

Career Development and Planning (CDP)

Process Guide for Chairs and Chiefs

Career Development and Planning (CDP) is a process to facilitate career discussions on a regular basis. Objectives of the Career Development and Planning process are to:

- facilitate a discussion of your accomplishments in the past year
- identify and clarify your career goals and plans for the next year and longer term
- identify barriers and potential solutions that may impact the goals and plans
- identify areas for self-development

Developed jointly by a steering committee with hospital and faculty representation, there is a CDP process for Chairs and Chiefs, Medical Leaders and for Professional Staff/Clinical Faculty. The CDP recognizes all dimensions of your role; clinical, teaching, research and leadership.

The foundation for the CDP process is the Leadership Accountabilities framework. This framework includes accountabilities for clinical, teaching, research and leadership (see the Career Development and Planning Self-Assessment for Chairs and Chiefs form).

Colleague Feedback

A Colleague Feedback component is required for medical leaders. It is collected in your first year as a Chair/Chief and every second year thereafter. Colleague Feedback provides you with input from peers, medical staff/clinical faculty, leaders, administrative colleagues and others who can give valuable input. Colleague Feedback is valuable information for you to understand your impact and influence on others.

CDP Forms

CDP forms are available on the Medical Affairs website in both PDF and Word2000 format: www.sjhc.london.on.ca/medicalaffairs

- Use PDF format to print and complete the form manually
- Use Word 2000 format to complete on the computer and/or change box sizes

1. Self-Assessment Form for Chairs and Chiefs – This form is used to record your individual accomplishments and contributions, long and short-term goals and assistance needed.

2. Colleague Feedback Form – this form is sent, on your behalf, to 6-8 colleagues and returned to you for review and input to your CDP discussion.
3. Supporting Data to Career Development and Planning (optional) As a supplement to your self-assessment form, prepare supporting data. This form is provided for you to record the activities and outcomes that represent your clinical, teaching, research and leadership roles. If you already have a format for recording your activity, i.e.: your CV or points system records, use only the parts of the template that asks you to record additional information

Summary of the CDP Process

On an annual basis, a CDP meeting will be scheduled for you by Medical Affairs with the Dean, Schulich School of Medicine & Dentistry, IVP of Medical Education & Medical Affairs and the Chief of Staff, LHSC.

Approximately five weeks before the CDP meeting date:

1. You will receive a request from Medical Affairs to send the names of 6 people from whom you would like “Colleague Feedback”. The Dean and the VP’s Medical Affairs may add one or two names to your list.
2. Medical Affairs will send Colleague Feedback Request forms on your behalf and ask for the forms to be returned to you 3 weeks in advance of your meeting date.
3. Begin to gather supporting data relevant for you. If it is helpful to you, use the “Supporting Data to Career Development and Planning” form to record this information.

Approximately three weeks before the CDP meeting date:

4. Send a reminder to people who received a Colleague Feedback Request form reminding them to send their open and candid feedback to you.

Approximately two weeks before the CDP meeting date:

5. Review the Colleague Feedback forms received and summarize them (you can use the final two pages of the “Supporting Data to Career Development and Planning” form to do your summary).
6. Complete the “Supporting Data to Career Development and Planning” information
7. Complete your Self-Assessment Form:

Two days before the CDP meeting date

8. Send your completed “CDP Self-Assessment Form” and “Supporting Data to Career Development and Planning” (or equivalent) to the Dean, Schulich School of Medicine & Dentistry, and the IVP of Medical Education & Medical Affairs and/or Chief of Staff, LHSC (send your information only to those people with whom you will meet) so that they have the opportunity to review it.