

WebCV: Attaching CV records to other reports.

This example uses an invited presentation as documentation for a Creative Professional Activity. To benefit from this guide you should already be familiar with how to enter records in WebCV.

More information available at <http://webcv.utoronto.ca>

This step by step guide demonstrates how to use WebCV to document a Creative Professional Activity (CPA). The steps we will follow are:


1. Create a CPA record.
2. Create a Presentation record for use on the CV report.
3. Attach the new Presentation record to the CPA record.
4. Generate the CPA report in WebCV and view the result.

Step 1: Create a CPA record

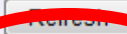
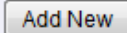
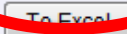



Find the **Creative Professional Activities** page in the All Activities View menu section.

Step 1: Create a CPA record

Creative Professional Activities 

Help for this page

    Date Range 2010 --- - pres.

Grid Columns

Bulk Edit Options

	i	Start Date	End Date	Category	Title	Impact	Supplementary Documentation (Outside of WebCV)	CPA in TER
--	---	------------	----------	----------	-------	--------	--	------------

Click **Add New** to create a new Creative Professional Activity record.

Step 1: Create a CPA record

Creative Professional Activities

Help for this page

Highlight Related Fields For: --- Select Report ---

Start - End Dates: 2007 Mar --- - pres.

Category: Exemplary Professional Practice

Title: Remote Medical Consultation Project

Description: Electronic communication systems can be used to bridge the gap between doctors in underserved regions with local shortages of medical expertise and medical specialists worldwide. A remote consultation system was implemented to provide mentorship and assistance to rural health care services.

Impact: The Remote Medical Consultation Project has had a measure

Supplementary Documentation (Outside of WebCV): Documentation Item #1
Documentation Item #2
Documentation Item #3

Fill in the details of your CPA. This example is called the **Remote Medical Consultation Project**. We enter that text in the Title field.

Step 1: Create a CPA record

CPA Titles must be unique. Make sure the title clearly identifies the record. We will need to use the title later to attach documentation to this CPA record.

	He
Highlight Related Fields For	--- Select Report ---
Start - End Dates	2007 Mar --- -- pres. -- --
Category	Exemplary Professional Practice
Title	Remote Medical Consultation Project
Description	Electronic communication systems can be used to bridge the gap between doc shortages of medical expertise and medical specialists worldwide. A remote co provide mentorship and assistance to rural health care services.

Step 2: Create a Presentation record

UNIVERSITY of TORONTO
Faculty of Medicine

Smith Lea, Benjamin
Last Logon: Jan 07, 2011 4:32 PM
Current Role: Faculty Member

Activities View

- Personal Information
- Education, Awards and Career Experience
- Research Activities
 - Research Statements
 - Patents and Copyrights
 - Grants, Contracts and Clinical Trials
 - Salary Support and Other Funding
 - Publications
 - Presentations and CE Activities**
 - Peer Review Activities
 - Other Research and Professional Activities
 - Most Significant Contributions
 - Financial Conflicts
- Teaching and Education Activities
- Administrative Activities
- Creative Professional Activities
 - Introduction to CPA
 - Creative Professional Activities

Presentations and CE Activities

Refresh Date Range: 2010 --- pres. ---

Add New

To Excel

Import

Questions about records

Navigate to the Presentations and CE Activities page. We will create a normal CV record which will also function as documentation for our Remote Consultation CPA record.

Step 2: Create a Presentation record

Geographical Scope	International
Type	Invited Lectures and Presentations
Trainee Presentation	<input type="checkbox"/>
Role	Invited Speaker
Host	28th International Medical Symposium
Country	United States
Province/State	New York
City	Brooklyn
Presenter(s)	
Title	The Creation and Design of a Remote Medical Consultation Project

Fill in the details of the lecture as normal.

Step 3: Attach Presentation to CPA

Rest of Citation

Date: 2010 Jan 6

Total Hours

Attach to an Audience in TER

Attach to Research in TER

Teaching Evaluation Score

Teaching Evaluation Details

Other Details (doesn't print)

Interprofessional Education

Attach to CPA

Save As Draft Entry

Keep this record private

Attach to: My Research in Education T

Attach to: Contributions to Dev in TER

Attach to: Exemplary Pro in TER

Attach to: Pro Innovation in TER

Attach to: Remote Medical Consultation Project

Save Copy Reset Cancel

Scroll down to the bottom of the Presentation record and find the **Attach to CPA** checkbox.

Step 3: Attach Presentation to CPA

Interprofessional Education

Attach to CPA

- Attach to: Contributions to Dev in TER
- Attach to: Exemplary Pro in TER
- Attach to: Pro Innovation in TER
- Attach to: Remote Medical Consultation Project

Save As Draft Entry

Keep this record private

Save Copy Reset

Once the **Attach to CPA** box is checked the list of CPA titles is activated. Now we are able to attach the Presentation to one or more titles.

Step 3: Attach Presentation to CPA

Interprofessional Education	<input type="checkbox"/>
Attach to CPA	<input checked="" type="checkbox"/>
	<input type="checkbox"/> Attach to: Contributions to Dev in TER
	<input type="checkbox"/> Attach to: Exemplary Pro in TER
	<input type="checkbox"/> Attach to: Pro Innovation in TER
	<input checked="" type="checkbox"/> Attach to: Remote Medical Consultation Project
Save As Draft Entry	<input type="checkbox"/>
Keep this record private	<input type="checkbox"/>

Save Copy Reset Cal

Here is the title of the CPA we just created. Check the box to the left of it. Click the **Save** button to finish.

Note: You may attach an activity to more than one CPA title if you need to.

Step 4: Generate the CPA report

This is how our new record prints on the CPA report.

3: Exemplary Professional Practice

1. REMOTE MEDICAL CONSULTATION PROJECT

(2007 Mar - present)

Description: Electronic communications systems can be used to bridge the gap between doctors in underserved regions with local shortages of medical specialists and medical expertise worldwide. A remote consultation system was implement to provide mentorship and assistance to geographically isolated health care services..

Impact: The Remote Medical Consultation Project (RMCP) has had a measureable impact which is described in these paragraphs.

Here is the second paragraph describing the impact of the RMCP..

Documentation:

a) Presentations

<i>International</i>	
2010 Jan 6	Invited Speaker. Invited Lectures and Presentations. The Creation and Design of a Remote Medical Consultation Project. 28th International Medical Symposium, Brooklyn, New York, United States.

Supplementary Documentation:

Documentation item #1.

Documentation item #2.

Documentation item #3.

Step 4: Generate the CPA report

3: Exemplary Professional Practice

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(2007 Mar - present)

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Documentation:

a) Presentations

International

2010 Jan 6

Invited Speaker, Invited Lectures and Presentations, The Creative
Consultation Project, 28th International Medical Symposium, P...

Supplementary Documentation:

- Documentation item #1.
- Documentation item #2.
- Documentation item #3.

These sections are from the CPA record itself.

Step 4: Generate the CPA report

The Documentation section is assembled from records attached to the CPA title.

3: Exemplary Professional Practice

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a) Presentations

International

2010 Jan 6

Invited Speaker. Invited Lectures and Presentations. The Creation and Design of a Remote Medical Consultation Project. 28th International Medical Symposium, Brooklyn, New York, United States.

Supplementary Documentation:

Documentation item #1
Documentation item #2
Documentation item #3

More on attaching records

- Almost every kind of WebCV record can be attached to a CPA title using the **Attach to CPA** function just demonstrated.
- Records can be included in the Teaching and Education Report (TER) through the **Attach to Audience in TER** function.
- Records can be attached to the “Research in Education” section of the TER through the **Attach to Research in TER** function.