**Structured summary**

* *This part of the mini portfolio is used to provide a “bird’s eye" view of your educational material.*
* *The structured summary lists the educational materials you have developed. The format, however, is slightly different than that of the other categories in that in addition to this structured summary, you are required to submit a structured abstract for each of your product(s).*
* *It should provide sufficient information about the quantity, quality and breadth of your educational material activities. The structured summary should be able to stand alone without reference to CV etc.*
* *Please review the instructions, example of a completed structured summary and abstract and FAQ prior to filling this out.*
* *Maximum page limit for the structured summary is* ***6*** *pages. Minimum font size is 11. There is no page limit for the structured abstracts.*
* *You can delete or add rows as applicable to your individual activities*
* **\*\*\*please delete all text in italics prior to submission\*\*\***

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| **Your name, title, department, section:** |

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| **List of Educational Materials***Briefly list the educational materials that you are including as part of your portfolio. You will provide more details about the materials you have developed in the Structured Abstract section.* |
| **Book Chapters** |
| **Publication or completion date(s)** | **Details of educational material (including Citation or publication information if applicable)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination**  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Review Articles** |
| **Publication or completion date(s)** | **Details of educational material (including Citation or publication information if applicable)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Online Review Material (e.g. UpToDate; Cochrane Reviews)** |
| **Publication or completion date(s)** | **Details of educational material (including web-links)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
|  |  |  |  |  |
| **Guidelines** |
| **Publication or completion date(s)** | **Details of educational material (including Citation or publication information if applicable)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Webinars, Podcasts, Blogs** |
| **Publication or completion date(s)** | **Details of educational material (including web-links)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
|  |  |  |  |  |
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| **Disseminated Curriculum** |
| **Publication or completion date(s)** | **Details of educational material (including web-links)** | **Number of learners/ users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
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|  |  |  |  |  |
| **Other Educational Materials** (*e.g. Patient education material)* |
| **Publication or completion date(s)** | **Details of educational material (including web-links)** | **Number of learners/users** | **Total Amount of time spent on material** | **Summary of evidence of quality and dissemination** |
|  |  |  |  |  |
| **Discussion of Breadth** |
| ***In this section, discuss how your activities represent breadth appropriate to this category—for example, different formats of materials, different populations of learners, etc.)*** |

**Additional Information for your Mini-Portfolio (not included in the 6-page limit of the structured summary):**

**Structured Abstracts:**

* *This component is unique to the category of Development of Educational Materials and Educational Research.*
* *A separate structured abstract should be included for each distinct educational material that is included in the structured summary.*
* *Though there is no page limit for the structured abstracts, each abstract should not exceed 1-2 pages/500 words*
* *Please review the instructions, FAQ and structured abstracts example prior to filling this out.*

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| ***STRUCTURED ABSTRACT TEMPLATE*** |
| **Title**:  |  |
| **Reference Citation** if formally published, or **Publication Detail** (i.e., date, location) if self-published or **URL:** |  |
| **Format:** |  |
| **Content:**  |  |
| **Learner Population/Audience:**  |  |
| **Size/Scope:**  |  |
| **Process/Method used in development of material:**  |  |
| **Role and estimate of hours spent in development of material:**  |  |
| **Peer Review Process of Material:**   |  |
| **Usage Statistics/Impact of Material:**  |  |
| **Feedback/Ratings from Learners/Peers/Users (if available):**  |  |