**KINGDOM OF SAUDI ARABIA**

**IBN SINA NATIONAL COLLEGE FOR MEDICAL STUDIES**



**STAFF PORTFOLIO**

**(2020 – 2021)**

**Staff Name:**

**Department Name:**

**Introduction**

**The Staff Portfolio (SP) consists of eight sections defined by their purpose at ISNC (to be filled annually and submitted to respective department head/chairmen)**

Section 1: Personal Details

Section 2: Teaching

**Section 3: Professional development activities**

Section 4: Research and Scholarly Activity

Section 5: Review, evaluate and reflect on your performance in Service

Section 6: Self Evaluation and comments

**Section 7: Head of Department comments**

Section 1: Personal Details

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| **1.1 Personal Details** | | |
| **Name** |  | |
| **Title**  **(eg. Prof., Assoc. Prof, Asst. Prof., Dr., Lecturer, Teaching Assisstant)** |  | |
| **Program** |  | |
| **Department** |  | |
| **Employee Number** |  | |
| **Telephone Number Ext** |  | |
| **Mobile number** |  | |
| **Email Address** |  | |
| **1.2: Qualifications, Awards, Memberships** (Achieved this academic year) | | |
| **1.2 A: Qualifications** (most recent first) | **Qualification** | **Institution (if relevant)** |
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| **1.2 B: Awards** (most recent first) | **Description** | |
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| **1.2 C: Memberships** (most recent first) | **Description** | |
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Section 2: Teaching

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| **2.1 Teaching**  Fill in actual hours spent in scheduled award-related teaching (list most recent first). For each semester, include a ‘Total’ line, summing the total contact hours across all courses for that semester. | | | | |
| **Year/ Semester** | **Program**  **Course Code & Name** | **Credit Points/Units** | **Your total formal classroom contact hours in this course per semester. Do not include preparation time.** | **Notes – Indicate the class size. Show contact hours by teaching mode (lecture, seminar, tutorial, practical, laboratory, clinical, other). If you team teach, list role (eg coordinator, lecturer, tutor) and percentage contribution.**  **.** |
| **Semester - I** |  |  |  |  |
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| **Semester -II** |  |  |  |  |
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**Section 3: Professional development activities**

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| **3.1: Workshop, Training programs attended (most recent first)** | | |
| **Sl. No.** | **Title** | **Place & Date** |
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**Section 4: Research and Scholarly Activity**

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| **4.1: General Information** | | | | | | | | | | | |
| **ORCHID ID** | | | | |  | | | | | | |
| **Google Scholar ID** | | | | |  | | | | | | |
| **Researchgate ID** | | | | |  | | | | | | |
| **4.2: Research** | | | | | | | | | | | |
| **4.2 A: Ongoing research projects within or outside ISNC for the current year**  ***Note:***  ***-\**** *ISNC-RC: ISNC-Research Center registration number, IRRB: Institutional Research Review --Board Approval Number.*  *- \*\*Please mention the name of approving board/committee if not approved by the ISNC’s IRRB*  *- \*\*\*Please Indicate* ***√*** *against ongoing research projects outside ISNC in collaboration with other research group, individual, institution, multicenter research, etc.* | | | | | | | | | | | |
| **S. No** | | **Title** | | | | | | | \* **ISNC-RC and or IRRB number** | | |
| 1 | |  | | | | | | |  | | |
| 2 | |  | | | | | | |  | | |
| 3 | |  | | | | | | |  | | |
| **4.2 B: Completed Research Projects within or outside ISNC**  ***Note:***  ***- \**** *ISNC-RC: ISNC-Research Center registration number, IRRB: Institutional Research Review Board Approval Number*  *- \*\*Please Indicate* ***√*** *against completed research projects outside ISNC in collaboration with other research group, individual, institution, etc.* | | | | | | | | | | | |
| **S. No** | | **Title and** \* **ISNC-RC and or IRRB number** | | | | | | | **Title of resulting conference presentation and or publication** | | |
| 1 | |  | | | | | | |  | | |
| 2 | |  | | | | | | |  | | |
| 3 | |  | | | | | | |  | | |
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| **4.3 : Scholarly Activity**  ***Note ISNC accepts the following as scholarly activity:***  *1. Peer review of research project proposals*  *2. Peer reviewed publications*  *3. Text book author/co-author*  *4. Mentoring undergraduate student research*  *5. Conference oral, poster presentations*  *6. Chairing scientific sessions in conferences*  *7. Patient and community education projects*  *8. Editorial Board membership.*  *9. Organizing panel discussions.*  *10. Curriculum development (at Program, institution level)*  *11. Participation in program review*  *12. Preparation of PBL cases, Clinico-pathologic Conference.*  *13. Developing assessment score, plan and tools*  *14. Organizing clinical discussions.*  *15. Organizing and chairing Journal Clubs, role play*  *16. Teaching and learning support activities in the form of Web based learning and teaching solutions*  *17. Organizing/membership in scientific conference committees* | | | | | | | | | | | |
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| **4.3 A (i): Research Publications of the current reporting year (with or without ISNC affiliation)**  ***Note:***   * *“Current reporting year” means: the publication from June of previous calendar year to May of the current calendar year.* * *Please write your publications details in VANCOUVER SYSTEM of referencing ONLY.* * *Written acceptance of manuscripts submitted for publication can be included in the list down below (please mention the name of journal, month of publication and indexing information).* * *Include publications with both ISNC and non-ISNC affiliation.* * *Indicate* ***\**** *against publications with ISNC affiliation.* * *Indicate* ***√*** *against publications with ISNC students/interns as co-author/s.* | | | | | | | | | | | |
| **S. No** | **Article details in Vancouver System of Referencing** | | | | | | | | | **Indexing information** | |
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| **4.3. A (ii) : Citations (publications of the past year/s with ISNC affiliation only)**  ***Note:***   * *Publications of the “Past Year/s”: means all past publications with ISNC’s affiliation, except publications of the “Current Reporting Year.”* * *Mandatory to include ALL PAST publications with ISNC affiliation.* * *Please add more rows below if necessary.* * *Citations to be checked on Google scholar; date of citation check to be mentioned.* | | | | | | | | | | | |
| **No** | **Title of publication** | | | | | | | | | **Number of Citations** | **Date Checked** |
| **1** |  | | | | | | | | |  |  |
| **2** |  | | | | | | | | |  |  |
| **3** |  | | | | | | | | |  |  |
| **4.3 B : Books/chapter Published** | | | | | | | | | | | |
| **S. No** | **Title of book/chapter** | | | | | | **Publisher’s name and date** | | | | |
| **1** |  | | | | | |  | | | | |
| **2** |  | | | | | |  | | | | |
| **4.3 C :** **Mentoring undergraduate student research**  ***Note the following can be considered:***   * *Supervising student/interns’ research (course embedded or otherwise).* * *Supervising student/interns’ conference presentation (oral/poster).* * *Supervising student/interns’ journal club preparation.* * *Supervising, counselling student/intern in writing, reviewing publication manuscript.* * *Advising, counselling student/intern on helping, choosing suitable journal for publication.* | | | | | | | | | | | |
| **S. No** | **Type of undergraduate research activity** | | | | | **Level/year of undergraduate students under your mentorship.** | | | | **Number of students involved** | |
| **1** |  | | | | |  | | | |  | |
| **2** |  | | | | |  | | | |  | |
| **3** |  | | | | |  | | | |  | |
| **4.3 D : Guide for scholarly research activities (PhD supervising external to ISNC, if any)** | | | | | | | | | | | |
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| **4.3 E : Manuscripts reviewed (In peer-reviewed journals):** | | | | | | | | | | | |
| **S. No** | | | **Title of manuscript reviewed** | | | | | **Name of Journal** | | | |
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| **4.3 F : Peer review of research project proposals (Blind peer-review of ISNC’s research projects)**  **Note:**  *Please include the research projects you may have revived as proposal writing overseeing team member, or as a invited member to the institutional research review board meeting, invited expedited reviewer, etc.* | | | | | | | | | | | |
| **S. No** | | | **Title of the research project reviewed** | | | | | | **Protocol identification number** | | |
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| **4.3 G : Conference attendance, oral, poster presentations** | | | | | | | | | | | |
|  | | | | **Title, forum, date** | | | | | | | |
| **Conference attended** | | | |  | | | | | | | |
| **Keynote speaker** | | | |  | | | | | | | |
| **Invited guest speaker** | | | |  | | | | | | | |
| **Oral presentation** | | | |  | | | | | | | |
| **Poster presentation** | | | |  | | | | | | | |
| **Chairing scientific sessions in conference** | | | |  | | | | | | | |
| **Seminars etc.** | | | |  | | | | | | | |
| **Faculty development programs (on research related topics)** | | | |  | | | | | | | |
| **Chairing scientific session (conference/seminar/journal club etc.)** | | | |  | | | | | | | |
| **4.3 H : Any other Scholarly activities not enlisted above** | | | | | | | | | | | |
| **S No** | | | | **Details of activity** | | | | | | | |
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# Section5: Review, evaluate and reflect on your performance in Service

**Review -** identify and describe your service activities across the three forms of service: service to ISNC, service to the community, and service to your profession

**Evaluate** – provide evidence to indicate the nature and extent of the impact of your activities.

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| **Commitments**  Describe your commitments in Service | **Evaluation**  Evaluate the quality of your work (in terms of process and outcomes) using evidence. Quality refers to the merit and impact of your service. | **Reflection**  Reflect upon your service commitments and the major past, present and future themes of your work. |
| **5.1: Service to ISNC** | | |
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| **5.2: Service to the community** | | |
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| **5.3: Service to your profession** | | |
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**Section 6: Self Evaluation and comments**

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| **Strength** |  |
| **Areas of improvements** |  |
| **Action Plan for Improvement** |  |

**Additional Section: Peer Evaluation and comments (if any)**

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**Section 7: HoD Evaluation and comments**

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| **Strength** |  |
| **Areas of improvements** |  |
| **Improvement Plan** |  |

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|  | **Signature** | **Date** |
| **Employee’s Name:** |  |  |
| **Department Chairman Name:** |  |  |