 **Template:**

Scholarly Activity

Email

*Adjust the template below for your program…*

Dear Dr. \_\_\_\_,

Each year we will need to update the ACGME on your scholarly activity. Scholarly activity is a broadly-defined body of work that goes beyond publication of research articles. Even if you are not part of the core faculty and at another institution, we still need this data.

If you could answer the questions below, this will help us with this year’s update.

In 20\_\_\_-20\_\_\_ *(for all questions below, if you answer yes, please provide the details of the activity):*

1. Did you present a talk at \_\_\_(insert sponsoring institution name\_\_\_ (not to residents in your own department, but to any other department)?
2. Were you an invited speaker at another institution?
3. Did you present any abstracts, posters or podium presentations at an international, national or regional meeting?
4. Did you create any computer-based modules?
5. Did you publish any articles with a PMID number?
6. Did you publish any articles without a PMID number?
7. Did you publish any chapters/textbooks?
8. Did you author any grants?
9. Did you have a leadership role in any grants?
10. Did you have an active leadership role (such as serving on committee or governing board) in a national medical organization?
11. Did you serve as a peer reviewer for peer-reviewed medical journal?
12. Did you have responsibility for a seminar, conference series, or course coordination (such as arrangement of presentations and speakers, organization of material, assessment of participants’ performance) for any didactic training within \_\_\_(insert sponsoring institution name\_\_\_?
13. Did you develop training modules for medical students, residents, fellows or other health professionals?
14. Did you provide any community service as an orthopedic surgeon?
15. Did you lecture to the community as an orthopedic surgeon?
16. Did you supervision any medical students, or other learners (besides residents)?

We need to collate this information for our annual report which is due \_\_\_\_\_. We would appreciate it if you could return this to the department by \_\_\_\_\_\_.

Thank you