



Department of Pediatrics

SCHOOL OF MEDICINE

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

2023 PRiSM Frequently Asked Questions for Faculty DOP Office of Faculty Affairs

General Questions

Q: I started working in calendar year 2023. Do I have to complete PRiSM?

A: Yes, all regular faculty at 0.5+ FTE who work at all in the calendar year are required by the School of Medicine to complete PRiSM. However, faculty who are hired later in the year are required to complete an abbreviated version:

Faculty hired 1/1/2023 – 9/30/2023	Faculty hired 10/1/2022 – 12/31/2022
<ul style="list-style-type: none">✓ Must complete a full review✓ Must meet with their primary reviewers for feedback/guidance after completing the above sections but <i>prior</i> to submitting their reviews.	<ul style="list-style-type: none">✓ Must complete only the following sections<ul style="list-style-type: none">• Faculty Input• Percent Effort• One Year Plan• Five Year Plan✓ Must meet with their primary reviewers for feedback/guidance after completing the above sections but <i>prior</i> to submitting their reviews.✓ Will receive a rating no higher than “Meeting Expectations.”

Q: I am retiring or resigning from the DOP this calendar year or early in the upcoming calendar year. Do I have to complete PRiSM.

A: While all regular faculty at 0.5+ FTE who work at all in the calendar year are required by the School of Medicine to complete PRiSM, the DOP understands that retiring/resigning faculty may choose not to complete a review. If the review is not completed, it will be recorded as “incomplete.” If the faculty wants to complete a review, it must be completed before the faculty terminates and loses access to PRiSM.

Note: Unsubmitted reviews will be recorded as “incomplete.” The “incomplete” will not impact applying for future SOM jobs, but a DOP search committee may consider the “incomplete” when evaluating candidates for employment.

Q: My section has set a submission deadline before December 16. I am concerned that I will not have an equitable opportunity to include enough of my calendar year details compared to other sections with deadlines after December 16. What should I do?

A: Please contact Faculty Affairs Program Coordinator

Justin.Lotspeich@childrenscolorado.org with your concern as soon as possible.

Teaching Activities

Q: What should the teaching-activities section capture?

A: Describe any teaching responsibilities you have or activities that you engage in as a faculty member that constitute a teacher experience.

Q: What are some examples of teaching activities?

A: Teaching, precepting, supervision responsibilities, etc.

Mentoring Activities

Q: What should the mentoring section capture?

A: List all students, preceptees, and those under your supervision.

Q: What are some examples of mentoring activities?

A: Providing a field experience for a social work student; serving as a field instructor for a semester or full year for a social work student; providing licensure support and supervision for a social worker seeking state licensure; participating in education of a student/post-doc/resident as to the multi-disciplinary experience in clinic; etc.

Clinical Activities

Q: What should the clinical-activities section capture?

A: Describe your clinical work in this past year, noting areas of clinical expertise, core responsibilities, and specific accomplishments. Include any metrics of productivity or clinical care quality used in your section/division/area.

Q: What are some examples of clinical activities?

A: case preparation, documentation, care conferences, team conferences, test/procedure coordination, clinic coordination, triage, fielding questions/MyChart/call, etc.

Q: What is defined as “volunteer” clinical work?

A: Volunteer clinical work in the community outside of your employer.

Q: What are examples of the scope of clinical work in various settings?

A: information about clinical duties, hours in clinic, numbers of patients or procedures, other measures of clinical effort, etc.

Research and Scholarship Activities

Q: What should the research and scholarship activities section capture?

A: Detailed information regarding your contributions to research and scholarship. Attach relevant information/attestations of your work.

Q: What are some examples of research and scholarship?

A: Participation in independent or collaborative projects, studies, protocols; participation in quality/process improvement activities; contributions to research projects and interdisciplinary initiatives; professional organization test writing; contributions to articles/book chapters; development of clinical guidelines, etc.

Service, Administration, Advocacy

Q: What should the service, administration, and advocacy section capture?

A: Describe any service activities as part of your faculty role and/or volunteer activities outside of work that you have engaged in this past year.

Q: What are some examples of service, administration, and advocacy?

A:

- Participation in department, hospital, and university committees.
- Participation in professional organizations or program development.
- Volunteer work in the community as a clinician (e.g. diabetes camp, free clinic, etc.)
- Any community based activity that is important to you or your profession (e.g. school board, tutoring, non-profit organizations, etc.).

Q: What is a good way of grouping my varying service activities?

A: Clinic, section, department, hospital, campus/CU, community/patient organization, professional organization, other.

Grant Funding

Q: What should the grant-funding section capture?

A: Detail active grants (current or last calendar year) and new submissions from this calendar year.

Publications

Q: What should the publications section capture?

A: Detail publications that are new in this calendar year. You can download articles directly from PubMed or add them manually if they are not listed in PubMed.

Patents or Other Examples of Technology Transfer

Q: What should the patents/other technology transfer section capture?

A: Detail all patents, technology transfer, and research commercialization activities from this calendar year.

Honors and Awards

Q: What should the honors/awards-section capture?

A: Detail any awards, honors, or special recognition that you received this calendar year.

Program Leadership

Q: What should the program-leadership section capture?

A: The form is optional, and DOP Faculty Affairs recommends not completing it. Originally, this section was developed to track faculty input from those faculty who receive hospital support for program leadership, but the way PRiSM is structured makes the form redundant. If faculty choose to complete it, it should capture their contributions as a program leader. The form should be routed to Steve Daniels.

Q: What are examples of program leadership?

A: Work as a medical director or as administrative head of a clinical, quality improvement, research, education, or residency or fellowship training program, etc.

1- And 5-year Goals

Q: What should the 1-year goals capture?

A: Your goals for the current year in the areas of clinical work, teaching and mentoring, service, administration, and research and scholarship. The 1-year goal section is also an acceptable place to provide any notes to your primary reviewer and/or section head that you would like to discuss during your one-on-one meeting.

Q: What should the 5-year goals capture?

A: Your longer-term goals for the next five years in the areas of clinical work, teaching and mentoring, service, administration, and research and scholarship. Some areas to consider addressing include

- How do you intend to improve clinical care personally and/or for your service?
- Describe any planned or needed professional development and self-improvement activities.
- What projects do you have planned or would like to start?

Dossier Preparation

Q: What does the dossier-preparation tool provide?

A: This tool was originally intended to assist promotion-track faculty in developing their promotion dossier; however, the School of Medicine is revisiting whether this tool will remain a part of PRiSM or will become a stand-alone tool. This section is not a requirement.