

## Part A - Considerations for Applicant in Preparing CPA Material

It is important that your CPA dossier include specific detail on the CPA(s), information concerning your role (leadership vs. team member) and any information that can support the impact and significance of the CPA.

- Did you provide a clear description of the creative professional or scholarly activity/activities?
- How does the CPA contribute to the academic enterprise? How does it relate to your position or appointment? How did it come about?
- Did you include objectives or goals for the CPA? Are they clearly described?
- Were any goals or objectives based on a clinical issue, a population need or system issue? If so, indicate that. How did you come to know about the issue/population in need, etc.?
- What was your specific role? Indicate whether you were a leader of the CPA or a team member? Did you originate the idea? Did you implement the CPA? It is important to be clear on your role(s), activities, etc. and to indicate how others were involved.
- Briefly describe whether significant mentors contributed and how.
- Did you provide any mentorship to others in relation to the CPA? Were there opportunities for teaching around the CPA experience/learning?
- What is the significance of the CPA? For example, what does it mean? Does it make a difference? If so, how? (Describe the significance and impact in detail and provide evidence to support any impacts).
- Did you include testimonials, letters of support, unsolicited letters or other evidence to demonstrate impacts/significance?
- Did any formal or informal evaluations occur? Were they planned as part of the CPA? What did they demonstrate?
- Can you provide evidence of "excellence"? (i.e. evaluations, letters of support on changes or impacts, pre post evaluations, testimonials, changes of practice, etc., others adopt approach?, invites to present or provide product/process?)
- Can you describe any specific impacts or changes to practice? To a community? To a policy?
- Did your CPA contribute to new frameworks or theories?
- Can you provide any evidence of national or international impacts? Or significance?
- Will the CPA be sustained? If so, how or what plans are underway to sustain it (them)?
- Did you describe any associated dissemination activities or plans? Did any knowledge translation activities occur that can be included in your description? (i.e. peer reviewed articles, non-peer review, rounds, newspapers, films etc, community etc.)