

Guide to Completing CPSO Annual Reports

Completion of annual reports by the Departmental Chair, or in the case of NOSM, the Department Chair or equivalent, is a requirement for Assistant Professor's issued a restricted certificate of registration authorizing academic practice. **Annual reports must be completed and signed by the appropriate individuals at the Ontario medical school overseeing the academic appointment and should be emailed to regmonitoring@cpso.on.ca.**

Guide to Reporting

The annual report must reflect on the Assistant Professor's performance and their clinical and academic achievements. Information can be gathered from individuals in a position of authority over the physician's clinical practice (e.g. Chief of Staff, Division Head, etc.)

Reporting Expectations

- Any concerns regarding either the physician's clinical or academic practice should be included in the annual report including, but not limited to, university and/or hospital reviews, investigations or restrictions
- Failure to provide a report or to provide a timely report may result in the Assistant Professor's referral to the Registration Committee.
- The report can be submitted in a letter form or in a templated form, please see attached.

Reporting Components

The Departmental Chair's reports should include the following supporting documentation to assist in providing a thorough assessment of the Assistant Professor's progress over the previous year:

Reporting Component	Component Details
Evaluation Summative Report	<ul style="list-style-type: none">▪ Assessment period, to and from dates▪ Scope of practice, practice locations and schedule▪ Interpersonal relationships, leadership and overall performance▪ Updates regarding potential promotion to Associate/Full Professor
Activity Report	<ul style="list-style-type: none">▪ Clinical Activities & Duties, Teaching Activities & Duties, Administrative Duties - percentage of time allotted to core work▪ Academic Activities & Duties – percentage of time allotted to core work, publications, awards and grants▪ Evaluation of Patient Care, Research and Teaching
Report	<ul style="list-style-type: none">▪ A supportive report from a supervising physician in a clinical practice setting or academic setting
Evaluation Tool	<ul style="list-style-type: none">▪ Any University evaluation tool/report card deemed appropriate
Curriculum Vitae	<ul style="list-style-type: none">▪ An up-to-date CV

Promotions, Resignations or Terminations

- Please submit an interim report to the College, if an Assistant Professor is promoted to Associate or Full Professor
- Physicians promoted in rank are required to complete an application to modify the terms, conditions and limitations of their current certificate of registration to reflect their promotion
- Please note that the application will be subject to Registration Committee review and approval
- An interim report is required for physicians who resign from their position or are terminated from the University

Extensions

- If an Assistant Professor's appointment is extended, please submit an updated Confirmation of Academic Appointment form (COAA) to regmonitoring@cpso.on.ca
- The COAA is required by the College to extend the current certificate with a new end date.