**![MSMC_Icahn_RGB_Vrtl_Web[1]]()Non-Track Specific Addendum - INFORMATION ADDENDUM**

**OFFICE OF THE DEAN**

**FACULTY APPOINTMENTS, PROMOTIONS AND TENURE OFFICE**

**NEW APPOINTMENTS & PROMOTION - ASSOCIATE PROFESSOR AND PROFESSOR**

**CANDIDATE NAME: f**

**DEPARTMENT:** Click or tap here to enter text.

**DATE:** Click or tap here to enter text.

***Please fill in all data applicable to you, and indicate “N/A” if an item is not applicable.***

1. **Practice / Provider Information**

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| As a supplement to the Clinical Profile you provided on your CV, describe characteristics of your practice that demonstrate your stature as a clinician, e.g.:* Number of years in practice
* Size of active practice, i.e., average weekly, monthly or annual caseload, number of patients who return regularly for follow-up care, current annual RVU’s, if available)
* New patients, i.e., number of new patients seen weekly, monthly or annually, and the proportions referred from other physicians, self-referred, or referred from other sources (specify)
* Growth of practice over past 5 years
* Caseload complexity
* Collaboration with other physicians in patient care
* How often other physicians seek your opinion on difficult cases (number or frequency of referrals; include only formal documented consults in this count).
* Proportion of patients seeking initial evaluation vs second or additional opinions
* Geography of referrals, i.e., estimated percentage of referrals from local, regional (tristate area), national, and international locations
* If you use an institutional electronic health record system (e.g., Epic) in ambulatory (outpatient) care, indicate (1) the average number of days elapsed for closure or completion of documentation after an encounter and (2) the average percent or number of encounters that remain open or incomplete at the end of each week.
* If you admit patients to the hospital and provide care as the attending physician, indicate the average number of patients per year or average daily inpatient census
* If see hospitalized patients as a consultant to other physicians, indicate the average number of daily, weekly or monthly hospital inpatient visits
* Describe other activities involving inpatient clinical services
* Discharge summaries -- % completed within 24 hours of discharge
* Describe new approaches to patient care (evaluation, management and/or prevention) that you have developed for use in your practice, and the impact on patient outcomes.
* Describe innovative approaches to patient management developed by others that you have incorporated into your practice, and the impact on patient outcomes
* If not detailed in your CV, describe role(s) in clinical trials or other types of research
* If appointed to committee(s) of a professional society, briefly describe work/outcomes
* If applicable, describe any pro bono service you may have provided
* Evidence of peer recognition, e.g., regional or national best doctors designations, etc.
* Patient satisfaction indicators (e.g., Press Ganey scores)
 | Click or tap here to enter text. |

1. **Educational Activities**

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| As a supplement to the information on your CV:* List activities/outreach services that you provide as a physician, e.g., lectures to promote wellness and/or preventive medicine at community centers, schools, senior centers, etc.
* Describe mentoring that you provide to junior members of your practice, and your assessment of the impact you have had on their professional development, e.g., improvements in their practice and performance.
* Teaching medical students, residents, fellows in ambulatory care or clinical office settings
* Inpatient teaching activities -- *e.g.,* consultation service, hospital unit teaching attending service, etc. Provide evaluations of your teaching from trainees from the past two years. If evaluations are not available, letters from former learners describing their experience under your tutelage may be appended to this form
* Attendance at and participation in professional meetings (CME programs, grand rounds, conferences, etc.) and provide certificates for the past two years
* Development or adoption of innovative teaching methods grounded in learning principles such as simulation, standardized patient experiences, virtual reality experiences, laboratory exercises, team-based learning exercises, etc.
* Development of a new curriculum, course, clerkship, program, training grant, conference, seminar series, or massive online open course in an area of clinical or scientific expertise or in health professions and/or biomedical education
* Creation of novel or unique teaching, evaluation, or assessment methods

OPTION TO APPEND EVALUATIONS/LETTERS TO THIS DOCUMENT: Provide evaluations from past two years. If evaluations are not available, you can invite former learners to write letters describing their learning experience under your tutelage, and append the letters to this form. | Click or tap here to enter text. |

1. **Clinical Leadership / Senior Administration**

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| If you are or previously were a practitioner, briefly highlight your practice by filling out section I of this form, pertaining to clinical practice experience. If question(s) are not applicable to you, indicate N/A.If your clinical experience included time as a practice director, briefly describe your efforts to foster practice growth and excellence, e.g., consultants and/or innovative approaches to practice management. Describe findings and/or overall impact. | Click or tap here to enter text. |
| During your current and/or prior role(s) in institutional administration, describe your initiatives and/or unique role in improvements, including but not limited to* initiative(s) to improve clinical outcomes
* clinical care enhancements and/or new programs to support clinical care
* cost-effective initiatives and/or institutional growth
* institutional expansion, including but not limited to mergers and/or acquisitions

Describe role(s) at prior institutions and/or on the national stage to study and recommend initiatives concerning health care quality or access. Describe participation and/or leadership roles on local and/or national committees assembled to address, recommend and/or implement policy changes and/or define quality, including but not limited to invitations from professional societies, local and/or federal government bodies and major foundations. Describe work or involvement in Global Health initiatives. |