



# Staff Clinician Quadrennial Review

**Retrospective performance review every 4 years**

*Evaluates accomplishments based on responsibilities*

## **Purpose of Quad Review**

- *Ensure Staff Clinician is being utilized appropriately*
- *Determine quality of performance (e.g., for salary adjustment)*

## **2013 Quadrennial Review Panel**

*Chair - William Dahut, M.D., NCI's Clinical Director*

*+ 7 Clinical PIs*



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## Quad Review Package:

- 1. Supervisor's recommending memo**
  - *Should not simply be your Job Description*
  - *PI should describe your duties **and accomplishments***
  - *PI should **express enthusiasm or disappointment** in performance*
- 2. Two letters of recommendation**
- 3. Standardized CV + Bibliography**
- 4. Most recent BSC review of entire Branch/Lab (not seen by Panel)**

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## EVALUATION CRITERIA

- Patient care responsibilities and specialized clinical skills
- Time devoted to In-Patient vs. Out-Patient care (days, months, weeks)
- % effort in the following 5 categories:
  - Clinical Service
  - Clinical Research
  - Administrative Duties
  - Supervisory / Training / Mentoring activities
  - Other (including Bioinformatics);
- Provide an updated list of clinical protocols, and include the following:
  - Type of Protocol (treatment or natural history)
  - Accrual
  - Your role in the trial as a Principal, Lead, or Associate Investigator
  - Whether or not you are the protocol's medically responsible person
- Intramural activities: clinical and scientific collaborations, other (e.g. participation in faculties, working groups, advisory boards, committees)
- Describe consults with other branches/institutes, if any
- Scientific productivity (e.g., publications, abstracts)
- Describe top 3 publications.





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## EVALUATION CRITERIA (cont'd)

- **Scientific presentations (e.g., extramural or intramural invited talks)**
- **Extramural activities (e.g., editorial boards, cooperative groups, scientific societies, meeting organization)**
- **Board Certification**
- **Awards and other accomplishments**
- **Description of Core Activities and a list of Collaborators and/or Users.  
(Evolving: Cores may be reviewed at Branch's Site Visit instead of Quad Review)**



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## Rating/Score

*Outstanding*

*Excellent*

*Good*

*Borderline*

*Unsatisfactory*

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**You have the option of submitting a response that will be included in your package.**