

CAP Frequently Asked Questions:

1. Can I count one point in 2 separate places on the activities list?
 - *You should select the most appropriate category for each point and cannot 'double dip' by counting one activity in 2 places on the activities list*
 - *Please place all points related to your CQI in the Outcomes/Evidence Based Medicine/Leadership section*
2. Can I use a point for teaching at a local school if I get paid?
 - *No, if you are paid or an adjunct professor, you cannot count it as an activity for CAP*
3. When is my CQI proposal and summary due?
 - *The date for submission of your CQI proposal and summary is department specific, the CAP committee does not determine these dates*
4. What do I need to turn in to the CAP committee for portfolio review day?
 - *Your portfolio is submitted in an electronic format. You also need to turn in one hard copy of your portfolio to your CAP representative for portfolio review day*
5. If I do not know which category to put a point in on the activities list, who do I need to ask?
 - *Ask your mentor first, if your mentor does not know the answer, ask the CAP representative for your department. Your department CAP representative can then decide if the question needs to be brought to the CAP committee*
6. If I have a general question about the CAP process, who do I ask?
 - *Your mentor and then the CAP representative for your department. The representative can then decide if the question needs to be brought to the CAP committee*
7. How should I decide if I am ready to try and advance?
 - *Make sure you meet the criteria and review the number of points/activities list and decide if you can accumulate enough points to advance.*
 - *Discuss with your CTL/manager*
8. What is expected of me to record and document during years I am maintaining my CAP status
 - *You should keep track of all your points using the activity list and supporting documentation*
 - *Each department handles this differently so you should check with your manager*
9. If you complete more than one star activity, can you get two stars in the same activity (For example: mentoring a person for CAP and mentoring a new hire)?
 - *This would count as 2 stars because the person is mentoring 2 different people for a long period of time*

10. If my activity is not listed, where should I put the point?
- *Please use the 'other' activities to describe your activity if it does not fit within a specific activity*
11. Does the mentor need to be in the same department or same discipline?
- *No*
12. How often do I need to meet with my mentor?
- *This is decided between the mentor and applicant. The committee suggests meeting frequently, but no less than once per month.*
13. Are candidates required to lead a CQI project?
- *Level III candidates are not required to lead a CQI project but MUST complete a CQI. Also, a candidate is allowed to co-facilitate a project if uncomfortable with fully leading a CQI*
14. If I change departments within Vanderbilt, will I lose my CAP status (i.e., outpatient to acute)?
- *No*