

CPA in WebCV

Entering Creative Professional Activities (CPA)
in your WebCV account

Learning Objectives

- To create CPA records in your WebCV account
- To incorporate CV and Teaching records on your CPA Report as documentation of your CPA activities
- To incorporate CPA records on your Teaching and Education Report (TER)

What WebCV *can* do

WebCV users can:

- Enter CPA records
- Generate a CPA Report that is formatted as per the Faculty of Medicine's promotion guidelines
- Attach CV and Teaching records to the CPA Report as documentation of Creative Professional Activities

What WebCV *cannot* do

WebCV cannot explain what qualifies as a CPA activity

For a definition of CPA and its categories, please consult the University of Toronto's Faculty of Medicine Manual for Academic Promotion:

<http://medicine.utoronto.ca/sites/default/files/2014%20Promotions%20Manual%20July%202014WithWebCV%20Final.pdf> (Revised July 2014, pp. 14-17)

Entering CPA records in WebCV

- ☰ **Creative Professional Activities**
 - Introduction to CPA
 - Creative Professional Activities

CPA in WebCV

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

The two main sections in WebCV that are used to populate the CPA Report are *Introduction to CPA* and *Creative Professional Activities*

Introduction to CPA section

Introduction to CPA

Refresh Date Range --- pres. ---

Add New

To Excel

Grid Column

Bulk Edit Opti

	i	Start Date	End Date	Print In CPA?	Introduction of CPA	Private
Edit Copy Delete		2009/07/01	present		My Creative Professional Activity consists of four themes. Theme 1, 2, 3 and 4. Donec ac lacus ac nisl elementum mattis. Aenean mi magna, interdum sit[...]	
Edit Copy Delete		2004/07	present	✓	My Creative Professional Activity consists of four themes. Theme 1, 2, 3 and 4. Donec ac lacus ac nisl elementum mattis. Aenean mi magna, interdum sit[...]	

Questions? [Send us a note.](#)

- A high-level introduction to your CPA activities as a whole (descriptions of individual CPA activities should be entered in the *Creative Professional Activities* section of WebCV)
- You can create multiple *Introduction to CPA* records, but only one will print on your CPA Report. You choose which one will print through the “Print in CPA?” field in an individual record
- This kind of record will also print in the “Academic Profile” section of the CV

Introduction to CPA section

UNIVERSITY OF TORONTO
Creative Professional Activity Report

Professor Mark Bold
Department of Medicine

1: Introduction

My Creative Professional Activity consists of four themes. Theme 1, 2, 3 and 4. Donec ac lacus ac nisi elementum mattis. Aenean mi magna, interdum sit amet accumsan sed, cursus id metus. Vivamus faucibus tincidunt ultricies. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Phasellus tempus tincidunt tincidunt. Ut pulvinar placerat libero eu pulvinar. Etiam est nibh, sodales a posuere in, congue tempor leo. Quisque mollis luctus ipsum in vulpate. Duis tincidunt neque. et magna adipiscing blandit. Curabitur auctor est orci. Nulla eu magna diam. Proin nunc lectus, malesuada ut ultrices a, iaculis quis nisi. Curabitur id eros vel augue congue dapibus.

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Sed ac lectus nunc, vel auctor purus. Donec pulvinar sagittis nulla. Mauris at dui lorem. Vestibulum bibendum, erat sed interdum ullamcorper, elit mauris scelerisque est, in vulpate nisi ligula eget odio. Maecenas neque augue, eleifend id rutrum id, sagittis id quam. Donec imperdiet dui sit amet massa vehicula sollicitudin. Fusce nulla enim, aliquam id rutrum vel, tristique sodales enim. Donec rhoncus, magna ullamcorper scelerisque pulvinar, leo turpis iaculis nulla, eu posuere neque diam in diam. Etiam rutrum adipiscing felis sed elementum. Aenean pharetra faucibus justo quis dapibus. Quisque ut lectus et quam faucibus feugiat sed id arcu. Cras pretium ipsum at quam hendrerit ut vestibulum massa ultrices. Morbi sit amet lorem ut erat viverra mollis vitae sit amet risus. Vestibulum sit amet ligula vel felis euismod lobortis. Mauris at consectetur orci. In turpis odio, iaculis ac vestibulum at, rhoncus sit amet mi. Curabitur ac ipsum vel nulla imperdiet luctus. Etiam condimentum libero non leo lacinia eu venenatis massa venenatis. Sed nisi ipsum, iaculis ut congue eget, pharetra sit amet dolor.

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Morbi sit amet sem leo, vitae vehicula ipsum. Nam pharetra ante id turpis consectetur at iaculis sem vulpate. Quisque condimentum tincidunt ante, at elementum quam sodales vel. Quisque ullamcorper, nibh quis luctus imperdiet, dolor odio auctor sem, eu commodo mi mauris in leo. Proin quis est vel metus imperdiet eleifend eget eget quam. Pellentesque vestibulum sapien et ipsum porta at convallis sapien posuere. Vivamus vel nisi et mi gravida lobortis. Nullam et odio in sem fermentum consequat. Donec id dui sit amet lectus aliquet vestibulum. Duis at mi semper justo pretium tristique. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aenean blandit dolor ut justo convallis consequat congue dolor vehicula. Nulla a erat in augue aliquam facilisis. Sed lorem nulla, blandit et pretium ac, fermentum viverra massa. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

The *Introduction to CPA* record you choose to print will then appear at the beginning of your CPA Report

Creative Professional Activities section

Creative Professional Activities

Grid Columns
Bulk Edit Options

	i	Start Date	End Date	Category	Title	Description	Impact
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		2010/07	present	Exemplary Professional Practice	Remote Medical Consultation Project	Electronic communications systems can be used to bridge the gap between doctors in underserved regions with local shortages of medical specialists and[...]	The Remote Medical Consultation Project (RMCP) has had a measurable impact which is described in these paragraphs. Here is the second paragraph de[...]
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		2009	present	Contributions to the Development of Professional Practices	Rewriting guidelines for Undergraduate Medical Education in Internal Medicine	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tincidunt, nisl eu gravida vulputate, lacus mauris posuere tortor, varius euismod elit v[...]	Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque dignissim semper feugiat. Class aptent taciti soci[...]

This section is where you enter individual CPA records based on the 3 CPA categories:

1. Professional Innovation and Creative Excellence
2. Contributions to the Development of Professional Practices
3. Exemplary Professional Practice

Records entered in this section will print on both the CPA and CV Reports. They print first by category (in the order they appear above), and then by date (in reverse chronological order) within each category .

Creative Professional Activities section on the CPA Report

Creative Professional Activities	
	Enter ID <input type="text"/> <input type="button" value="Go"/>
Highlight Related Fields For	Creative Professional Activities Report (CPA)
Start - End Dates	2006 Jul -- -- 2008 Jun -- --
Category	Contributions to the Development of Professional Practices
Title	The development of recommendations for new safe approaches to the transfusion of blood products
Description	I worked with Canadian Blood Services and other agencies to develop and disseminate these new recommendations
Impact	These efforts have set new standards in the operation of national blood systems
Supplementary Documentation (Outside of WebCV)	Supplementary document #1. Supplementary document #2.
Print Order	1
Other Details (doesn't print)	

The fields that are highlighted above in a *Creative Professional Activities* record will print on the CPA Report.

Creative Professional Activities section on the CPA Report

2: Professional Innovation and Creative Excellence

1. A NOVEL CATHETER FOR RENAL DIALYSIS

(2007 Jul - 2010 Dec)

Description: The introduction and dissemination of a new technology in the management of a common clinical problem.

Impact: Through the wide dissemination of this innovative practice, a number of clinics, both internationally and nationally, are reviewing their own techniques in an effort to compare their effectiveness.

Supplementary Documentation:

Supplementary document#1.

Supplementary document#2.

3: Contributions to the Development of Professional Practices

1. THE DEVELOPMENT OF RECOMMENDATIONS FOR NEW SAFE APPROACHES TO THE TRANSFUSION OF BLOOD PRODUCTS

(2006 Jul - 2008 Jun)

Description: I worked with Canadian Blood Services and other agencies to develop and disseminate these new recommendations.

Impact: These efforts have set new standards in the operation of national blood systems.

Supplementary Documentation:

Supplementary document#1.

Supplementary document#2.

4: Exemplary Professional Practice

1. REMOTE MEDICAL CONSULTATION PROJECT

(2010 Jul - 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 implemented to provide mentorship and assistance to geographically isolated health care services.

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

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

Supplementary Documentation:

Supplementary document#1.

Supplementary document#2.

On the CPA Report, the print order of the three main CPA categories cannot be changed, but the print order of the records within each category can be altered through the use of the "Print Order" field in individual CPA records in your WebCV account.



Print Order



Just enter a number in the "Print Order" field of individual CPA records to control their print order within a CPA category on the CPA Report.

Creative Professional Activities section on the CV

J. Creative Professional Activities

1. PROFESSIONAL INNOVATION AND CREATIVE EXCELLENCE

2007 Jul - 2010 Dec A novel catheter for renal dialysis.
The introduction and dissemination of a new technology in the management of a common clinical problem.
Through the wide dissemination of this innovative practice, a number of clinics, both internationally and nationally, are reviewing their own techniques in an effort to compare their effectiveness

2. CONTRIBUTIONS TO THE DEVELOPMENT OF PROFESSIONAL PRACTICES

2006 Jul - 2008 Jun The development of recommendations for new safe approaches to the transfusion of blood products.
I worked with Canadian Blood Services and other agencies to develop and disseminate these new recommendations.
These efforts have set new standards in the operation of national blood systems

3. EXEMPLARY PROFESSIONAL PRACTICE

2010 Jul - present Remote Medical Consultation Project.
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 implemented to provide mentorship and assistance to geographically isolated health care services.
The Remote Medical Consultation Project (RMCP) has had a measurable impact which is described in these paragraphs.

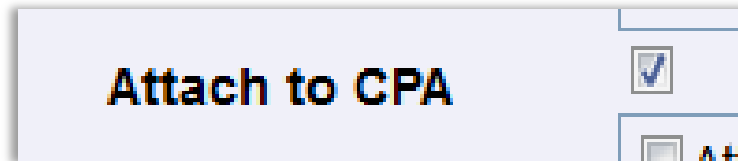
Here is the second paragraph describing the impact of the RMCP.

Records from the *Creative Professional Activities* section also print on the CV Report, but the print order of records within each CPA category cannot be altered through the "Print Order" field (this field is only relevant to the CPA Report).

Print Order



Attaching CV and Teaching records to the CPA Report



Attaching records to the CPA Report



Attach to CPA

Users can attach records from other sections of their WebCV account to the CPA Report, and then these attached records will print on the CPA Report as documentation of CPA activities.

Attaching records to the CPA Report

Creative Professional Activities

Enter ID

Refresh Date Range -- -- -- pres. -- --

Add New

To Excel

Grid Columns

Bulk Edit Options

	i	Start Date	End Date	Category	Title	Description	Impact	Supplemental Documentation (WebCV)
<input type="button" value="Edit"/>				Example	Remote Medical Consultation Project	Electronic communications systems can be used to bridge the gap between doctors in underserved regions with local shortages of medical specialists and[...]	The Remote Medical Consultation Project (RMCP) has had a measurable impact which is described in these paragraphs. Here is the second paragraph de[...]	
<input type="button" value="Edit"/>		2000	present	Contributions to the Development of	Rewriting guidelines for Undergraduate Medical	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tincidunt, nisl eu convallis vulputate, laoreet	Class aptent taciti sociosqu ad litora torquent per conubia nostra, sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.	



Example - Take the above record that is entered in the *Creative Professional Activities* section: the Remote Medical Consultation Project.

Attaching records to the CPA Report

In the *Presentations and CE Activities* section of the same WebCV account, there is a record of an invited presentation related to that CPA record.

Presentations and CE Activities

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

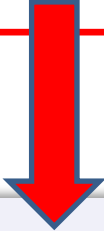
Add New To Excel Import

Grid Columns Bulk Edit Options

	i	Type	Geographical Scope	Date	Organizer	Presentation
Edit Copy Delete		Invited Lectures and Presentations	Provincial / Regional	2013/06	Surgery for Movement Disorders, An Advanced Workshop	Designing a new movement disorders program
Edit Copy Delete		Invited Lectures and Presentations	International	2013/12	International Movement Disorders Symposium	Headlines in Palliative Care
Edit Copy Delete		Invited Lectures and Presentations			IADC Health, Training Conference	Bold M. Remote Medical Consultation Project: Challenges and Results.

Attaching records to the CPA Report

Edit the presentation record, and scroll down to a checkbox called “Attach to CPA”.

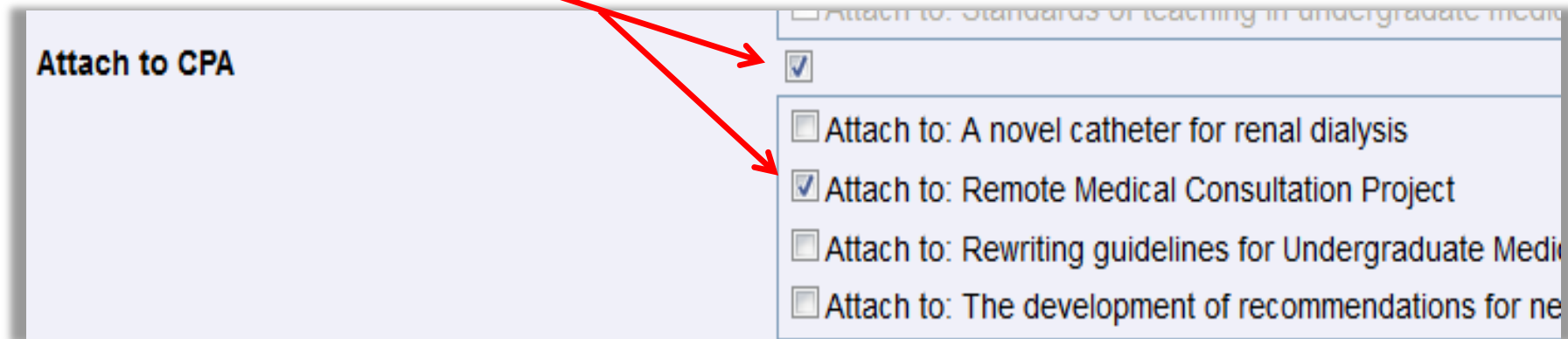


Attach to CPA

- Attach to: Standards v
-
- Attach to: A novel cat
- Attach to: Remote Me
- Attach to: Rewriting g
- Attach to: The develo

Attaching records to the CPA Report

Click on the “Attach to CPA” checkbox, and check the specific CPA record that this presentation is related to (in this case, the “Remote Medical Consultation Project”).



Attach to CPA

- Attach to: Standards of teaching in undergraduate medicine
- Attach to: Remote Medical Consultation Project
- Attach to: A novel catheter for renal dialysis
- Attach to: Rewriting guidelines for Undergraduate Medicine
- Attach to: The development of recommendations for ne

Attaching records to the CPA Report

4: Exemplary Professional Practice

1. REMOTE MEDICAL CONSULTATION PROJECT

(2010 Jul - 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 implemented to provide mentorship and assistance to geographically isolated health care services.

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

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

Documentation:

a) *Presentations*

International

2014 Feb

Invited Speaker. Invited Lectures and Presentations. Remote Medical Consultation Project: Challenges and Results. IADC Health, Safety, Environment & Training Conference. Houston, Texas, United States.
Presenter(s): **Bold M.**

The attached presentation record then prints on the CPA Report (underneath the associated CPA record in the “Documentation” section).

Attaching records to the CPA Report

You can then go to other sections in your WebCV account and attach other types of records (e.g., Administrative Activities, Publications, Grants) for further documentation of that specific CPA activity.

4: Exemplary Professional Practice

1. REMOTE MEDICAL CONSULTATION PROJECT

(2010 Jul - 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 implemented to provide mentorship and assistance to geographically isolated health care services.

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

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

Documentation:

a) Grants, Contracts and Clinical Trials

Funded

2010 Apr - present	Principal Investigator. Funding for the Remote Medical Consultation Project. Canadian Institutes of Health Research (CIHR). Collaborators: Rosonke J, LaPier M, Choi S, Terrill L. (Grants). Total Amount: 250,000 CAD.
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b) Publications

Journal Articles

Bold M, Rosonke J, LaPier M, Choi S, Terrill L. Remote Medical Consultation Project: challenges of deployment. <i>New England Journal of Medicine</i> . 2012 Jul 8;12(3):45-53. Principal Author.

c) Presentations

International

2014 Feb	Invited Speaker. Invited Lectures and Presentations. Remote Medical Consultation Project: Challenges and Results. IADC Health, Safety, Environment & Training Conference. Houston, Texas, United States. Presenter(s): Bold M.
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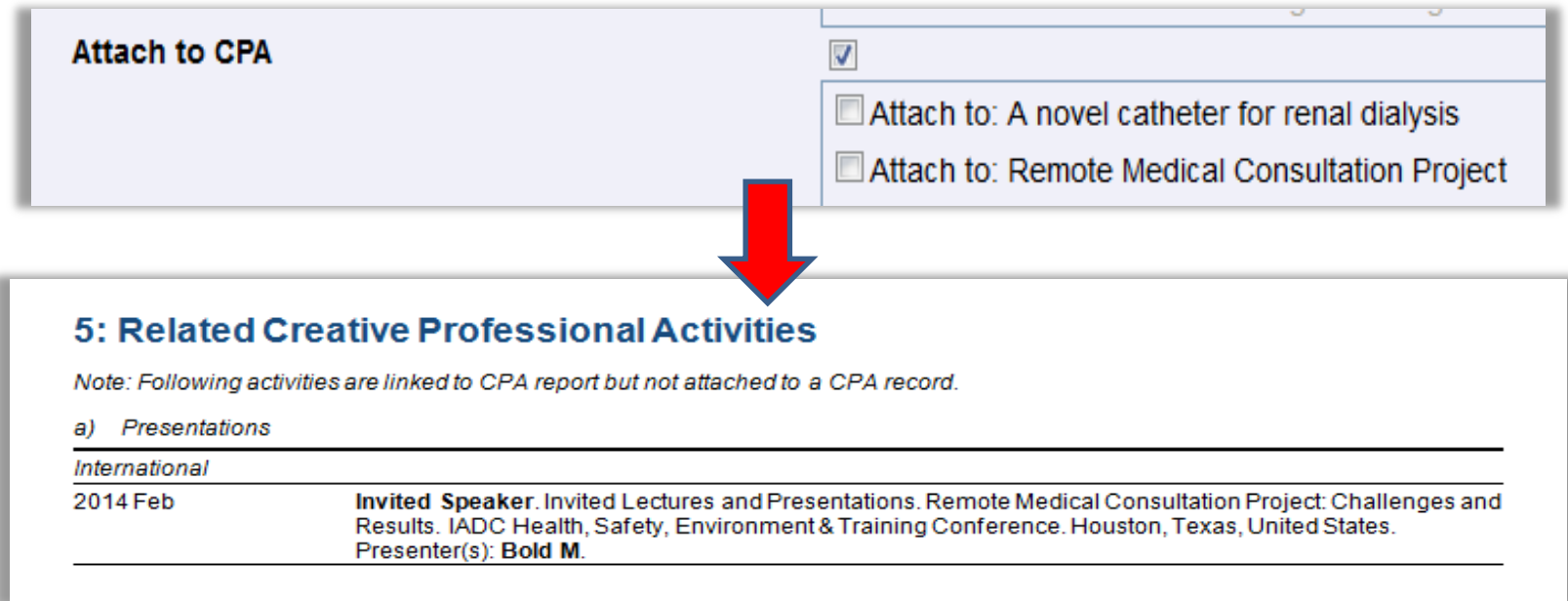
d) Administrative Activities

University of Toronto

2010 Jul - present	Co-Chair, Coordinating Committee for Remote Medical Consultation Project.
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Attaching records to the CPA Report

NOTE: If you only use the “Attach to CPA” checkbox without actually attaching it to a specific CPA record, then the attached record will still print on the CPA Report, but it will appear in a general section at the end of the Report entitled “Related Creative Professional Activities”.



Attach to CPA

Attach to: A novel catheter for renal dialysis

Attach to: Remote Medical Consultation Project

5: Related Creative Professional Activities

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

a) *Presentations*

International

2014 Feb	Invited Speaker. Invited Lectures and Presentations. Remote Medical Consultation Project: Challenges and Results. IADC Health, Safety, Environment & Training Conference. Houston, Texas, United States. Presenter(s): Bold M.
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However, one should ideally refrain from attaching records in such a general way to the CPA Report, since the purpose of the “Attach to CPA” feature is to provide documentation for specific CPA activities.

The “Supplementary Documentation” field

The “Supplementary Documentation” field in a CPA record is used to refer to documentation of a CPA activity that exists outside of WebCV. This would not include publications, presentations, or any activities that are already entered in a different section in one’s WebCV account (since, as has already been shown, existing records in other WebCV sections can be attached to a CPA record).

Examples of items that one could enter in the “Supplementary Documentation” field (as given by the Faculty of Medicine’s Promotion Manual (p. 17)) are: “evaluations, documentation of external reviews, internal or external letters of reference indicating the creativity and the impact of innovation, evidence of emulation and adoption by peers, press clippings . . . and reviews by media”. One could also use this field to refer to websites, letters of correspondence, email exchanges, etc., that one might include separately in a promotion dossier.

Supplementary Documentation (Outside of WebCV)

Print Order

Other Details (doesn't print)

Creative Professional Activities

Enter ID

-- Select Report --

2010 Jul -- -- pres.

Exemplary Professional Practice

Remote Medical Consultation Project

Electronic communications systems can be used to bridge the gap between doctors in underserved regions with local mentorship and assistance to geographically isolated health care services.

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

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

Print Order

Other Details (doesn't print)

Attaching CPA records to the Teaching and Education Report (TER)

Attach to CPA in TER



Attaching CPA records to the TER

Creative Professional Activities	
	Enter ID <input type="text"/>
Highlight Related Fields For	-- Select Report --
Start - End Dates	2009 -- -- -- pres. --
Category	Contributions to the Development of Professional Practices
Title	Rewriting guidelines for Undergraduate Medical Education in Internal Medicine
Description	

If there are records in your *Creative Professional Activities* section that are related to Teaching and Education, then you can attach these records to your Teaching and Education Report (TER) so that they print on the TER. The above record concerns rewriting guidelines for Undergraduate Medical Education, which should be documented on the TER in addition to the CPA Report.

Attaching CPA records to the TER

Edit the CPA record you would like to attach to the TER, and scroll down to the bottom of the record and find the “Attach to CPA in TER” checkbox. After checking this box and pressing the “Save” button, the record will appear on your TER the next time you generate the Report.

Attach to CPA in TER



Attaching CPA records to the TER

XIV. Creative Professional Activities in Teaching and Education

1) Contributions to the Development of Professional Practices

a) *Rewriting guidelines for Undergraduate Medical Education in Internal Medicine*

(2009 - present)

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tincidunt, nisl eu gravida vulputate, lacus mauris posuere tortor, varius euismod elit velit at erat. Donec quam sapien, feugiat quis pulvinar eu, blandit ac lacus. Nulla lectus neque, blandit eget egestas sed, sollicitudin a metus. Curabitur sit amet libero nunc. Etiam sed hendrerit est. Morbi non lobortis lectus. Donec eget molestie risus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque dignissim semper feugiat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer eu rhoncus est. Suspendisse varius venenatis lobortis. Suspendisse blandit interdum dui nec imperdiet.

Impact: Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque dignissim semper feugiat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer eu rhoncus est. Suspendisse varius venenatis lobortis. Suspendisse blandit interdum dui nec imperdiet.

Documentation

a) Presentations

Local

2014 May

Invited Speaker. Invited Lectures and Presentations. Designing new UME guidelines: challenges and discoveries. University of Toronto CME day. Toronto, Ontario, Canada. (Continuing Education)

The attached CPA record will then print near the end of the TER in a section entitled “Creative Professional Activities in Teaching and Education”.

Attaching CPA records to the TER

XIV. Creative Professional Activities in Teaching and Education

1) Contributions to the Development of Professional Practices

a) *Rewriting guidelines for Undergraduate Medical Education in Internal Medicine*

(2009 - present)

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc tincidunt, nisl eu gravida vulputate, lacus mauris posuere tortor, varius euismod elit velit at erat. Donec quam sapien, feugiat quis pulvinar eu, blandit ac lacus. Nulla lectus neque, blandit eget egestas sed, sollicitudin a metus. Curabitur sit amet libero nunc. Etiam sed hendrerit est. Morbi non lobortis lectus. Donec eget molestie risus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque dignissim semper feugiat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer eu rhoncus est. Suspendisse varius venenatis lobortis. Suspendisse blandit interdum dui nec imperdiet.

Impact: Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque dignissim semper feugiat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer eu rhoncus est. Suspendisse varius venenatis lobortis. Suspendisse blandit interdum dui nec imperdiet.

Documentation

a) Presentations

Local

2014 May

Invited Speaker. Invited Lectures and Presentations. Designing new UME guidelines: challenges and discoveries. University of Toronto CME day. Toronto, Ontario, Canada. (Continuing Education)

Additionally, any records you had previously attached to that CPA activity (as documentation of it) will print on the TER with that CPA record.