Physician Academic Review
User Guide

Physician Academic Review (PAR) is a computer-based tool to facilitate annual academic reviews. The process is entirely done through electronic forms. Once you complete your evaluation, it will automatically be sent to your Division Chief for assessment, and thereafter sent to the Department Chair for a final review.

IMPORTANT: Please note that you must only use PAR with one of these browsers: Google Chrome or Mozilla Firefox

1. LOGIN
   - You can access PAR via this link: https://app.med.uottawa.ca/PhysicianAnnualReview
   - Please use your Faculty of Medicine AD Account to login into PAR:
     
     ![Login screen](image)

     - If needed, your password can be reset via the “Reset it” link at the bottom of the form.

2. YOUR SUMMARY INFORMATION
   - On the first time you will be accessing PAR, you will be required to enter your Physician Summary Information. Use the dropdown menus to select your Hospital/Department/Division, and your Rank:

   ![Summary Information](image)
- Once saved, PAR will use this information to assign Reviewers to your academic review, and your current year review will then have an OPENED status:

![Practice Profile]

3. **FILLING YOUR REVIEW**

- After clicking on the year, your empty review will opened:

![Practice Profile]

- Fill all sections. Once the minimum required information is entered, a green tick appears at the right of the section’s title.

- Be sure to answer “Not Applicable” to all topics that do not apply to your situation:

![Clinical Teaching]

- Use the SAVE button regularly to commit your information to the system.
- You can quit PAR and come back to your review to do additional edits at any time.
- You will be able to submit your review (by clicking the SUBMIT FOR REVIEW button) to your reviewer(s) only if all the sections have green ticks:
• Once submitted, the word “Submitted” within the status bar at the top will turn green.

• **IMPORTANT:** You will not be able to do changes to your review once it has been submitted.

4. **ASSESSMENT PROCESS**

• After you (the Physician) submit your review, its status will change within the PAR main page:

```
2017 Smith, John Neto, Gina Pediatrics Infectious Diseases SUBMITTED
```

• You still can access your review in read-only mode.

• At this point, a notification email is sent to inform the First Reviewer (typically the Division Chief) of the review.

• The First Reviewer starts his/her assessment of the review within PAR:

![Reviewer's Assessment](image)

• Once the First Reviewer has completed the assessment, the review’s status will be updated within PAR:

```
2017 Smith, John Neto, Gina Pediatrics Infectious Diseases REVISED BY READER
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• At this point, a notification email is sent to the Second Reviewer to start is review, but ONLY IF one was predefined, as it is possible to skip the Second Reviewer when applicable.

• The Second Reviewer starts his/her assessment of the review within PAR:
Once the Second Reviewer has completed the assessment, the review’s status will be updated within PAR:

At this point, a notification email is sent to the Department Chair to start is review.

The Chair starts his/her assessment of the review within PAR:

Once the Chair has completed the assessment, the review’s status will be updated within PAR:
At this point, a notification email is sent to the Physician to sign-off on his/her review.

The Physician signs-off his/her review within PAR:

Once the Physician has signed-off his review, its status will be updated within PAR:

At this point, a notification email is sent to the Department Chair to inform him that your review has been completed.

5. ASSISTANCE

Your first point of contact in case of difficulties is Dr. Sharon Whiting, Interim Vice-Dean of Faculty Affairs.