



DEPARTMENT OF FAMILY MEDICINE (DFM)

ACADEMIC CONTRIBUTIONS

(Includes Roles, Hours, Weights, and FAQs)

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FAQS

What is STAR?

STAR-CV, STaff Activity Reporter, is a database system that manages Academic Contributions and CVs across the Faculty of Health Science (FHS).

Does teaching U of T (or other institutions) students or residents count?

Only if they are an UG MD student that has registered with the UG MD Program for an elective. Any other supervision of other university students is not credited hours. However, this information should be included on your academic CV

Why don't I receive hours for my prep work?

Prep time is allocated in the weight of the role. Roles are limited and not in the control of DFM. Roles, hours, and weights are predefined by the Faculty of Health Science.

What is the information used for?

The contribution hours are used to calculate the following:

- ... Department and Division Funding
- ... Faculty Bursary Eligibility (270 hours per year for 3 years before applying)
- ... Appointment Renewal Eligibility, Educational Hour Commitment:
 - o Assistant Clinical Professor - 100 hours per year
 - o Assistant Clinical Professor (Adjunct) - 50 hours per year

Can I report my hours anytime?

You may report your hours at any time via email, fax, or post.

Please send all academic contribution information, forms, and schedules to a dedicated email address for processing, Academic Contributions, Family Medicine (dfm.academic.contributions@gmail.com). You may also contact main reception, who will direct your request 905-525-9140, ext. 21611.

I supervised an UG MD student in July of 2009 but you didn't count it.

Academic contributions are reported for a 12 month period of time from July 1 to June 30. Undergrad Medical students are placed with supervisors on a rotating basis, therefore; in order to report consistently every year, Clerkship will be reported by blocks. If the last day of that block ends after June 30th, this rotation will be counted in the following academic term.

What is the column heading ‘# of Times’ on my report?

The term “number of times”, as shown on the contribution reports, could signify number of hours, number of ½ days, number of occasions, etc. For instance, when referring to presenting this term signifies number of occasions but when referring to Supervisor Out-patient it signifies number of half-days.

Why did I receive 48 times for Behavioural Science Tutoring?

Most tutors are assigned the total of 48 weeks annually. This takes into allowance the 4 weeks of vacation that each faculty member normally takes per year.

What is the difference between a contact hour and total hours?

Each role is either considered to consist of contact hours or total hours.

Contact hour One on one contact with a McMaster learner

Total hours The number of hours assigned to the role based on a specified amount of time (e.g. annually)

I supervised more hours than what my reports contain.

Hours are not credited on an hour for hour basis. Inpatient supervision is credited one hour per full day of supervision, Outpatient supervision is credited one hour per half-day of supervision. Plus, credit is not based on the number of residents but on the supervisor’s time

Full-time resident supervisors are credited as follows:

- ... 1 Resident = Supervision is for seven 1/2 days per week for 4 months, 4 weeks of vacation, 1 1/2 day per week for remainder of the time equals 144 half-days per year
- ... 2 Residents = Supervision is for seven 1/2 days per week for 8 months, 4 weeks of vacation, 1 1/2 day per week for remainder = 240 half-days per year
- ... 3 or more Residents = Supervision is for seven 1/2 days per week for 11 months, 4 weeks of vacation, 1 1/2 day per week for remainder = 325 half-days per year

Emergency Medicine resident supervisors receive 2 half-days per shift.

Who enters/reports these hours?

There are three ways which the hours are captured:

1. Department of Family Medicine (DFM)
DFM captures and enters into STAR the roles and hours of any rotation or event that is scheduled by this Department.
2. Programs and other departments

Programs and departments enter the contributions into STAR. DFM is not aware of this type of contribution as we are not involved in the planning at any stage.

3. Self-reporting

DFM sends out to all faculty a preliminary report in July. These reports will show ONLY what is captured by this Department. This is your time to inform us of any and all academic contribution activities.

Why are there 2 headings for undergraduate teaching?

There are two tables in the STAR system that contain the UG MD academic contributions. One is 'Undergraduate Medical' and the other 'Undergraduate Medical Clerkship'.

I can't see the undergraduate elective supervision that I did.

In order for the UG MD Program to be able to enter your contribution ALL of the following must be completed:

1. The student completes the online objectives
2. The supervisor completes a student evaluation received from the student
3. The supervisor's full name is clearly and neatly printed on the evaluation form
4. The student submits the evaluation form to the UG Elective Office

It is recommended that you retain a copy of the evaluation form for your records as proof of the academic contribution.

Inpatient roles vs. outpatient roles.

Hours are not credited on an hour for hour basis. Inpatient supervision is credited one hour per full day of supervision, Outpatient supervision is credited one hour per half-day of supervision. Plus, credit is not based on the number of residents but on the supervisor's time

STAR Academic Contribution Roles

STAR-CV, STaff Activity Reporter, is a database system that manages Academic Contributions and CVs across the Faculty of Health Science (FHS).

This document covers *common* academic contributions for Undergraduate MD and Postgraduate Family Medicine. There are many more programs that faculty may be involved in such as Physicians Assistant Program but only core Family Medicine teaching will be included. It does not include administrative roles such as Directors, Chairs, Co-ordinators, or Committee involvement.

ONLY TEACHING OF MCMASTER UNIVERSITY LEARNERS MAY BE REPORTED.

Any work done with other universities is not reflected in the FHS database with the exception of supervising MD students from other universities for electives, but only if they are registered with the UG MD Program for that elective.

STAR CV is a Faculty of Health Science database. DFM does not have control over the roles or their hours.

What is the Information used for?

The contribution hours are used to calculate the following:

- ... Department and Division Funding
- ... Faculty Bursary Eligibility (270 hours per year for 3 years before applying)
- ... Appointment Renewal Eligibility, Mutually Agreed Responsibilities - Educational Hour Commitment.
 - o Assistant Clinical Professor - 100 hours per year
 - o Assistant Clinical Professor (Adjunct) - 50 hours per year

Reporting

There are three ways which the hours are captured:

1. Department of Family Medicine (DFM)
DFM captures and enters into STAR the roles and hours of any rotation or event that is scheduled by this Department.

Examples:

- ... Supervisors for full-time family medicine residents
- ... Resident Tutoring
- ... Most resident rotations – the exceptions are the rotations not directly scheduled through the Department (e.g. horizontal electives, rotations booked through a program such as ROMP, hospital based placements)
- ... Family Medicine Clerkship rotations to include teaching sessions
- ... Clerkship Tutors
- ... MF1 supervisors
- ... Palliative Preceptors and Teachers
- ... Emergency Medicine UG Teaching
- ... Etc.

Department of Family Medicine

2. UG Medical Program (and other programs)

The UG Medical program captures and enters into STAR the roles/events that are scheduled through that program. DFM is not aware of this type of contribution as we are not involved in the planning at any stage.

Examples:

- ... OSCE Examiners
- ... MMI Interviewers
- ... Electives – any level UG student, horizontal or visiting, some block
- ... Student Advisors
- ... Pro-Comp Longitudinal Facilitators
- ... Speakers, large or small group
- ... MF Tutors
- ... Etc.

3. Self-reporting

Report all your contributions so that we may verify for you that the Programs have entered your contributions. We verify this information before the database is closed mid July immediately following the end of term.

E.g. Term ends June 30, 2011 the contributions must be reported by mid July 2011.

Please report contributions as pointed out above, plus:

- ... Additions or revisions to what was included in the report
- ... Horizontal Electives
- ... Rounds not shown on your report
- ... Contributions made to other Departments of McMaster
- ... Etc.

Please send all academic contribution information, forms, and schedules to a dedicated email address for processing, Academic Contributions, Family Medicine (dfm.academic.contributions@gmail.com). You may also contact main reception, who will direct your request 905-525-9140, ext. 21611.

Roles are limited and not in the control of DFM. These roles and hours are predefined by the Faculty of Health Science. If you have a contribution that does not have a role they should be included on your Academic CV.

Academic Term Dates

Academic contributions are reported for a 12 month period of time from July 1 to June 30.

Undergrad Medical students are placed with supervisors on a rotating basis, therefore; in order to report consistently every year, Clerkship will be reported by blocks. Each Block is 6 weeks in duration. If the last day of that block ends after June 30th, this rotation will be counted in the following term. The entire block's teaching must be completed and evaluations must be submitted in order to qualify for the term.

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Role Hours and Weights

Each role is either considered to consist of contact hours or total hours.

Contact hour	One on one contact with a McMaster learner
Total hours	The number of hours assigned to the role based on a specified amount of time (e.g. annually)

There are 2 factors that decide the final total weighted hours for the role; role weight and the number of times a contribution has been completed. Generally the preparation time is accounted for by the weighting of the hours. This was determined by surveying faculty across the FHS, and is considered to represent the "burden" of the role, including the difficulty of preparation, need for justification, stress, and general wear and tear.

Across the Faculty of Health Sciences, teaching while providing patient care has been assigned one hour of teaching time per full day for in-patient services, and one hour of teaching time per half-day for out-patient/ambulatory care. This is considered to be representative of the additional time that teaching adds to the time that would be spent in delivering patient care if the learner was not present (teaching, feedback, evaluations, etc)

**Please Note: The term "number of times", as shown on the contribution reports, could signify number of hours, number of ½ days, number of occasions, etc.

Base Hour Assignment

DFM has streamlined some roles and assigned base hours.

Examples:

Behavioural Science Tutors are assigned the total of 48 weeks under this role. This takes into allowance the 4 weeks of vacation that each faculty member takes per year.

Full-time Family Medicine Supervisors

Full-time Family Medicine Supervisors Formula	# of weeks with residents	# half-days per week	subtotal half-days	remainder half-days for year	Total half-days
1 Resident = Seven 1/2 days per week for 4 months, 4 weeks vacation, 1 1/2 day per week for remainder = 144	16	7	112	32	144
2 Residents = Seven 1/2 days per week for 8 months, 4 weeks vacation, 1 1/2 day per week for remainder = 240	32	7	224	16	240
3+ Residents = Seven 1/2 days per week for 11 months, 4 weeks vacation, 1 1/2 day per week for remainder = 325	44	7	308	17	325

Undergraduate Medical Contribution Information

There are two tables that contain the UG MD academic contributions. One is 'Undergraduate Medical' and the other 'Undergraduate Medical Clerkship'. This document discusses the tables individually.

STAR CV is a Faculty of Health Science database. DFM does not have control over the roles or their hours.

Undergraduate Electives

In order for the UG MD Program to be able to enter your contribution ALL of the following must be completed:

5. The student completes the online objectives
6. The supervisor completes a student evaluation received from the student
7. The supervisor's full name is clearly and neatly printed on the evaluation form
8. The student submits the evaluation form to the UG Elective Office

It is recommended that you retain a copy of the evaluation form for your records as proof of the academic contribution.

Undergraduate Clerkship Roles

The most common roles are discussed

- ... Presenter Teaching Session roles are credited one time per teaching session.
- ... Supervisor roles are credited on time per student per rotation.
- ... Tutor roles are credited one time per block.
- ... MF1 Supervisors. Although not part of clerkship these roles are included in this table

Family Medicine Clerkship Curriculum

The 6 week Family Medicine block rotation is composed of the following components:

- ... **Family Medicine**
Family Medicine practice rotation and tutorials
- ... **Early Years**
Site visits and lectures
- ... **Palliative Care**
Site visits, lectures, interactive sessions, and TOSCE
- ... **Care of the Elderly (COE)**
Site visits and lectures
- ... **Global Health**
Tutorials and interactive sessions
- ... **Complementary and Alternative Medicine (CAM)**
Site visits, lectures, and tutorials
- ... **Selective**

Emergency Medicine Clerkship Curriculum

The 6 week Emergency Medicine block rotation is composed of the following components and delivered by a combination of two departments, Department of Family Medicine and Department of Medicine.

... Emergency Medicine

Teaching Sessions, clinical placement in an Emergency Room

Presenter Teaching Session

The Presenter Teaching role is assigned to the teachers of Complementary & Alternative Medicine, Care of the Elderly, Early Years, Global Health, FMIG Open House and the Emergency Medicine teaching sessions. Faculty will receive 1 hour of teaching for each session. The weight of the role is 4 bringing the total to 4 hours per session.

Preceptor Palliative Care

This role is assigned for the Palliative Care site visit and lecture. Faculty will receive 3 hours per student per visit.

Clerkship Supervisor

Supervisors receive one time per UG MD Student that they supervise for the rotation. Family Medicine supervisors receive 60 hours with a weight of 1.5. Emergency Supervisor hours are distributed among the faculty at HHS and St Joesph's Hospital as decided by the division.

Supervisor Family Medicine MF1

Although not part of clerkship these roles are included in this table. The role Supervisor Family Medicine MF1 is used for the pre-clerkship 6 week core Family Medicine rotation. Faculty receive one time per student.

Clerkship Tutor

Tutors work with small groups of students to facilitate the learning process. It is the role of the tutor to help students in the analysis of specially designed "Health Care Problems", rather than being responsible for conveying specific knowledge.

Common Clerkship Role Table

Role Name	Factor / Information	Total Hours	Contact Hours	Weight	Weighted Hours
Preceptor, Palliative Care	per student		3.00	1.50	4.50
Presenter, Teaching Session, Clerkship, Emergency Medicine	per 2 hours		2.00	4.00	8.00
Presenter, Teaching Session, Clerkship, Family Medicine	per occasion		1.00	4.00	4.00
Supervisor, Clerkship, Emergency Medicine	per student		30.00	1.50	45.00
Supervisor, Clerkship, Family Medicine	per student		60.00	1.50	90.00
Supervisor, Family Medicine, MF 1/2 (Medical Foundations)	per student		30.00	1.50	45.00
Supervisor, Family Medicine, MF 1/2 (Medical Foundations), Horizontal Elective	per student		25.00	1.50	37.50
Tutor, Clerkship, Family Medicine	per rotation		24.00	2.00	48.00

Undergraduate Medical Roles

The most common roles are discussed. Additional roles can be found in the following table.

- ... Student Advisor
- ... OSCE Examiner
- ... Interviewer Admissions, MMI
- ... Supervisors
- ... Tutors

STAR CV is a Faculty of Health Science database. DFM does not have control over the roles or their hours.

Student Advisor

Students are assigned a faculty member to act as their advisor. The advisor will follow the student's progress throughout the program and should know the background, special needs and goals of the student. The advisors help to monitor the students' progress and for this purpose receive copies of all the evaluation forms for their students. Advice is given on the choice of electives, and when required, on possible remedial measures. The advisors often write letters of reference for the students they are advising. The Advisor Super role takes a group of 6 students.

OSCE Examiner

The OSCE (Objective Structured Clinical Examination) is an exercise in which students individually rotate through a number of stations and are observed performing various activities.

Interviewer Admissions, MMI

McMaster University has developed a new way to select its medical students that has the applicants doing 12 short successive interviews instead of a traditional panel interview.

Supervisors

Horizontal electives, unlike block electives, are done on a part-time basis while students are in full-time studies in one of the Foundations. Horizontal electives can range from a few hours in a clinic each week, to on call experiences on the weekends but should be a minimum of 4 sessions or 8 hours in length. Each Horizontal Elective Supervisor receives 1 contact hour per half-day. This role has a weight of 1.5.

In order to receive credit for a student from another University that student must be registered with the electives office.

Tutors

Tutors work with small groups of students to facilitate the learning process

Common UG Medical Role Table

Role Name	Factor / Information	Total Hours	Contact Hours	Weight	Weighted Hours
Advisor, Student	per student per rotation		20.00	0.75	15.00
Advisor, Student (Super)	per group per rotation		100.00	1.00	100.00
Examiner, OSCE (Observed Structured Clinical Examination)	per occasion		6.00	1.00	6.00
Interviewer, Admissions, MMI (Multiple Mini Interview)	per occasion		10.00	1.25	12.50
Longitudinal Facilitators, PC (Prof. Competencies) Curriculum MF 1-4	annually		125.00	2.00	250.00
Longitudinal Facilitators, PC (Prof. Competencies) Curriculum MF 5	annually		40.00	2.00	80.00
Preceptor, Professional Skills, MF 1 (Medical Foundations)	per rotation		45.00	1.50	67.50
Preceptor, Professional Skills, MF 2 (Medical Foundations)	per rotation		30.00	1.50	45.00
Preceptor, Professional Skills, MF 3 (Medical Foundations)	per rotation		30.00	1.50	45.00
Preceptor, Professional Skills, MF 3 (Medical Foundations), Obs & Gyn	per occasion		3.00	1.50	4.50
Preceptor, Professional Skills, MF 4 (Medical Foundations)	per rotation		30.00	1.50	45.00
Preceptor, Professional Skills, MF 4 (Medical Foundations), Derm	per occasion		1.00	1.50	1.50
Preceptor, Professional Skills, MF 5 MSK (Medical Foundations)	per rotation		16.00	1.50	24.00
Preceptor, Professional Skills, Practice Sessions, MF1 (Medical Foundations)	per rotation		27.00	1.50	40.50
Preceptor, Professional Skills, Practice Sessions, MF2 (Medical Foundations)	per rotation		27.00	1.50	40.50
Preceptor, Professional Skills, Practice Sessions, MF3 (Medical Foundations)	per rotation		36.00	1.50	54.00
Preceptor, Professional Skills, Practice Sessions, MF4 (Medical Foundations)	per rotation		27.00	1.50	40.50
Presenter, Teaching Session	per occasion		1.00	4.00	4.00
Reader, Admissions, Autobiographical Submission	per occasion	12		0.50	6.00
Speaker, Large Group Session, MF 1 (Medical Foundations)	per occasion		2.00	4.00	8.00
Speaker, Large Group Session, MF 2 (Medical Foundations)	per occasion		2.00	4.00	8.00
Speaker, Large Group Session, MF 3 (Medical Foundations)	per occasion		2.00	4.00	8.00
Speaker, Large Group Session, MF 4 (Medical Foundations)	per occasion		2.00	4.00	8.00
Speaker, Large Group Session, MF 5 (Medical Foundations)	per occasion		2.00	4.00	8.00
Supervisor, Elective, Block	per week per student (one half-day)		6.00	1.88	11.28
Supervisor, Elective, Horizontal	per week per student		1.00	1.50	1.50
Supervisor, Elective, Horizontal, 1, Family Medicine	per student per rotation		15.00	1.50	22.50
Supervisor, Elective, Visiting Student	per week per student		6.00	1.88	11.28
Tutor, MF 1 (Medical Foundations)	annually		100.00	2.00	200.00
Tutor, MF 2 (Medical Foundations)	annually		50.00	2.00	100.00
Tutor, MF 3 (Medical Foundations)	annually		55.00	2.00	110.00
Tutor, MF 4 (Medical Foundations)	annually		55.00	2.00	110.00
Tutor, MF 5 (Medical Foundations)	annually		80.00	2.00	160.00

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Postgraduate (DFM) Contribution Information

Contribution hours are captured for the education of McMaster University learners only. Any work done with other universities is not reflected in the FHS database.

STAR CV is a Faculty of Health Science database. DFM does not have control over the roles or their hours.

Common Postgraduate Family Medicine Roles

- ... Advisor roles
- ... Examiner roles
- ... Instructor, Life Support Course
- ... Interviewer / Admissions
- ... Member, Residency Training/Education Committee/Sub-Committee
- ... Presenter and Facilitator roles
- ... Supervisor roles
- ... Tutor roles

Advisor/Mentor Roles

For faculty members that take a Family Medicine Resident on a **full-time basis**. The advisor follows the student's progress throughout the program. Advisors help to monitor the students' progress and for this purpose receive copies of all the evaluation forms for their students. Advice is given on the choice of electives, and when required, on possible remedial measures. The advisors often write letters of reference for the students they are advising. The advisor will receive the 24 weighted hours per full-time resident.

Emergency Medicine - Faculty members that take a Family Medicine Resident(s) for their 1-month Emergency Medicine Rotation as preceptor receive 1 time per resident. This role has built in 2 contribution hours annually. This will give the contributor 2 weighted hours per resident.

Advisor Research – This role receives 1 time per resident. This role credits 50 contribution hours annually. **A research supervisor is a faculty member providing supervision at a level such that the resident achieves a completed manuscript or thesis.**

Examiner Roles

Simulated Office Orals (SOOs) are held twice a year in anticipation of the CFPC exams. Residents are graded by faculty, who function as a simulated patient in order to assess practice skills. The CCFP(EM) simulated exams are also captured for credit.

*Contributions that qualify for reporting under this role are for practice oral examiners within McMaster University and not external exams. If reporting please ensure that the contribution is a McMaster practice oral and not one of the College exams (e.g. CFPC).

Instructor, Life Support Course

Life support courses such as ACLS, ALSO, etc. qualify for academic contributions. These courses must be reported on the preliminary contribution report as the Department is not made aware of these courses otherwise. Instructors receive 12 hours per course.

Admissions Roles

Each year hundreds of candidates apply to the residency program through CaRMS. The Department interviews the top 300-400 applicants.

Reader Admissions role is used for faculty that read and grade the letter and files on the candidates. The Interviewer Admissions role is used for faculty that interview the candidates during the Department's CaRMS interview days.

Committee Roles

In order to have the 'Education' committee included in STAR it must meet the Department's criteria. The Terms of Reference must be submitted where it will be reviewed by our Department Education Coordinator. If the committee meets the criteria outlined in the policy we then need the official schedule that must include members' names, meeting dates, and times.

Presenter Roles

There are various presenter roles that are included in STAR which are fairly straightforward:

- ... Academic Half-Day Presenter
- ... The Faculty Development Presenter role includes such events as Academic Forum, Carl Moore Lectureship, and Spring Meeting presenter.
- ... Rounds – grand rounds, CTU noon rounds, etc.
- ... PBSG Facilitator

Supervisory Roles

Rotations can be split between physicians on a percentage basis.

Supervisor Clinical Obstetrical For faculty that work out of the Maternity Centre hours are assigned on an average of 40 shifts per year at 2 half days per shift, giving the faculty member 80 half-days annually. Community Faculty will receive 1 full day per delivery. Only report the number of deliveries a resident was present.

Supervisor Clinical Inpatient faculty receive 1 hour per full day. (E.g. the majority of PGY1 rotations in IM, OBS/GYN, and PEDS are inpatient rotations)

Supervisor Clinical Out-patient/Ambulatory Care & Supervisor Clinical IMG are the Department's main clinical supervision roles.

Full-time Resident Supervisors

In the full-time clinical supervisor role and each resident is assigned to a supervisor whose practice is the resident's clinical 'house base' for the two years of their program. The clinical supervisor's role is combined with the advisor role. These roles are used for full-time clinical teaching unit supervisors, full-time community based residency training, and full-time IMG supervisors.

* This role is not based on the number of residents but on the supervisor's time. The full-time supervisors will receive the additional role, 'Advisor/Mentor' for each of the residents supervised. Please see the following chart for qualifying hours.

Full-time Family Medicine Supervisors Formula	# of weeks with residents	# half-days per week	subtotal half-days	remainder half-days for year	Total half-days
1 Resident = Seven 1/2 days per week for 4 months, 4 weeks vacation, 1 1/2 day per week for remainder = 144	16	7	112	32	144
2 Residents = Seven 1/2 days per week for 8 months, 4 weeks vacation, 1 1/2 day per week for remainder = 240	32	7	224	16	240
3+ Residents = Seven 1/2 days per week for 11 months, 4 weeks vacation, 1 1/2 day per week for remainder = 325	44	7	308	17	325

Emergency Medicine

Supervisors receive 2 half-days per shift. Report only the number of shifts worked annually when a resident is present.

Supervisor Clinical Elective (Horizontal) covers members who have supervised residents for additional experience. This is done concurrently with other parts of the curriculum. Horizontal electives are entirely voluntary, not being required for completion of the program.

Please report your Horizontal Elective Supervision (resident name, dates, number of hours per day, resident department) in order to have these hours added to your contributions. Horizontal Electives are arranged between the resident and supervisor and are fairly informal as evaluations of either party are not often done. Therefore, these contributions are not captured at the administrative level.

Tutor / Facilitator Roles

The following numbers are based on 48 weeks of tutoring, allowing for 4 weeks of vacation. Adjustments can be made after year end reporting to assign hours to the contributor that tutored during the 4 weeks vacation.

Behavioural Science Tutor - Throughout their two years in the program, residents meet for 4 hours per week with a social worker, family physician, and psychiatrist tutor to learn behavioural sciences. Tutors also attend regular faculty development sessions and an annual retreat.

Evidence-Based Medicine (EBM) Tutor - Family Physicians meet with the residents weekly during their full-time block to learn concepts of critical appraisal, searching the internet, answering clinical questions etc.

Quality Assurance Tutor - The QA tutor meets with the residents 2 hours per week and on an as needed basis by email or in person. They oversee activities of resident QA / chart audits. The tutor is also known as CQI/QA Tutor, Continuous Quality Improvement / Quality Assurance.

Common PG Role Table

Role Name	Factor/Information	Total Hours	Contact Hours	Weight	Weighted Hours
Advisor, Research	annually per resident		50.00	1.00	50.00
Advisor/Mentor	annually per resident		24.00	1.00	24.00
Advisor/Mentor Emergency Medicine	per monthly rotation, per resident		2.00	1.00	2.00
Examiner, Mock Orals Programme	per occasion		4.00	1.00	4.00
Examiner, Orals Other	per occasion		4.00	1.00	4.00
Examiner, Simulated Office Orals	per occasion		4.00	1.00	4.00
Instructor , Life Support Course	annually (per course)		12.00	1.00	12.00
Interviewer, Admissions	one hour per candidate		1.00	1.25	1.25
Member, Residency Training/Education Committee/Sub-Committee	annually	40.00		1.00	40.00
PBSG Facilitator/Tutor	per occasion	1.00		1.00	1.00
Presenter, Academic Half-Day	per occasion		3.00	2.00	6.00
Presenter, Faculty Development	per occasion		1.00	1.00	1.00
Presenter, Rounds	per occasion		1.00	2.00	2.00
Procedural Skills Preceptor	per occasion	10		1.00	10.00
Reader, Admissions	per letter		1.00	0.50	0.50
Supervisor, Clinical Elective (Block)	per half day		1.00	1.25	1.25
Supervisor, Clinical Elective (Horizontal)	per half day		1.00	1.00	1.00
Supervisor, Clinical IMG	per half day		1.00	2.00	1.00
Supervisor, Clinical Inpatient	per full day		1.00	1.00	1.00
Supervisor, Clinical Inpatient Obstetrical	per half day		1.00	1.00	1.00
Supervisor, Clinical Out-patient/Ambulatory Care	per half day		1.00	0.67	0.67
Supervisor, Research Other Setting (not Lab-based)	per half day		2.00	1.00	2.00
Tutor, Behavioural Science	4 hrs per week		4.00	1.00	4.00
Tutor, Evidence-Based Medicine	2 hrs per week		2.00	1.00	2.00
Tutor, Quality Assurance	3 hrs per week		3.00	1.00	3.00