

## Appendix E. UFCD Clinical Service Portfolio

It is recommended that faculty of the College of Dentistry who have a significant clinical assignment create a Clinical Service Portfolio. The purpose of this portfolio is to provide documentation of clinical excellence. The Clinical Portfolio is a relatively new feature that can be incorporated in to section 25 (Clinical service, clinical activities, or clinical portfolio) of the Promotion and Tenure packet. Evidence of the impact of your clinical role can support your candidacy for promotion. Quality and effectiveness may be difficult to assess and this document will help reviewers understand your clinical accomplishments and contribution to this this critical mission of the UFCD. A Clinical Service Portfolio is currently used by several UF Colleges, consequently the University Academic Personal Board (P&T committee at the Provost level) is familiar with this document. . Use only the following headings that are applicable in your circumstances.

This information will also be useful in completing the Clinical Activities section in the Faculty Toolkit each year. Consequently, this provides your departmental chair with information about your achievements which can be reflected in your annual evaluation summary.

It is suggested that your portfolio be updated each semester/year as details of the past may be difficult to recall.

Note: Delete the instructions included in this document and unused headings prior to finalizing your Clinical Portfolio.

### Section #1. Scope of clinical practice

- **Clinical Narrative.** Compose a reflective statement that expands upon information provided in Sections #2 (brief description of job duties) and #3 (areas of specialization) of the Promotion and Tenure packet. Use first person. Describe your practice setting, typical patient caseload, and how your clinical practice integrates with other clinical care practices, departments, educational efforts, or research activities. Highlight the impact of your clinical work through referrals because of your expertise, innovation of clinical skills, unique expertise, and overall value to the institution.
- **Clinical Billing / Production Activity.** The following chart should be completed and expanded to include additional years as needed. Additional information can be added or included in the below chart (gross charges, collections, % collected).

Year	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Clinical FTE						
Number of procedures						
Patients seen						
Revenue						

- **Supervisor's Statement.** Include a letter or statement from your division director or department chair addressing your clinical assignment and performance.
- **Summary of clinical performance.** Highlight the chair's assessment of clinical performance as contained in the annual letters of evaluation. This information may be presented as a descriptive summary or in table format.

- **Peer evaluations of clinical care.** Include any available input or feedback from other healthcare professionals. The evaluation could demonstrate evidence of excellence in clinical care through descriptions of your collaboration across other clinical areas, professionalism, competencies and expertise, and communication. These would be a letter written by a colleague or referral source.
- **Patient feedback.** Please label any direct patient comments using a heading “Unsolicited patient comments” and include the date received.

## **Section #2. Commitment to ongoing growth in clinical performance.**

Include any elements that indicate maintenance of skills, participation in certification processes, and participation in programs that advance the scope or skills of your practice in the field. Examples include:

- **Self-improvement activities.** Improvement of your knowledge or clinical practice skills through CE courses, maintenance of certification activities, and passing credentialing or board examinations.
- **New skills acquired.** Development of new clinical or procedural skills. Providing unique techniques, procedures or skills for care within the department or institution. For patents and copyrights of clinical material refer to items already listed in Section #15 (Patents and copyrights), and describe how these enhance or have the potential to enhance patient care and improve outcomes.
- **Role in new models of patient care.** Development and implementation of new models of care delivery, clinical pathways, leadership of interdisciplinary teams or other creative activities designed to evaluate and improve the quality of oral health care.

## **Section #3. Clinical leadership**

Provide a description of your role(s) as a leader in clinical practice within the institution or beyond. Examples include membership on departmental, college committees such as Peer Review Committee, Anesthesia and Sedation Committee, Clinical Affairs and Quality Assurance Committee, subcommittees of CAQA (Patient Admission/satisfaction, Dental Materials, Infection Prevention/safety, Clinical Quality Improvement) or directorships. Describe each leadership role and how you positively influenced patient care programs. Additional indicators of clinical leadership include program building and mentoring junior faculty within the clinical practice setting. Building integrated programs that span other disciplines and departments should be highlighted.

## **Optional sections**

The following headings may be included.

**Professional Contributions.** List significant contributions to professional societies, clinical task forces and state, national and or international organizations. Do not simply repeat the list of same memberships that are included in Section #26 (Membership and Activities in the Profession). Instead, describe your specific contributions to these local, regional, or national entities. Statements from leaders within these organizations may be included here. Indicate if the comments were unsolicited.

**Clinical Publications.** Highlight those publications already listed in Section #16 (Publications) that have resulted in changes and improvement in clinical care. Do not copy all publications, rather indicate specific items by number from the listing in Section#16, and describe the impact of the publication. Also, list any clinically related scholarly publications and activities not included in Section #16 (Publications). These items may include locally produced patient information guides, written or web-based practice information for the clinical care team, and other products as distinct from externally published works.

**Clinical Presentations.** Highlight the presentations already listed in Section #17 (Lectures, Speeches, Posters, Presented at Professional Conferences) which specifically address clinical topics. Also, include presentations in local and regional settings that address clinical quality improvement projects and indicate if they were part of an overall program that changed culture or practice within the college or UF Health Science Center.

**Awards and Honors.** Highlight any awards and honors already listed in Section #27 (Honors) relevant to clinical care and accomplishments. List all local, regional and national awards including patient recognitions, departmental acknowledgements and other citations for clinical accomplishments. Please list the criteria for the award or honor to provide context for the reviewers.

**Other pertinent information.** Provide documentation that supports clinical excellence not cited in other sections of this package. Examples may include patient testimonials, donations in honor of the clinician by a grateful patient, and other recognitions from peers or trainees. Indicate if unsolicited by creating a heading "Unsolicited" for any included direct comments.