

ACFP Annual Review Form

Medical Faculty to populate sections 1-5, then forward to Provincial Department Head for comments. See Appendix A for additional guidance. Please attach supporting documents.

Section 1: Medical Faculty Appointee (MFA) Information

Name: _____ Department: _____
ISA Review Summary Form Attached: Date Submitted: _____
Year of practice start in Saskatchewan: _____ Contract Year: Year 1 Year 2 Year 3
Review Period From: _____ To: _____

Section 2: Clinical Services

Share highlights of your work in patient care delivery, clinical teaching, and clinical leadership and administration during this review period.

What issues/challenges are you facing in the delivery of these clinical services? Have you discussed these with your Area Department Lead? What are possible solutions to these challenges?

Section 3: Academic Services

If requested by department, attach: CV or Form 1 Research Productivity Indicator

Share highlights of your work in academic teaching, research (as applicable), and academic leadership and administration during this review period.

Teaching evaluations received during this review period: Medical Student Resident Peer (If requested by department, attach reports)

Evaluation highlights:

Concerns identified:

Plans to enhance strengths and address concerns in the coming year (e.g., Faculty Development program):

What issues/challenges are you facing in the delivery of these academic services (teaching, research, leadership)? What are possible solutions to these challenges?

Section 4: Continuing Professional Development

Describe any USask [CME](#) or [Faculty Development](#) programs you have participated in during this review period.

Section 5: Career Development

What are your career aspirations?

See the appropriate [Promotion Checklist](#) for guidance regarding advancing your academic career (i.e., promotion from Assistant to Associate to Full Professor). Note areas that need to be developed to prepare for promotion:

Section 6: Completed by Provincial Department Head (or delegate)

		Good 1	Satisfactory 2	Unsatisfactory 3	Poor 4
CLINICAL	Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				
ACADEMIC	Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				
ADDITIONAL COMMENTS:					

Summarize discussion and identify agreed upon actions and goals. This may include CME and faculty development plans, and/or preparing for promotion:

Provincial Department Head (or Delegate) Name

Medical Faculty Appointee Name

Provincial Department Head (or Delegate) Signature

Medical Faculty Appointee Signature

Date:

Date:

*I acknowledge that I received the above feedback and have had an opportunity to discuss it with my Provincial Head. This signature shall not be deemed to be an acceptance by the Medical Faculty Appointee of any matter of fact or opinion set out in this form.

**Department is to provide a copy of the completed ACFP Annual Review form to the MFA and send to acfp.office@saskhealthauthority.ca
Please attach supporting documents.**

Appendix A: Preparing for your ACFP Annual Review

The annual review is intended to enable two-way dialogue between you and the Provincial Head. With a focus on accountability, planning, and development, the review provides an opportunity to:

- review performance of deliverables
- discuss ISA adjustments, as needed
- highlight accomplishments in the previous year
- identify and address challenges and concerns
- identify goals and development opportunities
- discuss academic career development
- provide coaching, mentorship and career guidance
- provide department leadership with feedback

To facilitate this discussion, and provide the Provincial Head with a comprehensive view of your academic and clinical work from the previous year, you will be asked to submit the attached ACFP Annual Review Form and the [ISA Review Summary Form](#). Below you will find suggestions regarding activities to highlight in both of these forms. In the “Additional Detail” column of the ISA Review Summary Form, you can list and briefly describe activities within each service area, including clinical activities that are not captured in the shadow billing data and/or teaching activities that are not captured in the One45 report. On the Annual Review Form, you can provide more information about key accomplishments that you want to highlight and discuss during your review meeting. Your department may ask for additional documentation, including but not limited to: an updated Curriculum Vitae (CV) or Form 1 (new items not previously reported); and/or the [Research Productivity Indicator](#). You will find guidance regarding preparation of your CV [here](#).

Clinical Services

- application of new scientific knowledge and best practices to enhance patient care and safety
- development of clinical tools/ resources (e.g., protocols, pathways)
- participation in developing new clinical programs, therapies, treatment methods, standards
- number of medical students/ clerks and residents that rotated through with you

Clinical Leadership and Administration

- contributions to developing and maintaining a system of quality improvement
- participation in quality improvement activities in clinical care and development of best practices
- participation in SHA-led initiatives/ committees

Academic Teaching:

- incorporating evidence from published scholarly work or recent research into teaching activities
- use of innovative teaching methods or technologies when appropriate
- incorporating peer and student feedback into teaching practices
- involvement in preparation for the Royal College exam
- involvement in OSCEs
- presentations, lectures, seminars or in-services you delivered to physicians or allied health professionals

Academic Leadership and Administration:

- contributions to academic programming
- contributions to departmental, inter-departmental, college, or university committees or projects
- contributions related to specific academic leadership role(s) (e.g., Program Director, Year Chair)
- participation in CaRMS interviews

Research:

- national and international presentations
- funding applied for or obtained
- grad student or post-doc supervision or supervision of resident research
- participation as a reviewer in a regional or national peer-review program
- service on an editorial board of a scholarly or scientific journal