ADVISING and MENTORING
Consider research/quality/safety projects and student organizations in addition to individual advising. Describe what the projects or organizations entail, and your involvement in the projects. Include advisee and mentees outside the institution, and evidence of success.
For example: Faculty Mentor for WCMC medical student activity Camp Phoenix. During my involvement we have expanded student involvement by 30% and have added 2 activities for camp participants during the year. In addition developed reflective writing piece for students.

SECTION VIII: CLINICAL SCHOLARSHIP
Workshops, oral/podium presentations or Grand Rounds, peer-reviewed journal articles, book chapters, reviewer (abstracts, journals), web-based submissions (invited vs peer reviewed, evaluations of sessions). Do not need to repeat from CV. This is an opportunity to put your scholarship in context and expound on its impact.

SECTION IX: PROFESSIONAL EDUCATIONAL DEVELOPMENT
List any courses or workshops you’ve attended to help you improve your skills within your clinical role. Consider what faculty development effort you’ve made to grow professionally. Examples: Certificate courses, special CME activities

SECTION X: CLINICAL HONORS AND AWARDS