

HOW TO NAVIGATE CONTRIBUTIONS TO TEACHING PRACTICE (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. This section is especially important for those in the **teaching track** category. Any relevant information can be added in this section, using the subheadings to categorize.

BEST PRACTICE

While there are no specific guidelines for the formatting of information in this section, users are asked to be concise and not to include long narratives as these are best placed in the candidate's statement.

Questions regarding content placement can be directed to your department [Academic Coordinator](#).

EXAMPLES

Leadership in Delivery of Education Programs

2021 – present Provided strong leadership in McMaster - Northern Ontario School of Medicine Initiative to design and develop indigenous, interprofessional clinical educational learning.

Development/Evaluation of Educational Materials and Programs

2022 Student Virtual Tool Kits developed for reflective practice and competency-based evaluation.

CONTRIBUTIONS TO TEACHING PRACTICE INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Contributions to Teaching Practice.

CV Menu options

Welcome to your CV Management page!
Please navigate to the menu options on the left panel to view your CV data.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

To view and download you CV click the View CV button below. Toggle the Show Details switch to view more details CV.

[View CV](#) Show Details no

CV Alerts

There are no items for review at this time.

FEATURES

The section will be displayed upon selection. Users can sort and search within the list as well as add, edit, delete, and filter the entries.

Contributions to Teaching Practice Add

Showing 1 to 3 of 3 entries Filter

Contribution Area	Description	Start Date	End Date	Highlight
Development/Evaluation of Educational Materials and Programs	Evaluation of a series of videos designed to assist with virtual learning during covid lockdown period.	2022	2022	edit delete
Pedagogic Innovation and/or Development of Technology-enhanced Learning	Student Virtual Tool Kits have been developed for reflective practice and competency based evaluation.	2021	2022	edit delete
Leadership in Delivery of Educational Programs	Lead person in the promotion and engagement in ongoing learning of clinical duties in a hospital setting.	2009	present	edit delete

Show 25 entries Previous 1 Next

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory and information for subheadings as well as the option to choose an end date or indicate that the activity is still ongoing. **Maximum character limit counts down for user when entering in the field.**

Create Contribution to Teaching Practice

Fields with * are required.

Contribution Area*

Description*

Start Date* /

End Date* /

present

Highlights

Max. 250 characters (250 remaining)

Save when completed

Mandatory fields

Character limit counts down

Unchecking present will enable the end date

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)