



Surgery
UNIVERSITY OF TORONTO

ASSET

Academy of Senior Surgeons Experiencing Transition
Department of Surgery, University of Toronto

Annual Review Checklist — For Surgeons-in-Chief and Division Heads

The following eight questions form the basis of a recommended annual review framework for senior faculty. They should be coordinated with division-level 1-, 3-, and 5-year human resource plans.

1. Career horizons

What are the surgeon's plans at 1–3, 5, and 10+ year horizons?

- ☐ Plans documented and reviewed year over year
- ☐ 1–3 year horizon discussed
- ☐ 5-year horizon discussed
- ☐ 10+ year horizon discussed

2. Health and wellbeing

Are there any physical or mental health issues affecting practice?

- ☐ Discussion conducted with care, compassion, and appropriate confidentiality
- ☐ Referral to OMA Physician Health Program discussed if relevant

3. Competence

Are there self-generated concerns about operative competence?

- ☐ Self-assessment of operative competence reviewed
- ☐ External concerns from peers or patients reviewed
- ☐ AAP results reviewed

4. Sabbatical or leave

Has the surgeon considered a sabbatical or leave of absence?

- ☐ Sabbatical or leave of absence discussed
- ☐ Division sabbatical policy reviewed (or absence of policy noted)
- ☐ Developing a sabbatical policy flagged as priority if none exists

5. Changing practice profile

Is the surgeon open to transitioning to a modified practice?

- ☐ Transition to less complex cases discussed
- ☐ Practice sharing options explored
- ☐ More clinic-based work considered
- ☐ Reduced operative volume considered

6. Call reduction or cessation

Is the surgeon interested in reducing or stopping call?

- ☐ Call reduction or cessation discussed
- ☐ Coverage implications assessed
- ☐ Division support mechanisms identified

7. Teaching, mentoring, leadership

What opportunities exist for post-operative contributions?

- ☐ Education roles identified
- ☐ Research roles identified
- ☐ Committee or medicolegal roles identified
- ☐ Appropriate remuneration discussed

8. Recognition

What form of recognition is appropriate for the surgeon's career service?

- ☐ Retirement event considered
- ☐ Named lecture or visiting professorship considered
- ☐ Emeritus appointment process reviewed