

**Qualification Portfolio**

**UMS, UHD, Professorship
career paths in academic core activities in Amsterdam UMC**

**Qualification Portfolio for UMS, UHD and Professorship appointment**

**-for Amsterdam UMC internal candidates-**

Final version approved by the ARB Committee for Talent and Appointments May 7, 2021

Final version approved by the Board of Directors Amsterdam UMC May 25, 2021

Amsterdam UMC is employing a special portfolio for documentation for your output, activities and merits. The qualification portfolio is used to provide a basis for the evaluation of quality and productivity in research, teaching, clinical work, valorisation & societal impact and leadership/management tasks.

Point of departure in Amsterdam UMC is that an academic career excels in at least one of the core themes research, education or clinical work and at least another of these is satisfactorily developed.

The basic premise is that all of these activities contribute to the development of Amsterdam UMC and their merit value should be considered in relation to the established aims of our institute’s academic activities.

The qualification portfolio consists of five parts: Curriculum vitae, Research portfolio, Education portfolio, Clinical portfolio, Valorization and societal impact portfolio, and Governance and management portfolio.

Instructions as to how the merits are to be documented are provided in the form.

**You are invited to regularly update your Curriculum Vitae and the portfolio items that are relevant for your career.
Please note that, in principle, the last 10 years of your career will be evaluated.**

For candidates for professorship appointment the template for the required five year work plan is given in the annex to this portfolio (in Dutch).

Please note to remove the greyout text when filling out the form.

Please add QP both as WORD file and as PDF.

If you have any remarks on the use of this Portfolio, feel free to send comments to cta@amsterdamumc.nl.

**Curriculum Vitae**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | MSc/MD/Dr/Prof Dr | Surname: |  |
| Initials: |  | First name: |  |
| Gender: | F/M/do not wish to disclose |
| At Amsterdam UMC since: | dd-mm-yyyy | Personnel number: |  |
| VU or UvA affiliated: |  |
| Email address: |  | ORCID/ResearchID: |  |
| External organization:  | Address:Phone/e-mail: |
|  Photo  | [Your badge photo will appear on the external website] |
| **Position:** |  | Full time/part time: … fte |
| **Department(s):** |  | Division: |
| **Research Institute(s):** |  |
| **(Clinical) specialisation:** |  | Date latest 360o evaluation: dd-mm-yyyy*[IFMS applies for clinicians, non-clinical employees see HR information*] |
| **Main activities:** | Research:  | Estimated % of time |
| Teaching/Education:  | Estimated % of time |
| Clinical work:  | Estimated % of time |
| Management:  | Estimated % of time |
| Other: | Estimated % of time |
| **Amsterdam UMC Principal Investigator:** yes/no | Starting date: |
| **AMC Principal Educator:** yes/no | Starting date: |
| **Amsterdam UMC Principal Nurse Educator:** yes/no | Starting date: |
| Place and date of birth: |
| Private adress: | Phone / e-mail: |
| Master’s (MSc, ‘doctoraal’) |  University/College of higher Education: Date: dd-mm-yyyy Study/Main subject: |
| Doctorate (PhD, ‘doctoraat’) |  University/College of higher Education: Date: dd-mm-yyyy Supervisors (‘[co-]promotors’): Title of thesis: |
| Prior positions: | Please state relevant prior positions including their associated time periods, in chronological order.  |
| Selected academic distinctions and other merits: | E.g. honorary doctorate/lecturer/professorship, academic achievement prize/medal, scientific prize/medal … Please name max. 10 most distinctive, including place and date. |
| *For UHD: time deduction from active research time:* | Specify the time period (date, number of months and whether full- or part-time) and reasons; parental leave, sickness, commission of trust, service in the National Defence, medical internship, specialist training, or other reasons (state the reason for the claimed deduction clearly). |
| *References:* | *Only for UHD or Professorship application* |

 **All publications[[1]](#footnote-1):** % Open Access:
**FAIR Dataset(s) (registered and/or published)[[2]](#footnote-2)
FAIR Software package(s) (registered and/or published)[[3]](#footnote-3)**

**Overall Narrative**

|  |
| --- |
| **Amsterdam UMC strives to mentor and accommodate excellence in a diversity of career tracks that excel in at least one of the key activities research, education or clinical expertise and at least a second of these three is sufficiently developed and also includes leadership, team-based science, public outreach and (societal) valorisation.****You are invited to describe your career in the past 10 years in this perspective and with reference to internal, regional and (inter)national cooperation.** **Max 500 words.** |

**Research Portfolio**

|  |  |
| --- | --- |
| **Summary of current research lines / focus / results of research:** | Max. 500 words |
| **Brief outline of research plans / vision for the next five years** | Max. 500 words |

|  |  |
| --- | --- |
| **Research certificates** | Basic course on Regulation and Organization for Clinical investigators (BROK); Research animal qualification ‘Art. 9’; … |
| **Key lectures** | List your choice of max. 5 most prestigious |

|  |  |
| --- | --- |
| **List your choice of Key Publications in research**max. 5 most important | **S**: first or last author**s**: shared first or last author |
| **S/s** | Authors; title; journal vol+issue; publication year; pages | Number of citations | Journal IF | Open Access: y/n |
|  |  |  |  |  |
| … |  |  |  |  |

Motivation narrative why these are your Key Publications in research:

|  |
| --- |
| Highlight your role as contributor and describe impact of achievement(s). Max. 200 words |

Research software

|  |  |
| --- | --- |
| Name and description | Date of publication: dd-mm-yyyy |

**Research funding**
Max. 5 most prestigious grants, personal or team based. Please upload pdf of the granting letter and/or the fully undersigned contract for each grant.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Main or co- applicant | Project title |  SponsorVisible on website |  Total budget |  Your budget in AUMC |  Time period | Granting date |
|  |  |  |  € |  € |   |  |
| … |  |  |  € |  € |   |  |

Motivation narrative why these are your most prestigious grants:

|  |
| --- |
| What is/will be their output, are they personal or team based grants, consortium grants, private partner grants. Max. 200 words |

**All funding[[4]](#footnote-4): [SHOW]**

Promotor **and co-promotor of PhD candidates,***for UHD also MSc students under direct supervision*

|  |  |  |  |
| --- | --- | --- | --- |
| Current PhD candidates | Name | Time period | University |
| Promotor/co-prom. |  |  |  |
| … |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Former PhD candidates | Name | Time period | University |
| Promotor/co-prom. |  |  |  |
| … |  |  |  |

**Current Postdocs in research group**

|  |  |  |
| --- | --- | --- |
| Name | University | Time period |
|  |  |  |
| … |  |  |

**Additional information**

|  |  |
| --- | --- |
| **Societal relevance of your research** | Max. 250 words *This text can be re-used, e.g. in grant applications* |

**Science community services**List your choice of max. 5 key services, e.g.
1 Reviewer of research grant applications in (inter)national competition;
2 Reviewer/advisor/chair in scientific advisory bodies (of charity funds, industry or other).
3 Scientific Journal editor (e. in chief, deputy e., associate e., member e. board);

|  |  |  |
| --- | --- | --- |
| Title and/or function  | Name of ad 1 funding organization/ad 2 company/ad 3 journal | Time period |
|  |  |  |
| …. |  |  |

**Other academic/scientific merits**
List your choice of max. 5 most important, e.g. chair scientific organization; chair peer-congress; international visiting research scholarship.

|  |  |
| --- | --- |
| Title and/or description | Place and date |
|  |  |
|  |  |
| … |  |

**Education Portfolio**

|  |  |
| --- | --- |
| **Teaching expertise** | Max. 250 wordsState the subject area(s) of your teaching expertise and describe your educational approach, with reference to proven experience and/or pedagogical research by yourself or others. |

|  |  |
| --- | --- |
| **Educational role(s)**  | Max. 250 wordsState the position primarily associated with your *current role* in teaching/education; executory, coordinating and/or innovating or research on education. Describe how you plan to further develop your educational roles over the next 5 years. |

|  |  |
| --- | --- |
| **Brief outline of education plans/vision for the next five years** | Max. 500 words |

|  |  |
| --- | --- |
| **Amsterdam UMC Principal Educator:**  | No/yes; from dd-mm-yyyy till dd-mm-yyyy |
| **Accomplishments as PE:** | Max. 300 words |

**Teaching – education certificates**
Please upload the pdf(s) of your certificate(s).

|  |  |  |
| --- | --- | --- |
| BKO, SKO, UTQ, advanced BKO, advanced UTQ, Educational Leadership Course (UvA), … | Place and date of attainment | If in progress expected date of attainment |
|  |  |  |
| … |  |  |

**Present and past executory teaching activities** max. 5 most important

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class/course title | Date(s) | Time period class/course | Hours/year | Target group; Ba, Ma, PhD, post graduate, aios, trainees, nursing, health care practitioners,… | Type of instruction; lecture, practical/lab, … | Role(s); teaching, mentoring, responsibility for examination / assessment, … |
|  |  |  |  |  |   |  |
| … |  |  |  |  |   |  |

**Present and past teaching coordinating/management positions held** max. 5 most important

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class/course/curriculum title | Date(s) | Time period class/course | Hours/year | Target group; Ba, Ma, PhD, post graduate, aios, trainees, nursing, health care practitioners,… | Type of instruction; lecture, practical/lab, … | Management role(s); course coordinator, program director, ---  |
|  |  |  |  |  |   |  |
| … |  |  |  |  |   |  |

[*management positions are linked to Leadership, development and management portfolio*]

**Contribution to (inter)national educational or curriculum renewal/development/innovation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name your choice of max. 5 most important | Place and date  | Target groups; Ba, Ma, PhD, post graduate, aios, trainees, nursing, health care practitioners,… | Your role |
|  |  |  |  |
| … |  |  |  |

**Education products**, e.g. (chapters in) study guides or -books, eLearning modules, workshops, courses, …

|  |  |  |  |
| --- | --- | --- | --- |
| Name your choice of max. 5 most prestigious: title, publisher; eLearning platform, … | **S**: first or last author**s**: shared first or last author | Other than authorship: please state your role | Date (year) |
|  |  |  |  |
| … |  |  |  |

[*Funding for research on education and supervision of PhD are registered in the Research paragraph*]

|  |  |
| --- | --- |
| **List your choice of Key Publications on education and/or research on education,**max. 5 most important | **S**: first or last author **s**: shared first or last author |
| **S/s** | Authors; title; journal vol+issue; publication year; pages | Number of citations | Journal IF | Open Access: y/n |
|  |  |  |  |  |
| … |  |  |  |  |

Motivation narrative why these are your Key Publications on (research on) education:

|  |
| --- |
| Highlight your role as contributor and describe impact of achievement(s). Max. 200 words |

**Additional information**

**Teaching and/or research on education distinctions/awards**, list max. 5 most important

|  |  |
| --- | --- |
| Title and/or description | Place and date |
|  |  |
| … |  |

**Clinical Portfolio**

|  |  |
| --- | --- |
| **Clinical specialist expertise and current activity** | Max. 250 wordsState the area of your clinical expertise and the position primarily associated with your current clinical activity.This includes clinical as well as public health specialism (e.g. *jeugdarts*, *arts M&G*) |

|  |  |
| --- | --- |
| **Brief outline of your contribution to recent improvements in healthcare and/or public health** | Max. 500 wordsDescribe your role in recent improvements (e.g. quality of care, cost reduction) within healthcare (diagnostic, treatment, …) and/or public health. Also indicate participation of patient organization(s), care provider(s), health insurance company, and/or other stakeholders. |
| **Brief outline of improvement plans in healthcare and public health, recent and in the next five years** | Max. 500 wordsDescribe your recent and future plans for improvement (e.g. quality of care, cost reduction) within healthcare (diagnostic, treatment, …) or public health.  |

**Clinical expertise and formal training (including public health work)**

|  |  |
| --- | --- |
| Completed clinical training | Date(s) of board certificate(s) - re-registration date(s).Document completed clinical basic training for a healthcare occupation as well as any internship/residency/specialist training/the equivalent you may have completed. State the occupation concerned, the year, the subject area and the educational institution/equivalent. |
| Specialist expertise | State the specialist certificate, the year and the number of working years (actual time) as a specialist |
| Clinical positions | **Other than in your CV at the beginning of this form**Document position(s), clinic(s) and time period(s) |
| Clinical supervisory positions | Document position(s), clinic(s) and time period(s) |
| On-call activity | State whether on-call service was included in the position, and the number of years during which service as senior physician on-call was involved.  |
| Clinical profile area impact | State any area of competence/profile area/specialist expertise that has resulted in national or international patient referrals. |
| Assignments | Document any assignments in healthcare organizations or other government agencies or organizations that were based on your own clinical competence. |
| Healthcare innovation | Concisely state your role(s) in innovation(s) and/or new collaboration(s) in regional or (inter)national health care and/or public health. (E.g. collaboration with ‘Zorginstituut Nederland’.) |
| Quality of healthcare/public health | Concisely state your role(s) in regional or (inter)national health care and/or public health quality audits. |

|  |  |
| --- | --- |
| **Clinical developments and innovation (including public health)** | **Document, concisely, the work you carried out that improved the healthcare sector or medical care provision, demonstrated prophylactic/preventive benefit, had a quality enhancing character, or improved cost-effectiveness.** Also document, when applicable, (inter)national recognition for your work. |

|  |  |
| --- | --- |
| Clinical training supervision State time and place (medical institution) at which you received your supervisor training. | Document formal clinical supervision of persons undergoing specialist and/or further training. State their names, the extent of the supervision and the time involved.  |

|  |  |
| --- | --- |
| **Clinical trials[[5]](#footnote-5) as primary investigator and co-primary investigator****Max. 5 most important** | *[Link-in-form with projects listed in scientific portfolio]*Document any work you may have carried out toward the implementation of clinical trials of pharmaceuticals and other treatments, including Phase 1 to Phase 4 studies. State whether the trial referred to contract research – that is, involving industry incentives – or involved your own investigator-driven study. Describe your own role. Give NL registration number. |
| Title (phase 1-4 study?) | Contract research or investigator driven | Time frame | Patient volume | Results and/or significance | NL registration number |
|  |  |  |  |  |  |
| … |  |  |  |  |  |

Choice motivation narrative, and you role in these clinical trials:

|  |
| --- |
| Max. 200 words |

[*Funding for clinical research and supervision of PhD are registered in the Research paragraph*]

|  |  |
| --- | --- |
| **List your choice of Key Publications on clinical trials and other clinical research,** max. 5 most important | **S**: first or last author**s**: shared first or last author |
| **S/s** | Authors; title; journal vol+issue; publication year; pages | Number of citations | Journal IF | Open Access: y/n |
|  |  |  |  |  |
| … |  |  |  |  |

Motivation narrative why these are your Key Publications in clinical work:

|  |
| --- |
| Highlight your role as contributor and describe impact of achievement(s). Max. 200 words |

**Additional information**

**(Inter)national Clinical distinctions/awards**, max. 5 most important

|  |  |
| --- | --- |
| Title and/or description | Place and date |
|  |  |
|  |  |
| … |  |

**Valorisation and Societal Impact portfolio**

**Public-private collaboration**

|  |  |
| --- | --- |
| Experience in setting up (inter) national collaborations with non-academic organization(s) (e.g. public-private) | **Max 250 words** |
| Number of contract research projects sponsored by grants aimed at public private partnership | [link to Funding table in research portfolio] |
| Amount of funding generated through subsidies aimed at working with industrial partners (co-development). | [link to Funding table in research portfolio] |

**‘Academic collaborative workplaces’** (‘Academische werkplaatsen’)

|  |  |
| --- | --- |
| Experience in participating/setting up research projects  | **Max 250 words** |
| Number of research projects  | [Give annual overview of last 5 years and current projects] |
| Amount of funding  | [Give annual overview of last 5 years and current projects] |

**Business development**

|  |  |
| --- | --- |
| Experience in setting up contract research projects and/or clinical trials, sponsored by industry | **Max 250 words** |
| Number of contract research projects and/or (participation in) clinical trials | [Give annual overview of last 5 years and current projects] |
| Amount of funding generated through industrial contracts  | [Give annual overview of last 5 years and current projects] |

**Technology transfer**

|  |  |
| --- | --- |
| Patents & invention disclosures | **Title and date** |
| Other intellectual property rights | **Title and date** |
| Product or service development  | **Title and date, please** indicate readiness to market stage |

**Entrepreneurship**

|  |  |
| --- | --- |
| Enterprise start-up/spin-off | **(co-) founder, director or board member** |
| Board assignment in industry | **Max. 5 most prestigious, including time period, and choice motivation** |
| Other entrepreneurial competence | **Max. 5 most prestigious, including time period, and choice motivation** |

**Contribution to healthcare system**

|  |  |
| --- | --- |
| Member of (inter)national working group on (clinical) (inter)national guidelines or care programmes | **Max. 5 most prestigious, including time period and role (chair/member), and choice motivation** |
| Leadership in implementation of evidence based medicine/public health improvements | **Max. 5 most prestigious, including date (year) and role (chair/member), and choice motivation** |
| Member of regional or (inter)national policy committee (i.e. Gezondheidsraad(commissie) | **Max. 5 most prestigious, including time period and role (chair/member), and choice motivation** |
| Contribution to (inter)national policy making in the field of science and health | **Max. 5 most prestigious reports, including date of publication, and choice motivation** |
| Impact on clinical practice or public healthHow has your research, education or clinical work influenced the way healthcare is performed. How did it improve patient care or reduce healthcare costs (if applicable) | **Max. 5 most prestigious, including date (year). And choice motivation** |
| Implementation/dissemination activities (VIMPS)? | **Max. 5 most prestigious, including date (year), and choice motivation** |

**Societal Impact and/or outreach activities to public in the past 5 years**

|  |  |
| --- | --- |
| Collaboration with patient groups or –organizations, local or regional government, small/medium enterprise, etc.  | **Name group(s) and/or -organization(s)** |
| Press appearances in national and regional press (TV, radio or written media) | **Max. 5 most prestigious, including date, and choice motivation** |
| Other activities transferring academic knowledge to public (e.g. internet, websites, webinars, lectures, films, art, public campaigns) | **Max. 5 most prestigious, including date, and choice motivation** |

**Additional information**

**(Inter)national distinctions/awards on innovation and societal impact**

Please name max. 5 most important

|  |  |
| --- | --- |
| Title and/or description | Place and date |
|  |  |
|  |  |
| … |  |

**Management and leadership portfolio**

|  |  |
| --- | --- |
| **Current activities involving management responsibility and leadership activities**: | Max. 500 wordsState any title and position associated with your primary current activity involving managerial responsibility, including your span of control in department, research institute and (inter)national role(s). |

**Training in leadership, development and collaboration**

|  |
| --- |
| Formal educationDocument degrees you have obtained in, e.g. business, law, human resources, administration, management and environmental management. State the year, subject area/degree name and academic institution. |
| Subject area/degree name | Time period | Degree title | Academic Institution and date of attainment |
|  |  |  |  |
| Completed courses/study programsDocument courses you have completed in business, law, human resources, administration and management, ethics, equal treatment, work environment and environmental issues, and in entrepreneurship and related subject areas. |
| Course/program title | Time period | Academic Institution and date of attainment |
|  |  |  |

**Management positions**

|  |  |
| --- | --- |
| Chairmanship, or deputy-, department and/or division | Description and time period |
| Director or co-director research institute | Description and time period |
| Research program leader | Description and time period |
| *Entepreneurship information* | *Automatic upload from previous section* |
| Chief Scientific Officer and/or Senior Business Development role | Description and time period |
| Positions as member or delegate in (inter)national governmental organization | Description and time period |
| Positions as member or delegate in (inter)national nongovernmental organization (ngo) | Description and time period |
| Organization research core facilities, internal or external | Description and time period |

**Management roles**

|  |  |
| --- | --- |
| *research, education and clinical* | *Automatic upload from previous sections* |

**Key output of management/leadership activities:**

|  |
| --- |
| Describe the successful output of your leadership activities. Max. 250 words. |

**Additional information**

**Congress organization**, max. 5 most prestigious for which you were (co)organizer

|  |  |
| --- | --- |
| Title | Place and time period |
|  |  |
| … |  |

**Addendum**

# Format en richtlijnen voor 5-jaar werkplan

Outline van het vijfjarenwerkplan bij (her)benoeming of (her)beoordeling van een (bijzonder) Hoogleraar.

Het werkplan dient zodanig te zijn opgesteld dat resultaten van een recente (niet langer dan 3 jaar geleden) 360º evaluatie[[6]](#footnote-6) hierin zijn meegenomen.

Bij de beschrijving van het vijfjarenwerkplan dienen de volgende aspecten aan de orde te komen:

1. Onderzoek:
	1. Inbedding in onderzoekinstituut;
	2. Thema onderzoek;
	3. Vraagstellingen/hypothesen;
	4. Innovatieve karakter van het onderzoek;
	5. Plan van aanpak;
	6. Inzet aanwezige formatie/cohorten/faciliteiten;
	7. Perspectieven en verwachtingen van het onderzoeksplan over de komende vijf jaar;
	8. SWOT analyse: Strengths, Weaknesses, Opportunities and Threats.
2. Onderwijs:
3. Huidige onderwijsbijdragen; formatieve inzet van kandidaat en zijn/haar groep;
4. Actuele en gewenste aansluiting op de onderzoekslijn(en) en inbedding in het instituut voor onderwijs en opleiden;
5. Visie m.b.t. ontwikkeling van het onderwijs en de mogelijke bijdragen vanuit de

 leerstoel.

1. Zorg:
	1. Huidige bijdrage(n) tot patiëntenzorg; formatieve inzet van kandidaat en zijn/haar groep; voorziening(en) qua staf en ruimte;
	2. Actuele en gewenste aansluiting tot onderzoekslijn(en) in Amsterdam UMC;
	3. Visie m.b.t. bijdragen tot kwaliteit van ontwikkeling zorgpaden, regionale zorg en

 topreferente zorg.

1. Management:
	1. Personeel;
	2. Financieel;
	3. Span of control.
1. List in Pure contains, in chronological order; peer-reviewed scientific publications, letters to the editor/editorial material, publications for professionals, publications for the general public and book(s) + book chapter(s). No abstracts. [↑](#footnote-ref-1)
2. Datasets registered with published articles or separately published datasets. [↑](#footnote-ref-2)
3. Software registered with published articles or separately published software. [↑](#footnote-ref-3)
4. Overview will be generated from AMR B.V.’s PaNaMa and VUmc equivalent. The complete list ‘All funding’ is linked to the table with further information on Clinical Trials in the Clinical Portfolio. [↑](#footnote-ref-4)
5. As registered with AMR and/or IXA. [↑](#footnote-ref-5)
6. De 360o evaluatie bij her-registratie specialisatie (IFMS) kan hiertoe worden gebruikt. [↑](#footnote-ref-6)