WEBCV WORKSHOP

MONICA KHALIL

ADMINISTRATIVE ASSISTANT

WOMEN'S COLLEGE HOSPITAL

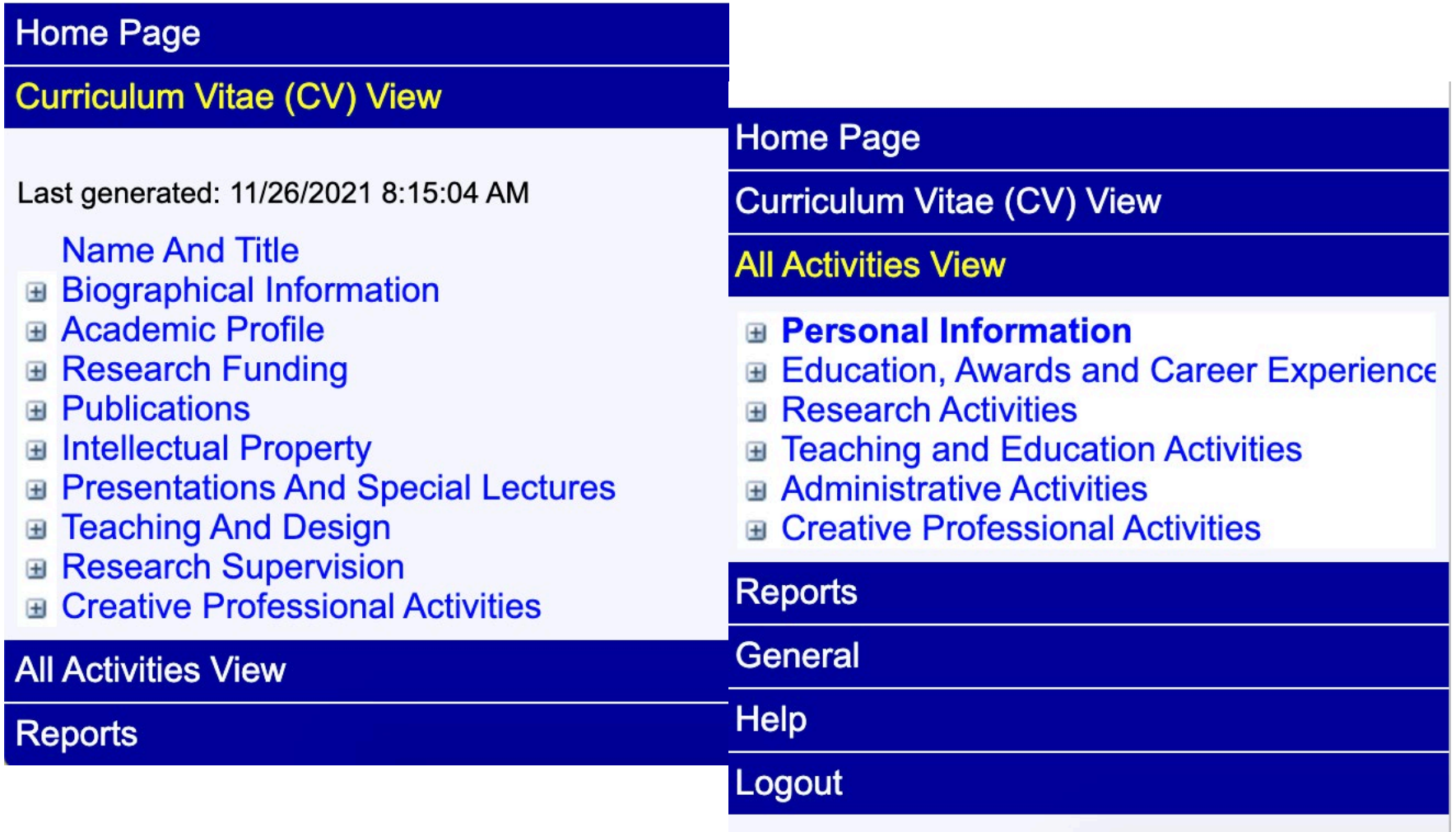
MONICA.KHALIL@WCHOSPITAL.CA

OVERVIEW

- WebCV is only as good as the information you input
- The more information you add, the less revisions required in a word doc
- Consistency
- Avoid creating your own categories – use what's there (if you can)
- I am not a content expert! You can always ask your mentors!

CV VIEW VS. ALL ACTIVITIES VIEW

- CV View will show you the sections that will get generated when you generate a generic CV report
- All Activities View will show you EVERY section in WebCV (e.g. Teaching)

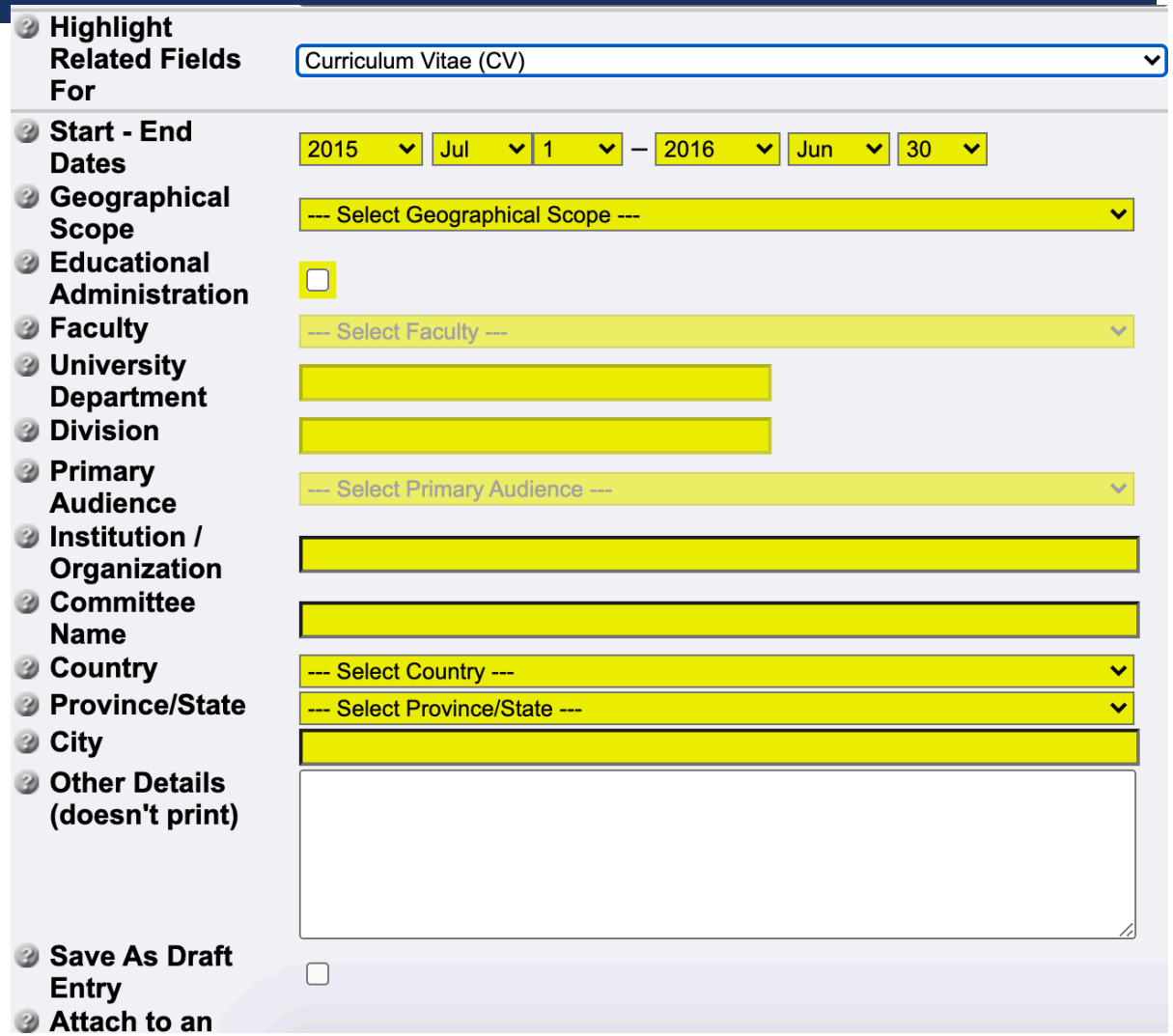


DESCRIPTIONS

- Avoid waiting until after you've generated your CV to add details in. This will add more confusion as you will typically be regenerating the CV multiple times and may forget what you added in.
- Use "Description" boxes to add in additional details.

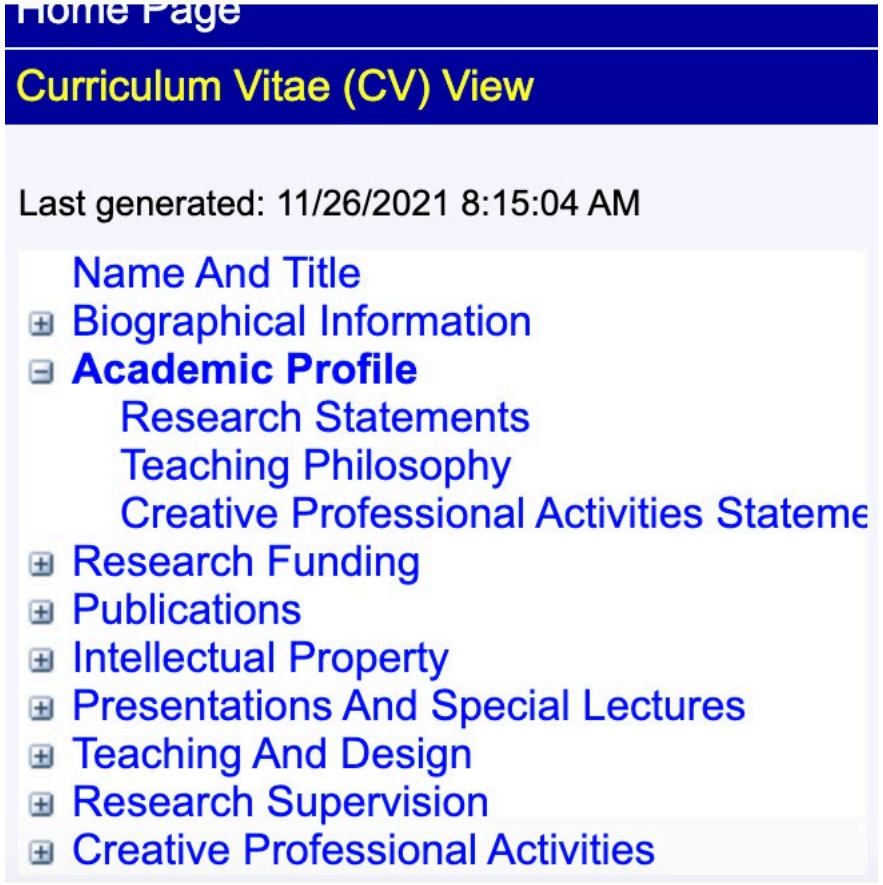
HOW DO I KNOW IF IT SHOWS UP IN MY CV OR TER?

- Highlight field shows you what info shows in what report…



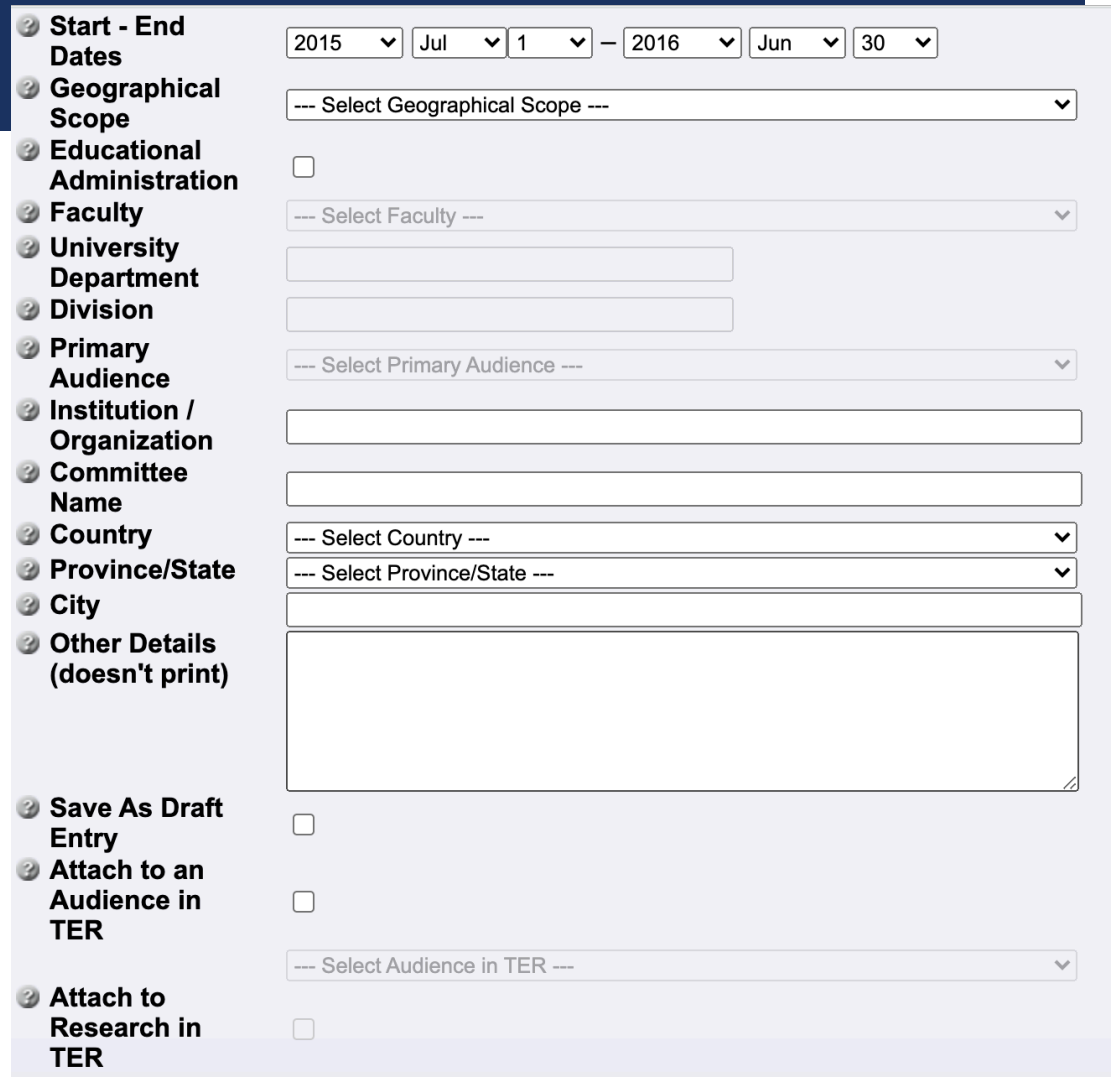
STATEMENTS

- Research (1/2 Page)
- CPA (1/2 Page)
- Teaching



GEOGRAPHICAL SCOPE

- LOCAL, PROVINCIAL, NATIONAL, INTERNATIONAL
- Who was the audience? Where was the conference?
- Provincial typically refers to provincial gov work
- Local – typically university/hospital work
- If it a conference in Toronto please be careful. Were you invited because of convenience location ? Was this truly an international conference?
- Local: Your "local" changes based on where you live/have an appt.



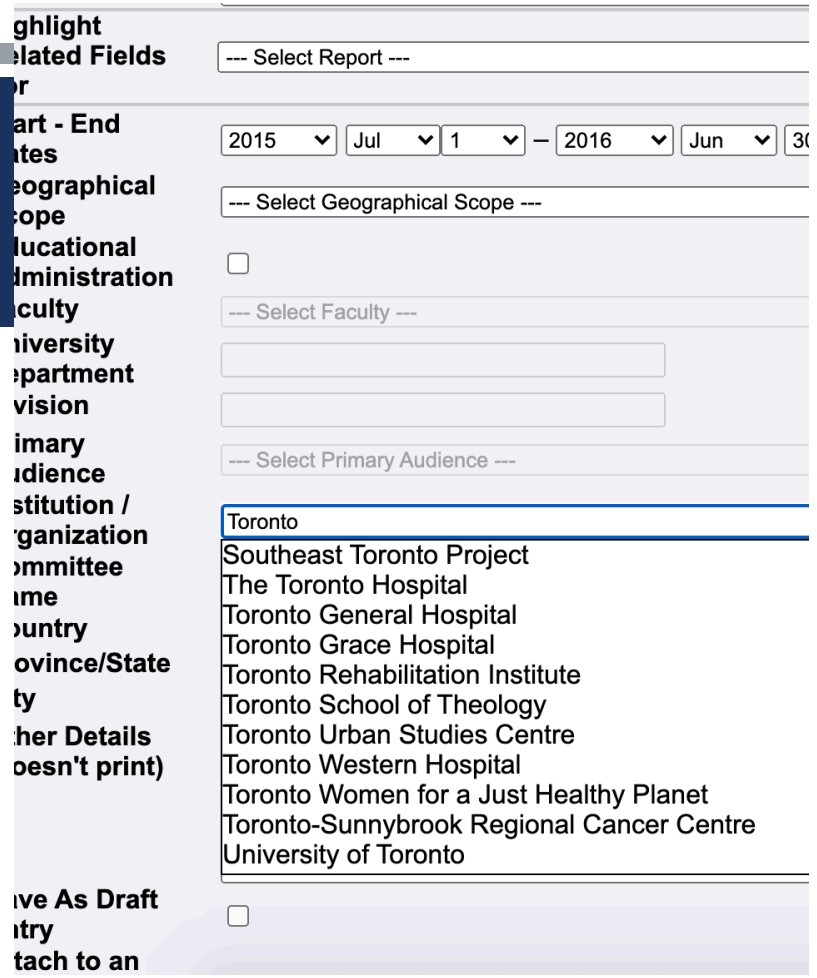
PEER REVIEWED ACTIVITIES

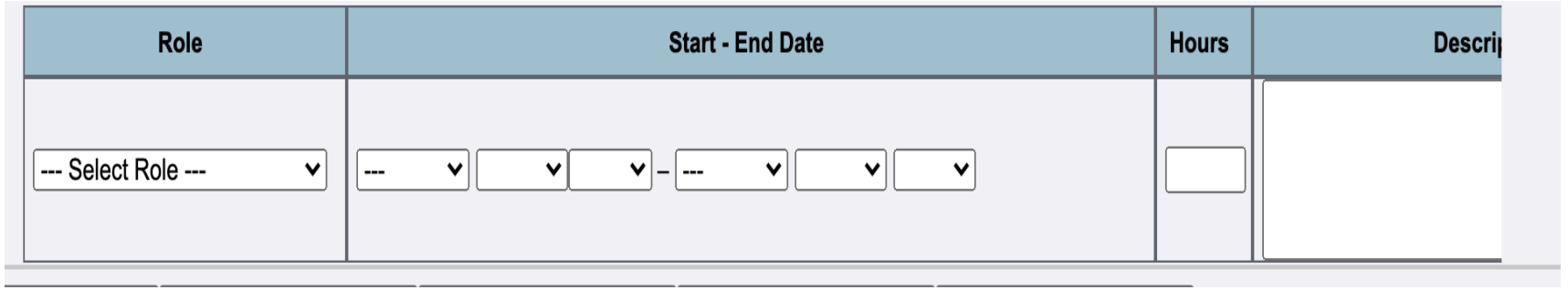
- What Goes Here?
  - Manuscript Reviews
  - Abstract Reviews
  - Conference Presentation Reviews

  Don't forget to put total # of reviews!

ADMINISTRATIVE ACTIVITIES

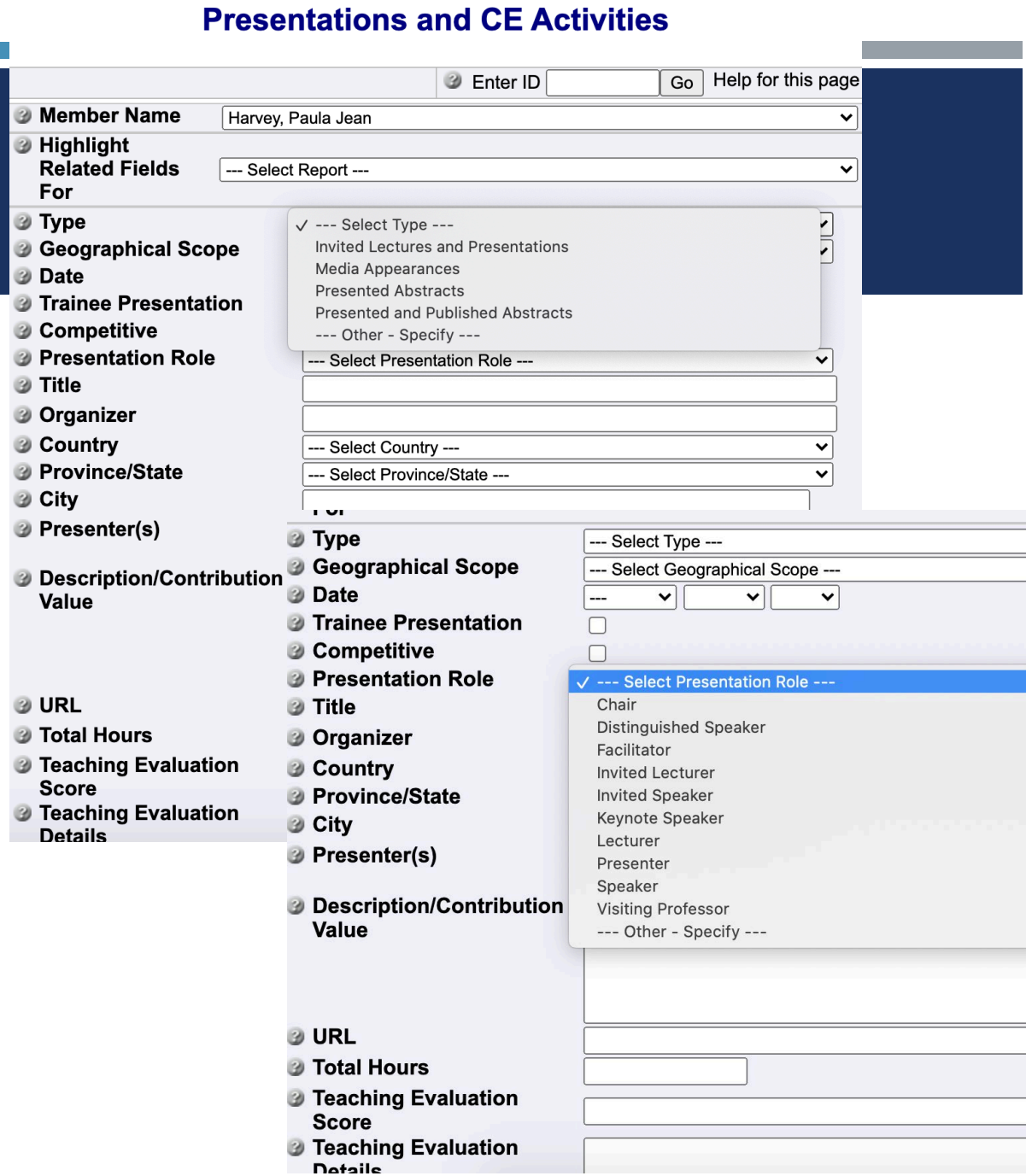
- When picking the organization/institution be sure to CLICK the institution name when you enter it. If you do ACTUALLY click the name (if it exists in the dropdown) it will generate it as two different organizations. Spell it the SAME way and click it.
- At the very BOTTOM of this field you enter the year + role and contributions
- Match the year on the activity to the year at the top (start end date).





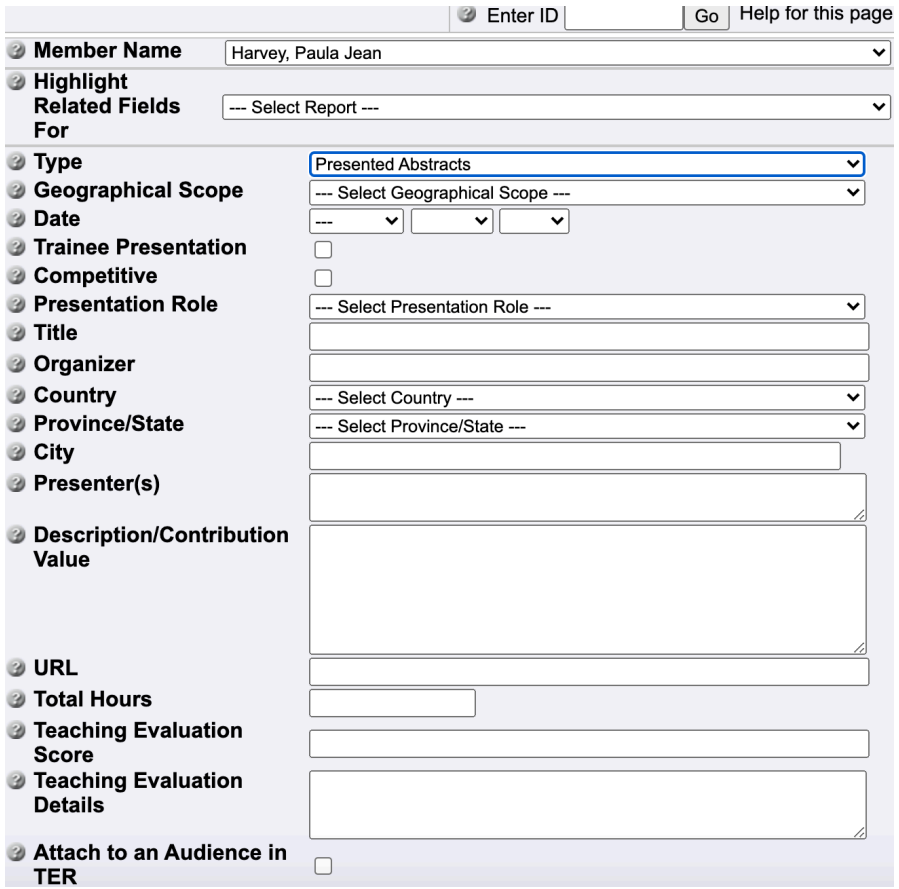
PRESENTATIONS

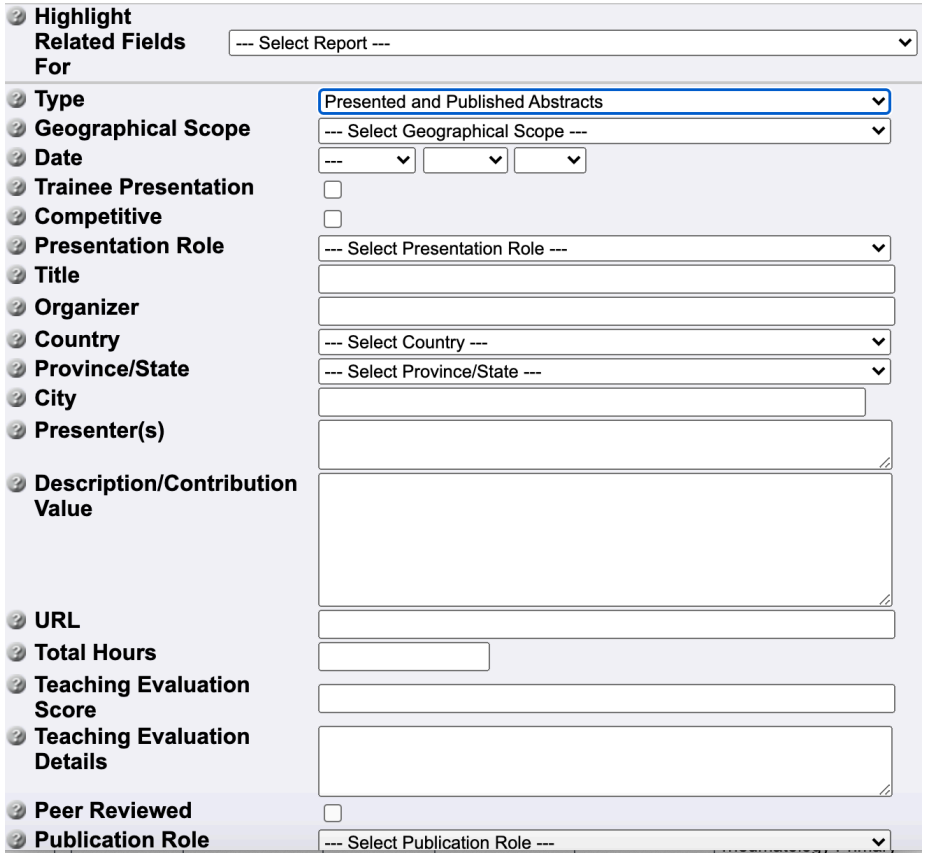
- Tips:
  - Pick from the existing dropdown menus
  - Role: Which one do I pick?
    - Invited Speaker VS Invited Lecturer
      - Just pick 1 and be consistent…
  - Add media appearances in this section
  - If a talk or interview was posted add the URL
  - Add the hours, scores here and attach to your TER if it was educational



PRESENTED VS PRESENTED AND PUBLISHED

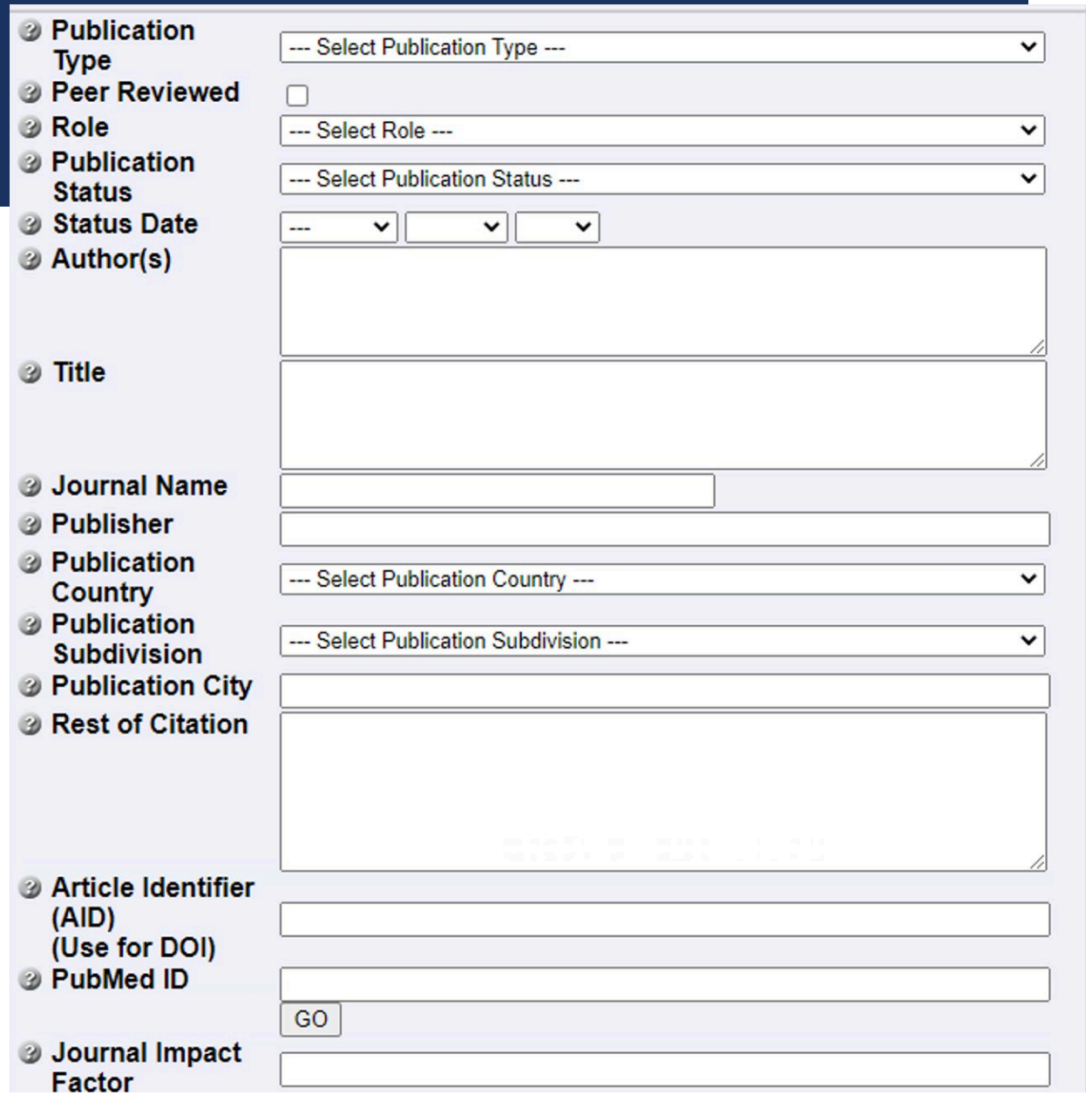
- Presented = ONLY presented
- Presented & Published = PRESENTED at conference + in a conference journal





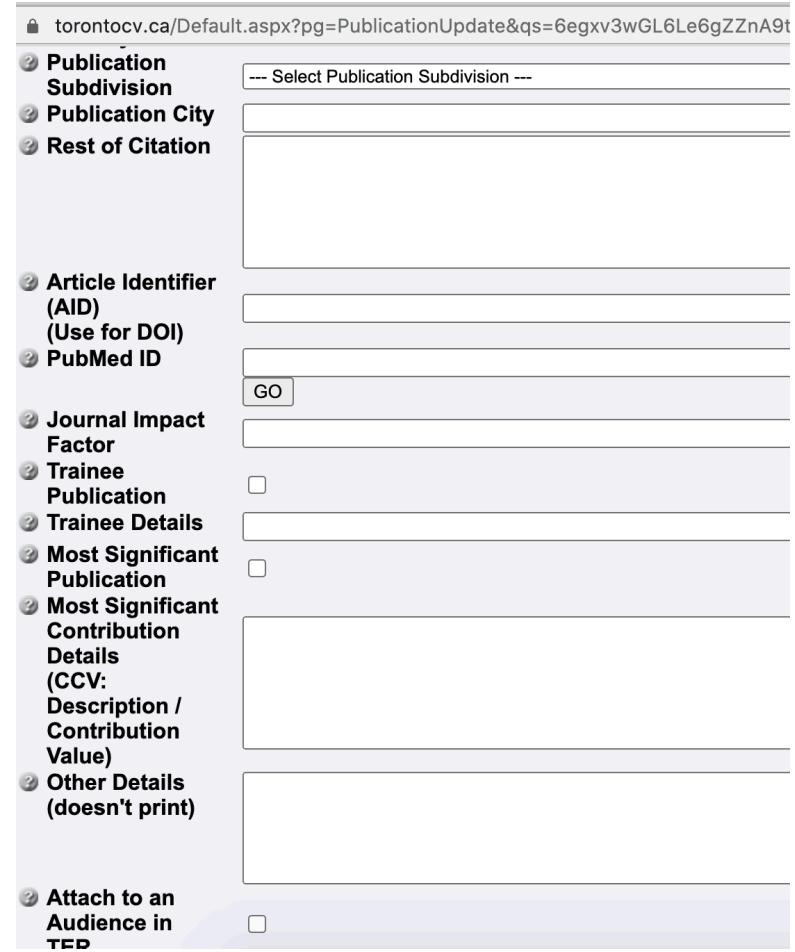
PUBLICATION

- PMID
  - To generate → input into PMID and press GO
    - Will be missing details
  - Input in "Rest of Citation"
- Format Consistency
  - Author: LAST NAME FIRST INITIAL: HARVEY P, EDER L, ……
- Your name will automatically bold if it's the same as the first/last name on your WebCV account



PUBLICATIONS…

- Click the box that says "most significant publication"
- Enter the details



GRANTS

2016 - 2019 **Co-Investigator**. Using Knowledge Translation Theory to Inform the Development of Interventions to Improve management of Early Osteoarthritis. **Canadian Institutes of Health Research (CIHR)**. PI: Mackay, CJ. 156,667 CAD.

I was the primary supervisor for CJ MacKay on this project, which comprised her post-doctoral work.

Added AFTER exporting WebCV

BUT WAIT….
You can enter this info in the DESCRIPTION box!

Grants, Contracts and Clinical Trials

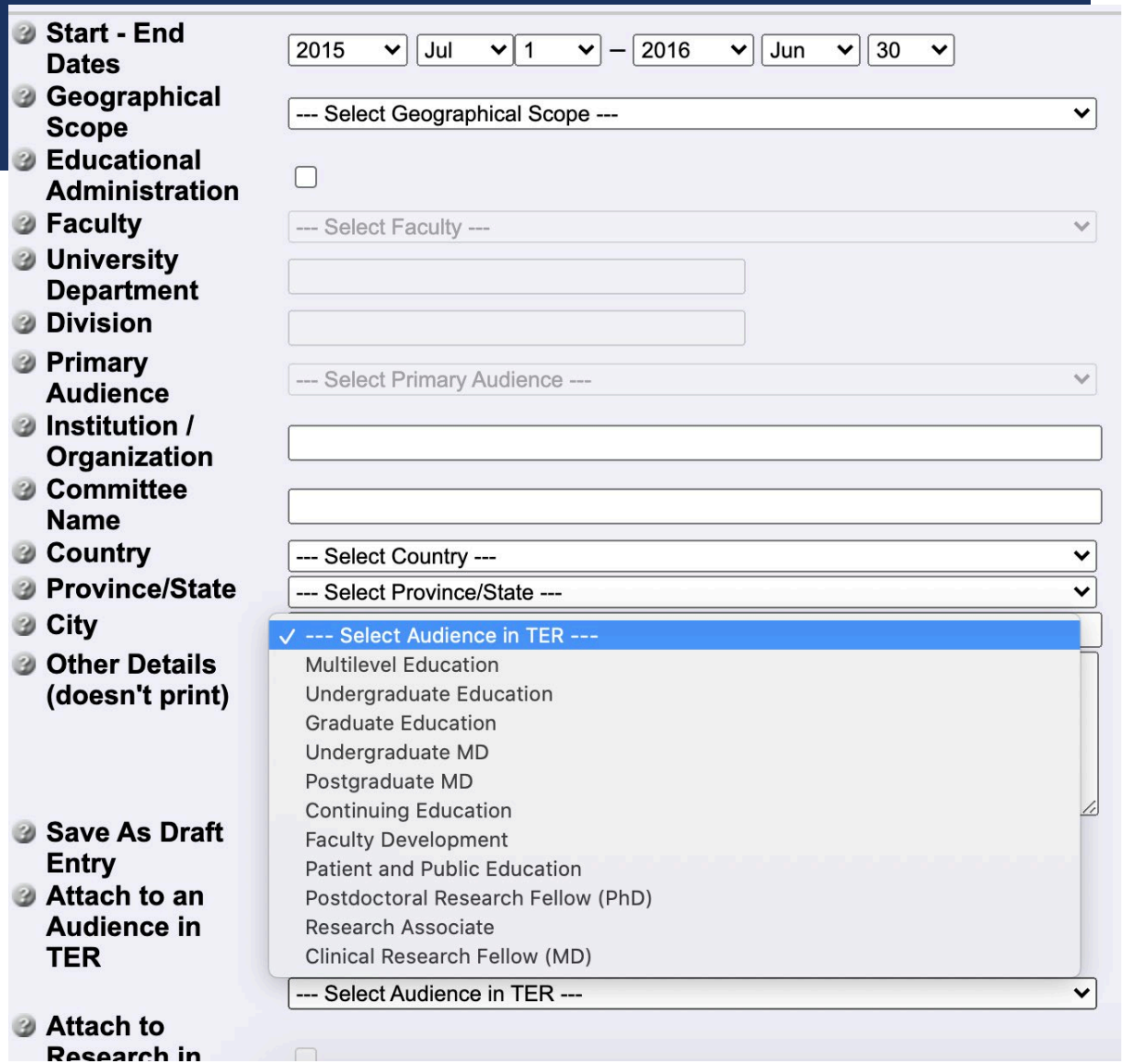
Enter ID [ ] Go Help for this page

Member Name	Harvey, Paula Jean
Highlight Related Fields For	--- Select Report ---
Funding Type	--- Select Funding Type ---
Role	--- Select Role ---
Grant Status	--- Select Grant Status ---
Peer Reviewed	☐
Short Title (Only Used for Common CV)	
Title	
Description	
Funding Source	
Funding Program Name	
Grant and/or Account #	
Total Grant Amount	
Currency	--- Select Currency ---
Total Amount Attributed to Faculty Member	

TEACHING AND EDUCATION REPORT

LINKING TO TER

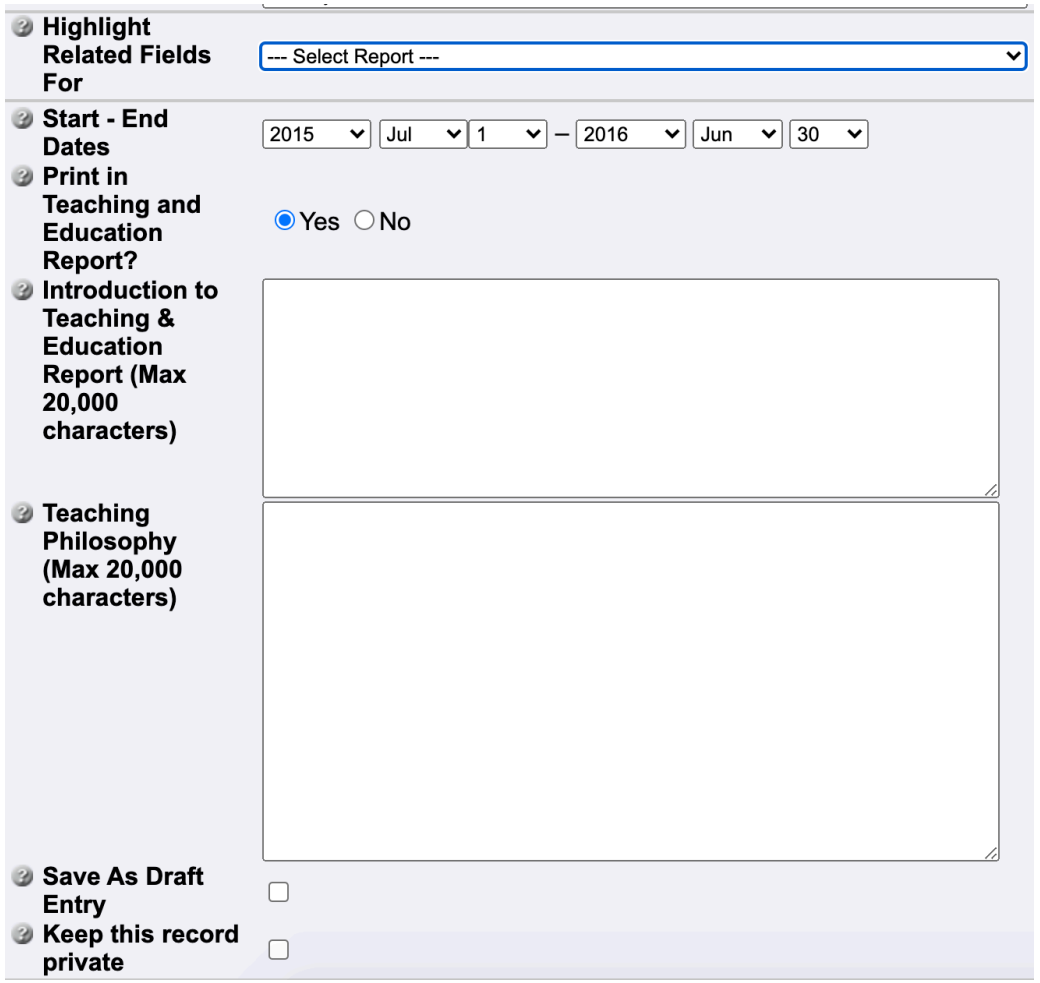
- Activities in your CV can be linked to your TER
- Scores only show in your TER report NOT your CV
- E.g. Medical Grand Rounds… Entry in your PRESENTATION section…LINK TO CME for the score to show in your TER
- Undergraduate Education = BACHELORS DEGREE
- Undergraduate MD = Med School



TEACHING PHILOSOPHY

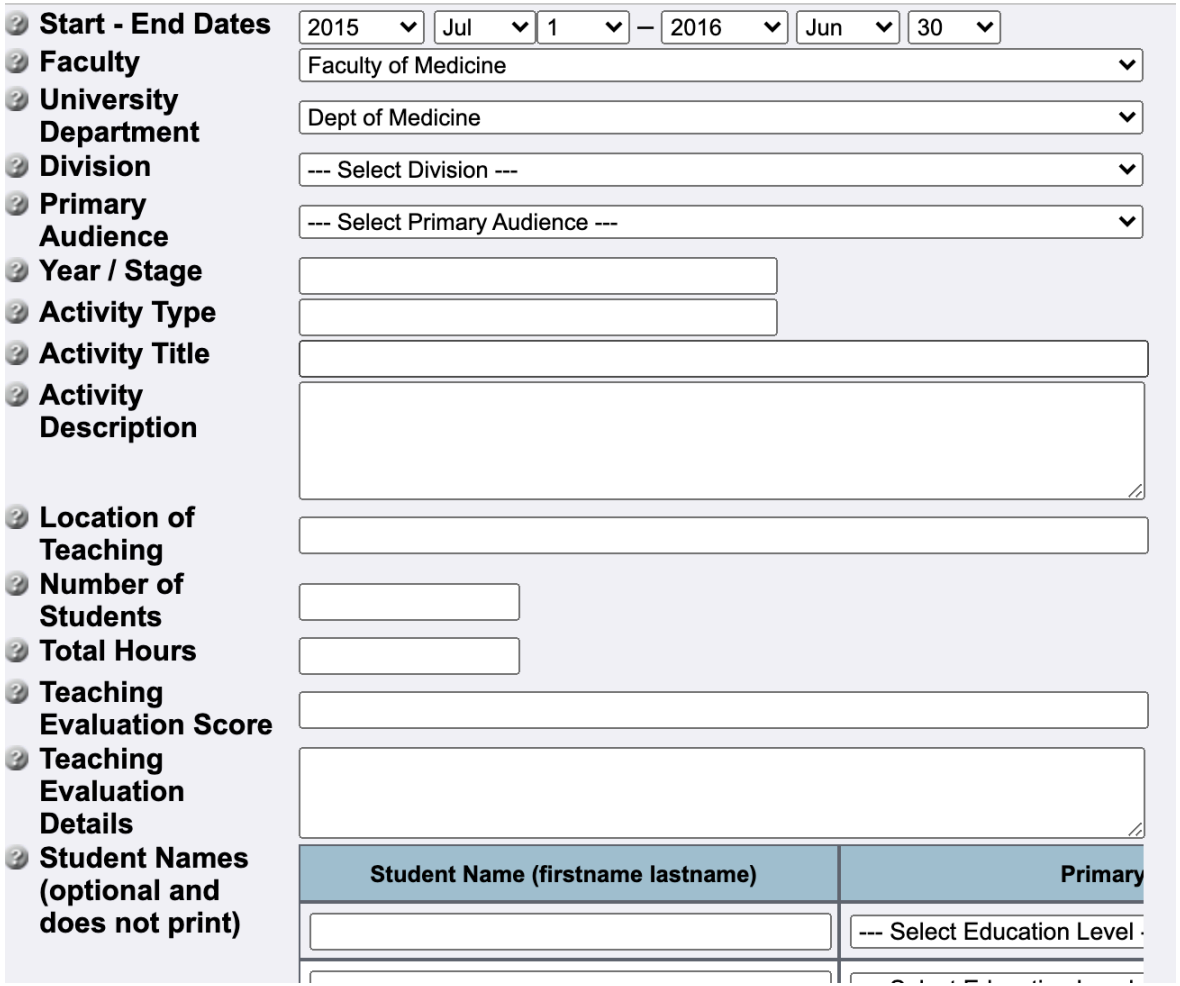
Reminders:

- Enter into "Teaching Philosophy" field
- Check "YES" to Print in Teaching and Education Report



TEACHING EVALUATIONS

- You can enter teaching evaluation scores and comments directly into the entry.
- Power/Medsis do not need to be inputted into WebCV – they are submitted as separate documents



TEACHING DATA SUMMARY TABLE

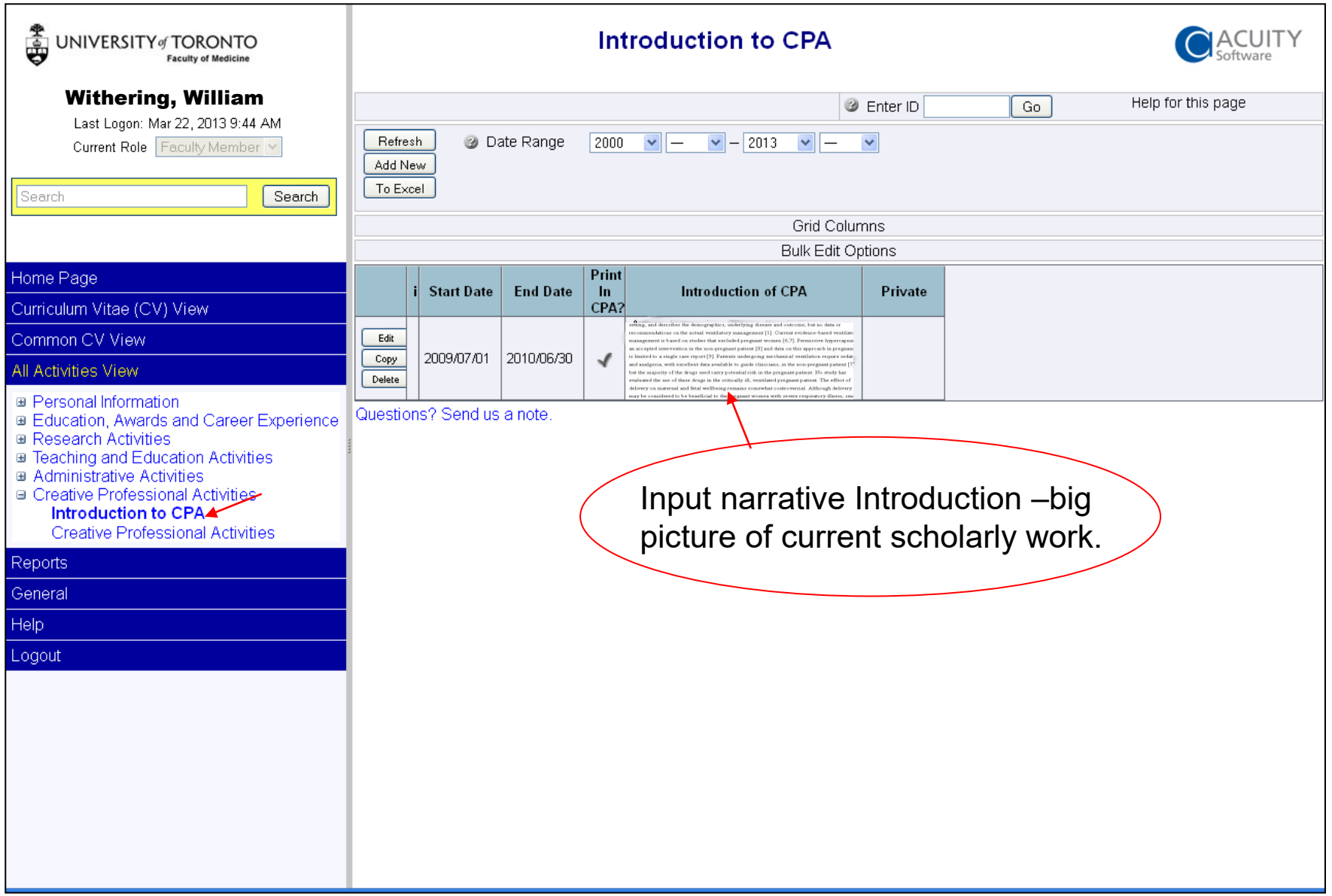
- Although you enter the scores and comments into the "evaluation details" they will NOT be generated when you generate the TEACHING DATA SUMMARY TABLE. You will need to add these details in after you generate the table.

Total Number of Students	Teaching Evaluation Score (if applicable)

MENTORSHIP

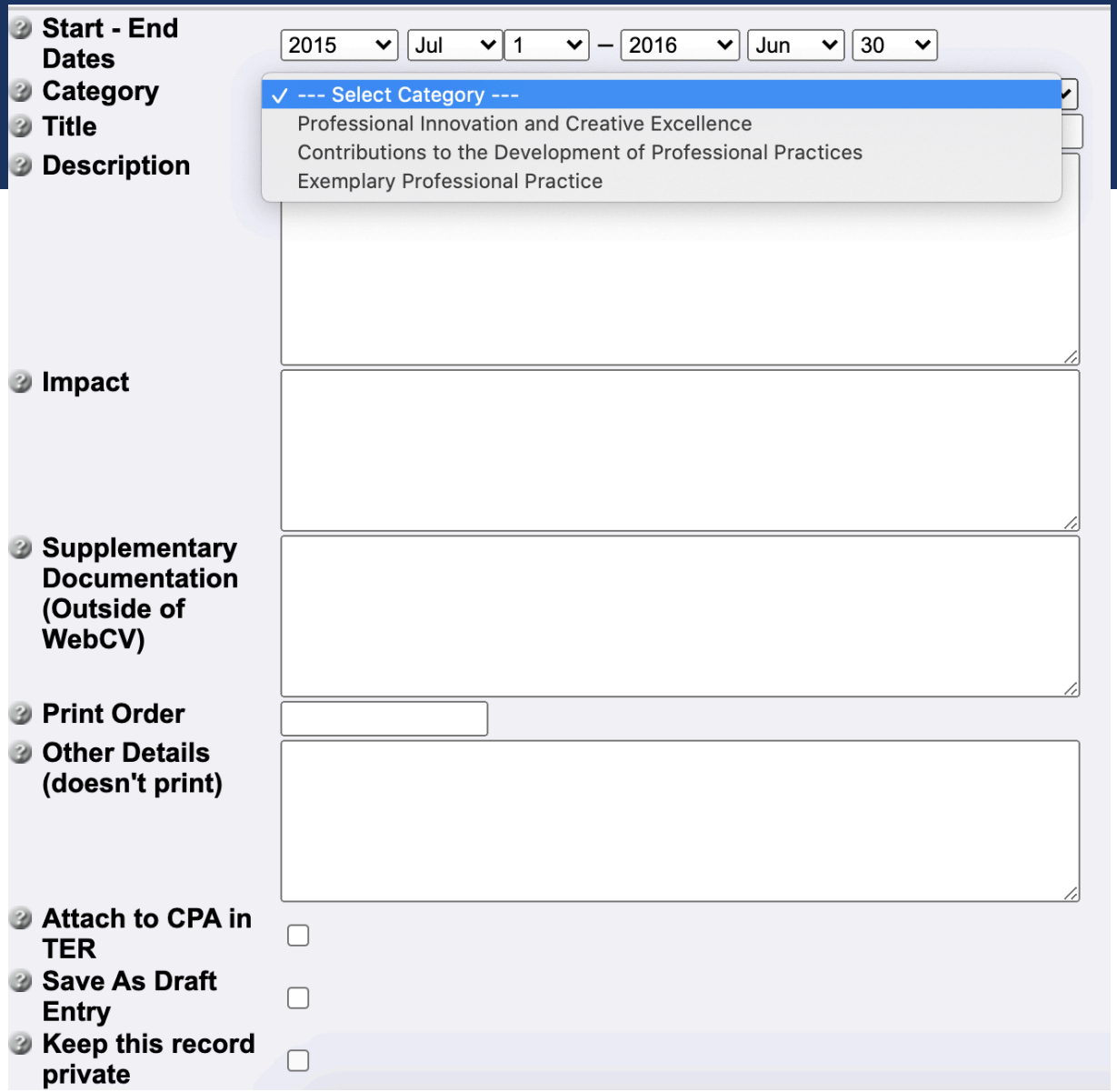
- You can enter mentorship (will only show up in your TER report) under TEACHING AND EDUCATION ACTIVITIES - MENTORSHIP

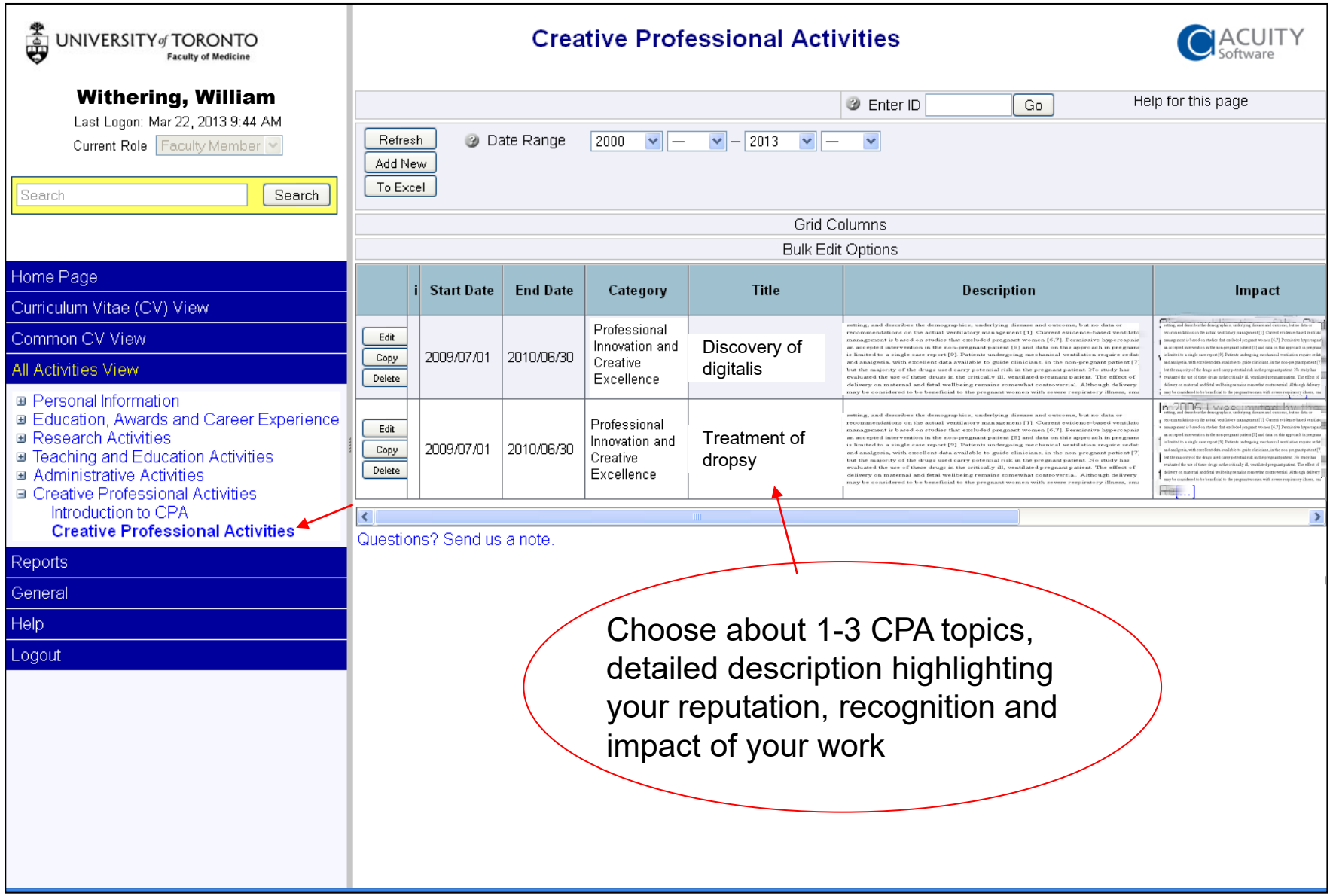
CREATIVE PROFESSIONAL ACTIVITY


UNIVERSITY of TORONTO
Faculty of Medicine
Withering, William
Last Logon: Mar 22, 2013 9:44 AM
Current Role Faculty Member
Search
Search
Home Page
Curriculum Vitae (CV) View
Common CV View
All Activities View
Personal Information
Education, Awards and Career Experience
Research Activities
Teaching and Education Activities
Administrative Activities
Creative Professional Activities
Introduction to CPA
Creative Professional Activities
Reports
General
Help
Logout
Introduction to CPA
ACUITY Software
Enter ID
Go
Help for this page
Refresh
Add New
To Excel
Date Range
2000
2013
Grid Columns
Bulk Edit Options
i
Start Date
End Date
Print In CPA?
Introduction of CPA
Private
Edit
Copy
Delete
2009/07/01
2010/06/30
Questions? Send us a note.
Input narrative Introduction –big picture of current scholarly work.

CPA

- Types of CPA
  - Professional Innovation and Creative Excellence
  - Contributions to the Development of…
  - Exemplary Professional Practice

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Curriculum Vitae (CV) View
Common CV View
All Activities View
Personal Information
Education, Awards and Career Experience
Research Activities
Teaching and Education Activities
Administrative Activities
Creative Professional Activities
Introduction to CPA
Creative Professional Activities
Reports
General
Help
Logout
Creative Professional Activities
ACUITY Software
Enter ID
Go
Help for this page
Refresh
Add New
To Excel
Date Range
2000
2013
Grid Columns
Bulk Edit Options
Start Date
End Date
Category
Title
Description
Impact
Edit
Copy
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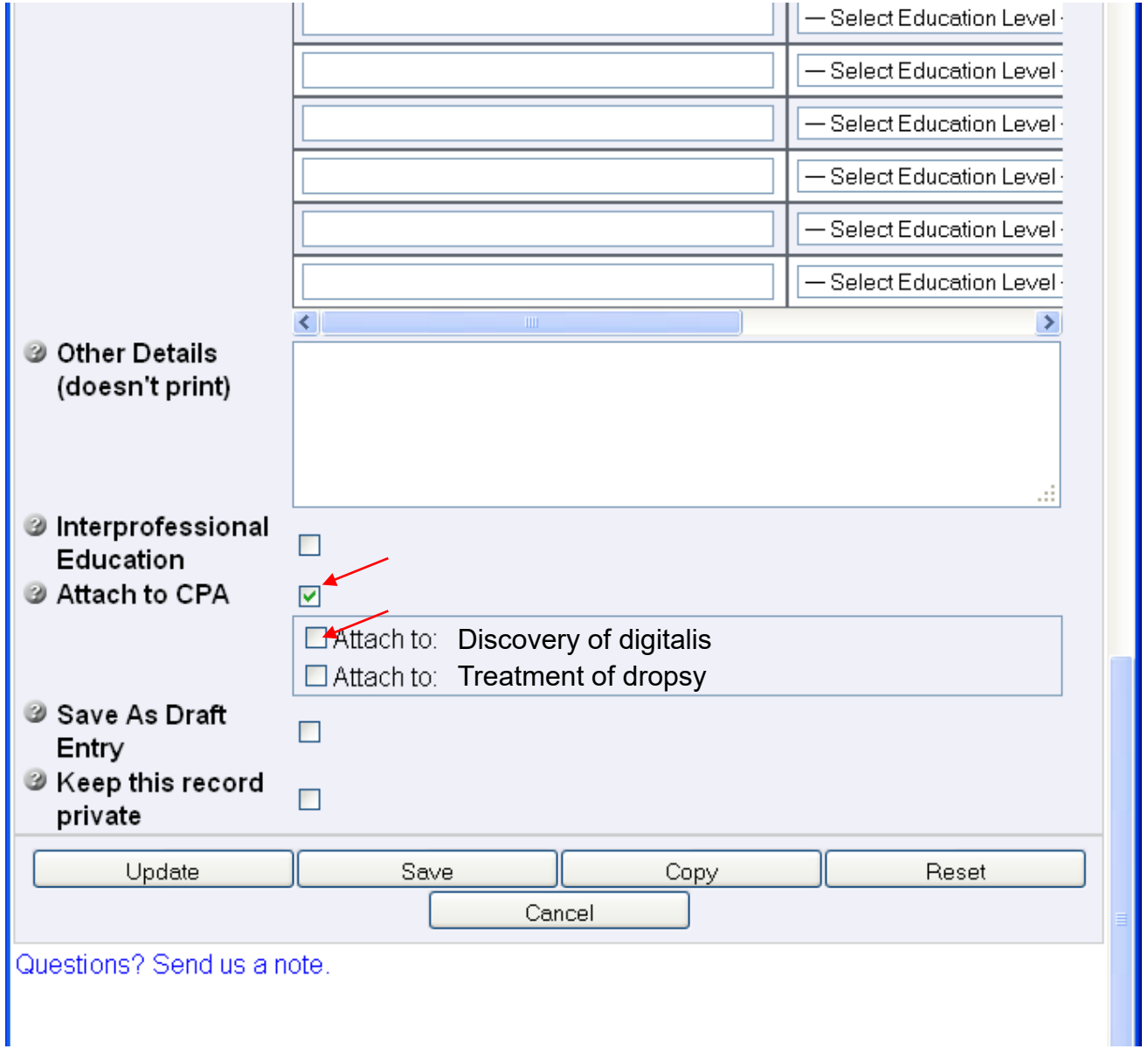
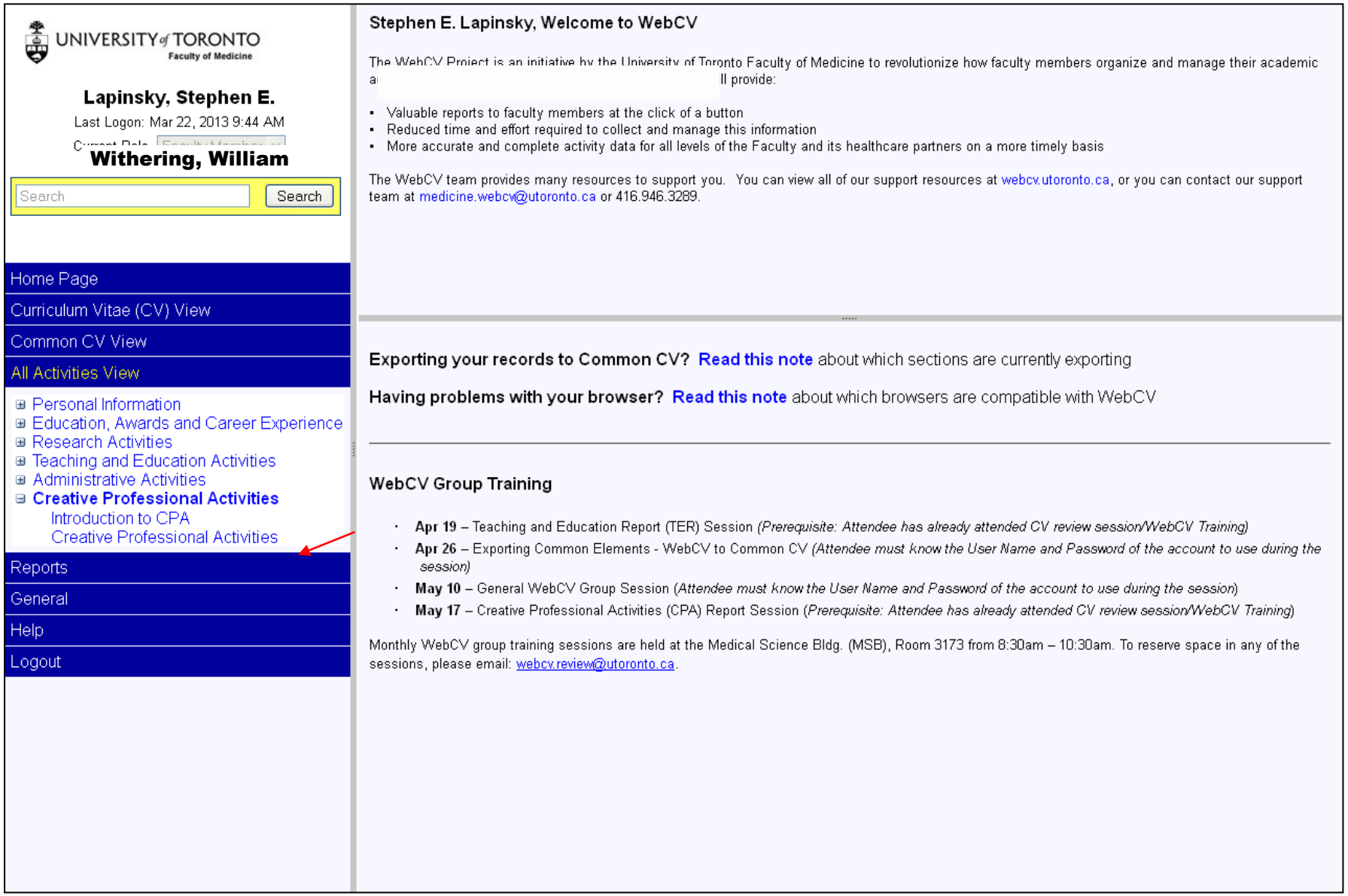
2010/06/30
Professional Innovation and Creative Excellence
Discovery of digitalis
Edit
Copy
Delete
2009/07/01
2010/06/30
Professional Innovation and Creative Excellence
Treatment of dropsy
Questions? Send us a note.
Choose about 1-3 CPA topics, detailed description highlighting your reputation, recognition and impact of your work

Each relevant publication/presentation must be checked off




UNIVERSITY of TORONTO
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Lapinsky, Stephen E.
Last Logon: Mar 22, 2013 9:44 AM
Withering, William
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Curriculum Vitae (CV) View
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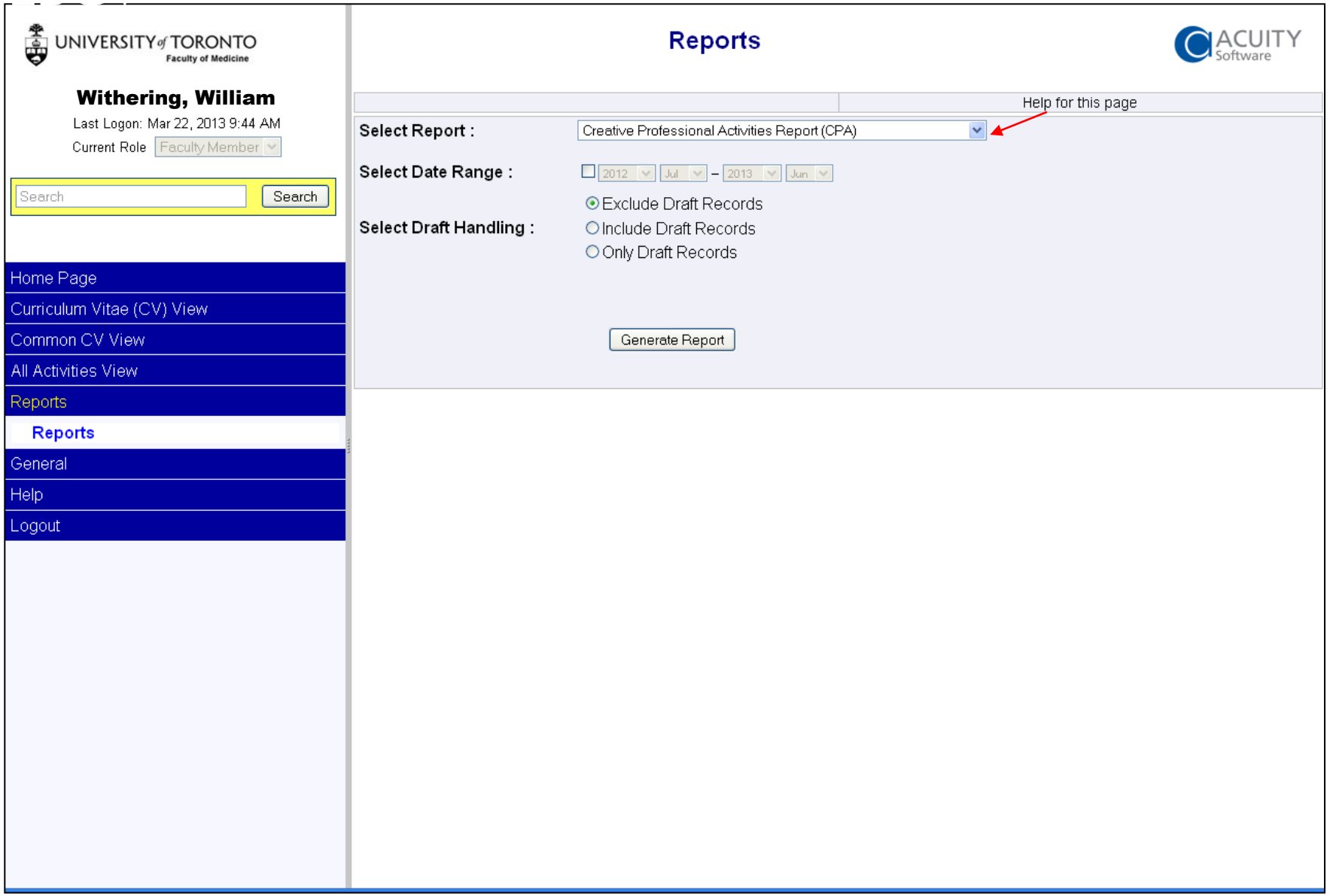
Stephen E. Lapinsky, Welcome to WebCV
The WebCV Project is an initiative by the University of Toronto Faculty of Medicine to revolutionize how faculty members organize and manage their academic
ll provide:
Valuable reports to faculty members at the click of a button
Reduced time and effort required to collect and manage this information
More accurate and complete activity data for all levels of the Faculty and its healthcare partners on a more timely basis
The WebCV team provides many resources to support you. You can view all of our support resources at webcv.utoronto.ca, or you can contact our support team at medicine.webcv@utoronto.ca or 416.946.3289.
Exporting your records to Common CV? Read this note about which sections are currently exporting
Having problems with your browser? Read this note about which browsers are compatible with WebCV
WebCV Group Training
Apr 19 – Teaching and Education Report (TER) Session (Prerequisite: Attendee has already attended CV review session/WebCV Training)
Apr 26 – Exporting Common Elements - WebCV to Common CV (Attendee must know the User Name and Password of the account to use during the session)
May 10 – General WebCV Group Session (Attendee must know the User Name and Password of the account to use during the session)
May 17 – Creative Professional Activities (CPA) Report Session (Prerequisite: Attendee has already attended CV review session/WebCV Training)
Monthly WebCV group training sessions are held at the Medical Science Bldg. (MSB), Room 3173 from 8:30am – 10:30am. To reserve space in any of the sessions, please email: webcv.review@utoronto.ca.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Reports
Reports
General
Help
Logout
Reports
ACUITY Software
Help for this page
Select Report :
Creative Professional Activities Report (CPA)
Select Date Range :
2012 Jul – 2013 Jun
Select Draft Handling :
Exclude Draft Records
Include Draft Records
Only Draft Records
Generate Report

UNIVERSITY OF TORONTO
Creative Professional Activity Report

Dr. William Withering
MB. BCh

1: Introduction

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2: Professional Innovation and Creative Excellence

1. DISCOVERY OF DIGITALIS

(1781/07/01 – 1784/06/30)

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Documentation:

a) Honours and Career Awards

Received

b) Publications

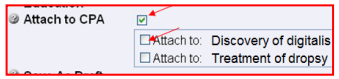
Journal Articles

c) Presentations

International

Narrative pulled up here

WebCV pulls each Award, Publication, presentation into the "Documentation" section of the CPA report



Remember, this is a Word document – allows for easy final edits

If you find this at the end of your CPA report …

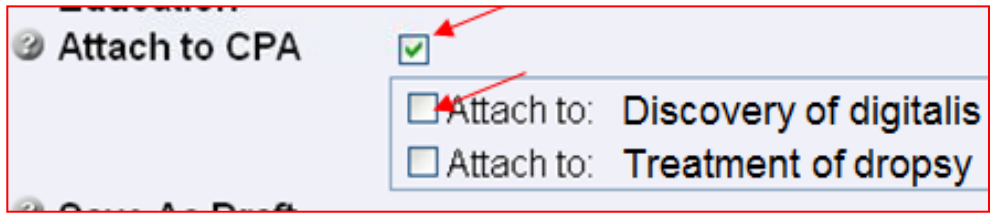
4: Related Creative Professional Activities

Note: Following activities are linked to CPA report but not attached to a CPA record.

a) Grants, Contracts and Clinical Trials

Funded	
2011 Jul - 2012 Jul	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labo aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea co aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excep

You've hit the CPA checkbox but not the topic checkbox



QUESTIONS?