

VTCSOM Maintenance of Appointment (MOA)

Faculty Development related to Teaching (FDT)

Faculty Development related to Teaching

Participation in faculty development activities focused on improving teaching skills is required to maintain a faculty appointment at the Virginia Tech Carilion School of Medicine. Similar to skills in clinical medicine, interprofessionalism, biomedical science, or research, the skills for teaching at a medical school/research institute can always be improved. As a reminder, we recognize that individuals have varying roles and responsibilities labeled as teaching. **We consider teaching to be encompassing of various roles and responsibilities: mentor (research or other), coach, information provider, facilitator, curriculum developer, assessor, role-model, educational leader, and/or educational scholar/researcher.**

Faculty members are required to participate in at least 2 hours per year (or 6 hours total) of FDT during the 3-year maintenance of appointment cycle. Faculty unable to demonstrate participation in these activities will be in jeopardy of losing the appointment.

What options are available?

Opportunities for completing **FDT** are available through a variety of options both within as well as outside our organization. Please see the table below for guidelines and documentation instructions. As always, feel free to contact the Office of Faculty Affairs or Faculty Development for additional questions or concerns.

As a reminder: Attendance at typical CME or CEU sessions is not necessarily considered **FDT** unless the session specifically relates to the development of a participant's skills as a teacher (including the various roles described above). However, many FDT sessions offer CME or CEU hours.

*If there is a session offered within your program or department that you believe SHOULD count toward the FDT hour requirement **for a group of individuals**, please contact Mariah Rudd (mjrudd@carilionclinic.org) for pre-approval to advertise and/or share with your faculty using this distinction.*

What Counts toward FDT?

This counts!	If...	Maximum FDT hours per MOA cycle	This is how it is documented
<p><u>Live</u> events related to improving your teaching skills such as those offered through TEACH. <i>Examples</i> include:</p> <ul style="list-style-type: none"> - Education Grand Rounds - Health Professions Educator Series - GME Program Director Series - Education Day - Education Journal Club meetings - Departmental FDT sessions (please see information above regarding pre-approval) <p>Upcoming opportunities to attend these events can be found on the TEACH website at https://info.vtc.vt.edu/teach/.</p>	<ul style="list-style-type: none"> • You attend and sign into a live session 	<p>6 hours per cycle</p>	<p>If the Carilion event is CME-approved, attendance is automatically entered into CME Tracker, which is imported into Digital Measures on a quarterly basis.</p> <p>If the event is NOT registered in CME Tracker, you will need to enter it manually into Digital Measures in ‘Professional Development/Continued Medical Education.’ <i>Remember to select ‘✓’ for the ‘Count this towards my faculty development in Teaching’ box.</i></p>
<p><u>Recorded</u> events related to improving your teaching skills such as those offered through TEACH.</p> <p>Videos of these sessions can be found on the OCPD website at https://www.teach.vtc.vt.edu/teaching-session-videos/</p>	<ul style="list-style-type: none"> • You provide formal documentation of participation (e.g. certificate of completion, evaluation, knowledge quiz) 	<p>6 hours per cycle</p>	<p><i>For those offered through TEACH:</i></p> <ul style="list-style-type: none"> • To receive BOTH Category 1 CME credit and Faculty Development Related to Teaching credit for videos viewed, complete the full CME Evaluation Form linked above the video. • To receive ONLY Faculty Development Related to Teaching credit (No CME) complete only the starred (*) numbered fields in the CME Evaluation Form linked above the video. <p><i>*Note: You will be required to answer two content questions covered during the video on this session evaluation.</i></p> <p><i>For those offered outside of TEACH:</i> You will need to log in to your Digital Measures account, access the ‘Professional Development/Continued Medical Education’ screen and select ‘✓’ for the ‘Count this towards faculty development in Teaching’ box.</p>

This counts!	If...	Maximum FDT hours per MOA cycle	This is how it is documented
Events related to improving your teaching skills offered through your professional or specialty-specific organization	<ul style="list-style-type: none"> • Learning objectives clearly relate to the development of teaching skills • You provide formal documentation of participation (e.g. certificate of completion, evaluation, knowledge quiz) 	6 hours per cycle	<p>Manually enter this activity into Digital Measures in 'Professional Development/Continued Medical Education' screen. <i>Remember to select '✓' for the 'Count this towards my faculty development in Teaching' box.</i></p> <p>Please upload documentation of your participation on this screen in Digital Measures under the 'Certificate of Completion' section.</p>
Online modules related to improving your teaching skills	<ul style="list-style-type: none"> • Learning objectives clearly relate to the development of teaching skills. • You provide formal documentation of participation (e.g. certificate of completion, evaluation, knowledge quiz) 	1 hour per module completed, up to 6 hours per cycle	
Reading specific journal articles related to improving your teaching skills	<ul style="list-style-type: none"> • You provide formal documentation of participation (e.g. certificate of completion, evaluation, knowledge quiz) 	.5 hour for each unique journal article, up to 6 hours per cycle	
Developing and presenting educational content to improve the skills educational/teaching abilities of others	<ul style="list-style-type: none"> • You provide documentation of your presentation 	1 hour (for development and presentation) for each unique session, up to 6 hours per cycle	
Participating in a teaching observation (in role of observer or observee)		1 hour per unique observation, up to 6 hours per cycle	
Participating in a TEACH Education Mentorship dyad		1 hour per year, up to 3 hours per cycle	
Participating in teaching development activities within your Department	<ul style="list-style-type: none"> • You receive prior approval (see above) 	6 hours per cycle	

This counts!	If...	Maximum FDT hours per MOA cycle	This is how it is documented
Reviewing grants, abstracts, or manuscripts related to teaching or education	<ul style="list-style-type: none"> You provide documentation of participation in the form of a thank-you letter 	1 hour per year, up to 3 hours per cycle	
Participating in activities aimed at improving your skills as a mentor (research or other)		6 hours per cycle	

Other activities that count:

- **Activities intended to improve your skills in all areas related to teaching which include mentor (research or other), coach, information provider, facilitator, curriculum developer, assessor, role-model, educational leader, and/or educational scholar/researcher**
- Participation in the Health professions Education Research (HERS) program
- Attendance at faculty development teaching sessions offered through the Center for Simulation, Research, and Patient Safety
- Participation in the VTCSOM Department of Admissions sessions on diversity (**1-hour per year, per cycle**)
- Attendance at teaching/educational development sessions offered by other educational institutions in the region including Radford University at Carilion, Virginia Tech, and others (with pre-approval)
- Participation in professional teaching development activities offered through professional organizations (e.g., medical or nursing societies, education programs) as part of regional or national meetings
- Attendance at national education or teaching focused conference (examples include: ACGME, AAMC, SGEA, IAMSE, CORD, CREOG, APGO)

This does NOT count

- Participation in events related to the development of your skills as a clinician or researcher (unless specifically related to education research).
- Reviewing specific journal articles related to improving your skills as clinician, researcher or anything not related to teaching.
- Developing/presenting educational content to develop the skills of others as clinicians, researchers, or anything **not related to teaching**.
- Reading books/book chapters or journal articles **not related to teaching or education**.

Additional information

- **Faculty professional development in teaching** activities DO NOT need to be CME-approved.
- Contact the Office of Faculty Affairs, vtcsomfaculty@vt.edu, or Faculty Development with questions regarding what is appropriate for credit toward **FDT**.
- *Remember, there are bountiful local and national faculty development programs that are directed at faculty in the pursuit of excellence in teaching. We encourage you to learn more about these opportunities and take advantage of as many as possible.*