

## CURRICULUM VITAE

### **John Smith, MD**

Assistant Professor, Department of Medicine  
David L. Boren Distinguished Professor, Department of Medicine  
1234 First Street  
Oklahoma City, OK 12345  
(405) 123-4567  
John-Smith@ouhsc.edu  
**Appointment Type:** Consecutive  
**Pathway:** Clinician Educator

## EDUCATION AND TRAINING

### **Postgraduate Education and Training**

2018- 2021      Resident, Section of Infectious Diseases, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK  
  
Mentor: Jane Doe, MD

### **Education**

2014- 2018      Doctor of Medicine  
College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK  
  
2010- 2014      Bachelor of Science, Biochemistry, Magna Cum Laude  
University of Oklahoma, Norman, OK

## PROFESSIONAL EXPERIENCE

### **Academic**

June 2020- Present      Assistant Professor, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

### **Administrative**

June 2020- Present      Chief, Section of Infectious Diseases, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

## U.S. MILITARY EXPERIENCE

2008- 2014      Combat Medic/ Health Care Specialist, United States Army

## HONORS AND AWARDS

Outstanding Teacher, Clinical Curriculum Subcommittee, College of Medicine, University of Oklahoma Health Sciences Center (Received), 2019

David L. Boren Distinguished Professor, Department of Medicine, College of Medicine, University of Oklahoma Health Sciences Center (Received), 2018- Present

## BOARD AND PRACTICE CERTIFICATION

2018- Present Internal Medicine Certification, American Board of Internal Medicine (ABIM), Active

## LICENSURE

2018- Present Oklahoma State Medical License, Oklahoma Board of Medical Licensure and Supervision, Active

## SCHOLARSHIP

### Contracts, Grants, and Sponsored Research

\* indicates mentee

#### Current

##### Grants

Doe, J.\* (Principal Investigator), **Smith, J.** (Co-Investigator), "An Investigation," Educational Research, Sponsored by Department of Internal Medicine, The University of Oklahoma (Institutional)

Grant/Contract Number:ABC123

Current Funding (Total Cost per Year): \$10,000

Total Direct Costs: \$50,000

2018- Present

#### Completed

##### Clinical Trial Agreements

Doe, J.\* (Principal Investigator), **Smith, J.** (Co-Investigator), "A Randomized Study," Sponsored by Pfizer, Federal

Grant/Contract Number: ABC123

January 2018- December 2019

### Publications - Peer-Reviewed/Refereed

\* indicates Mentee

+ indicates Co-First Author

# indicates Contributing Author/Corresponding Author

#### Scientific/ Scholarly Journals

1. Doe, J.\*, **Smith, J.** (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26. PMID: 12345678. DOI: 10.1234/AB123456

### Publications – Non Peer-Reviewed/Refereed

\* indicates Mentee

+ indicates Co-First Author

# indicates Contributing Author/Corresponding Author

#### Scientific/ Scholarly Journals

1. Doe, J., **Smith, J.** (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26. PMID: 12345678. DOI: 10.1234/AB123456

## Published Abstracts

1. **Smith, J.** (2019). *An investigation into Departments of Internal Medicine Best Practices* (vol. 3, pp. 23-24). *Journal of Internal Medicine*.

## Non- Authored Publications

1. Doe, J., **Smith, J.** (Contribution: Research data) (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26.

## Innovative Teaching Materials - Non Peer-Reviewed/Refereed

1. **Smith, J., Doe, J.** (2020). *Medical Student Educational Objectives*, Undergraduate Medical Education Committee (UMEC), American Medical Association, Publicly available at: organization.org.

## Intellectual Property

### Patent (s)

1. Doe, J., Jones, D., **Smith, J.** "Endoscopic Therapy," US123456, Licensed to: Pfizer. Licensed: July, 3 2020.

## PRESENTATIONS

\* indicates mentee

### Abstracts

#### National/ International

1. **Smith, J., Jones, D.,** "The future of endoscopic therapies", National Conference, American College of Physicians, San Diego, CA, Poster. September 3, 2019.

#### Regional/ Local

1. **Smith, J., Jones, D.,** "The future of endoscopic therapies", Regional Conference, Southern Association of Physicians, Dallas, TX, Poster. September 3, 2019.

## TEACHING AND INSTRUCTION

### Teaching and Course Instruction – OUHSC/SCM

Year(s) of Instruction	Course ID	Course/Lecture Title	Role	Avg. Contact Hrs/Year	Primary Learner Audience
Fall 2018- Fall 2020	INDT 1234	Foundations of Medicine: Cardiovascular Disease	Instructor	3	MS1

### **Teaching and Course Instruction – Institutions Outside of OUHSC/SCM**

<b>Year(s) of Instruction</b>	<b>Institution / Location</b>	<b>Course ID</b>	<b>Course/Lecture Title</b>	<b>Role</b>	<b>Avg. Contact Hrs/Year</b>	<b>Primary Learner Audience</b>
Spring 2020	Oklahoma State University	NURS 1234	Intro to Medicine: Cardiovascular Disease	Lecturer	2	First Year Nursing Students

### **Graduate Medical Education (GME) Instruction Delivered**

<b>Date</b>	<b>Course Name or Session Topic</b>	<b>Role</b>	<b>Number of Instruction Hours</b>	<b>Primary Learner Audience</b>	<b>Sponsoring Department or Organization</b>
January 27, 2019	Clinical Instruction: On the Wards	Instructor	3 hr(s)	Internal Medicine Residents	Department of Medicine, College of Medicine, OUHSC
July 2017-Present	Lecture: Pulmonary Disorders	Instructor	2 hr(s) Quarterly	Internal Medicine Residents	Department of Medicine, College of Medicine, OUHSC

### **Professional and Continuing Education Instruction**

<b>Date</b>	<b>Course Name or Session Topic</b>	<b>Role</b>	<b>Number of Instruction Hours</b>	<b>Primary Learner Audience</b>	<b>Sponsoring Department or Organization</b>
June 2019-May 2021	Advanced Life Support Training	Trainer	3 hr(s) Weekly	Health professionals	College of Medicine, OUHSC, Oklahoma City

### **Mentoring and Advising**

<b>Date</b>	<b>Mentee Name</b>	<b>Mentee Level/Program</b>	<b>Role/Involvement Type</b>	<b>Mentee Outcomes</b>
2017-Present	John Doe, MD	Resident, Department of Medicine, College of Medicine, OUHSC	Mentor- Guide new resident as they transition from student to physician	Voted best intern by the Department of Medicine, Published in 2019 (See Publications)

## **CLINICAL SERVICE**

### **Clinical Committee Service**

Member, EPIC Implementation Task Force, OU Health Physicians, Oklahoma City, OK, February 2019- Present

### **Clinical Administration and Leadership**

Medical Director, Resident Clinic, OU Health Physicians, Oklahoma City, OK, January 2020- Present

## **ORGANIZATIONAL SERVICE**

### **Organizational Committee Service**

#### ***Campus/ University***

Member, Institutional Review Board, University of Oklahoma Health Sciences Center, 2014-2015

#### ***College***

Member, Preclinical Curriculum Subcommittee, University of Oklahoma Health Sciences Center  
College of Medicine, 2014-2015

### **Organizational Administration and Leadership**

#### ***Division/ Section***

Developer, Mock Board Exam Questions, Section of Hematology, Department of Medicine, 2017

## **PROFESSIONAL SERVICE**

### **Local/ Regional**

Member, Young Physicians Focus Group, Oklahoma State Medical Association, Oklahoma City, OK,  
2019- Present

### **Editor/ Editorial Board/ Journal Reviewer**

Member, Editorial Board, Journal of Medicine, Oklahoma City, OK, 2019- Present

#### **Ad-Hoc Reviewer:**

Journal of American Heart Association 2017- Present

### **Current Service to Other Academic Institutions**

Volunteer Faculty, Nurse Practitioner Education Program, Maryville University, St. Louis, MO, 2016 –  
Present

## **PERSONAL COMMUNITY SERVICE**

Volunteer, Habitat for Humanity, Oklahoma City, OK, June 2016- May 2019)

## **MEDIA CONTRIBUTIONS**

Interviewed Expert, KOCO News, Medical Residency During the COVID Crisis, July 7, 2020

## **PROFESSIONAL MEMBERSHIPS**

American Medical Association (AMA) 2017- Present

## **PROFESSIONAL GROWTH AND DEVELOPMENT**

### **Seminars, Workshops, and Other Training**

Clinical Teaching at the Bedside, Academy of Teaching Scholars, University of Oklahoma Health Sciences Center College of Medicine, Oklahoma City, OK, 1 Credit Hours, October 8, 2020

### **Meetings and Conferences**

National Conference on Child Health, Association of Pediatricians, Boston, MA, 8 Credit Hours, October 8, 2020- October 11, 2020

## Activity Insight CV SAMPLE

Starting on the following page, you will see a sample CV based on a fictional faculty member.

**To better understand the following sample CV, review the guide below:**

*Explanations or examples*

*[Other headings/subheadings you may see]*

**The format of the data fed to the CV Report**

Regular black font items are example activities

### **OUHSC and College of Medicine Resources**

OU COM Activity Insight Webpage

<https://medicine.ouhsc.edu/Faculty-Staff/Activity-Insight>

CV Medicine Quick Guide

[https://medicine.ouhsc.edu/Portals/1365/Assets/Curriculum%20Vitae%20Medicine%20Quick%20Guide%20and%20Tips%205\\_21.pdf](https://medicine.ouhsc.edu/Portals/1365/Assets/Curriculum%20Vitae%20Medicine%20Quick%20Guide%20and%20Tips%205_21.pdf)

Professional Experience Decision Tree

[https://medicine.ouhsc.edu/Portals/1365/Assets/Professional%20Experience%20Decision%20Tree%205\\_21.pdf](https://medicine.ouhsc.edu/Portals/1365/Assets/Professional%20Experience%20Decision%20Tree%205_21.pdf)

Teaching and Presentations Decision Tree

[https://medicine.ouhsc.edu/Portals/1365/Assets/Teaching%20%26%20Presenation%20Decision%20Tree%205\\_21.pdf](https://medicine.ouhsc.edu/Portals/1365/Assets/Teaching%20%26%20Presenation%20Decision%20Tree%205_21.pdf)

Service Decision Tree

[https://medicine.ouhsc.edu/Portals/1365/Assets/Service%20Decision%20Tree%205\\_21.pdf](https://medicine.ouhsc.edu/Portals/1365/Assets/Service%20Decision%20Tree%205_21.pdf)

Anatomy of a Citation

<https://medicine.ouhsc.edu/Portals/1365/Assets/Citations%20Handout.pdf>

P&T CV Review Checklist

[https://medicine.ouhsc.edu/Portals/1365/Assets/Activity%20Insight%20P%26T%20Checklist%207\\_26\\_21.pdf](https://medicine.ouhsc.edu/Portals/1365/Assets/Activity%20Insight%20P%26T%20Checklist%207_26_21.pdf)

Frequently Asked Questions

<https://medicine.ouhsc.edu/Faculty-Staff/Activity-Insight/Faculty-Proxy-Resources>

## CURRICULUM VITAE

*CV Header:*

*Your name, current title, contact information*

### **John Smith, MD**

Assistant Professor, Department of Medicine  
David L. Boren Distinguished Professor, Department of Medicine  
1234 First Street  
Oklahoma City, OK 12345  
(405) 123-4567  
John-Smith@ouhsc.edu  
**Appointment Type:** Consecutive  
**Pathway:** Clinician Educator

## EDUCATION AND TRAINING

### **Postgraduate Education and Training**

*Education/ Training after your MD/ DO/ PhD/ etc.(resident, fellow)*

2018- 2021      Resident, Section of Infectious Diseases, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

Mentor: Jane Doe, MD

[Year Started - Year Completed][Title], [Area or Emphasis], [Division/Section], [Department], [Institution], [City], [State], [Country]  
Mentor: [list of **Mentor Information**] as "[First Name] [Middle Name/Initial] [Last Name, Degree Abbreviation]"

### **Education**

*Formal Education leading to a degree (BA/ MS/ PhD? MD/ etc.)*

2014- 2018      Doctor of Medicine  
College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

2010- 2014      Bachelor of Science, Biochemistry, Magna Cum Laude  
University of Oklahoma, Norman, OK

[Year Started - Year Completed: Year] [[Degree] or [Explanation of "Other"]], [[Honor/Distinction] or ["Other" Honor/Distinction]], [Emphasis/Major], [Minor/ Supporting Area of Emphasis] [Department], [Institution], [City], [State], [Country]  
"[Dissertation/Thesis Title]"  
Advisor: [list of **Advisor Information**] as "[First Name] [Middle Name/Initial] [Last Name, Degree Abbreviation]"

## PROFESSIONAL EXPERIENCE

### **Academic** [Administrative, Hospital/Agency, Government, Other]

June 2020- Present      Assistant Professor, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

**Guide:** *Explanations or examples* [Other headings/subheadings you may see]  
The format of the data fed to the CV Report      Regular black font items are example activities

2 CV Sample



[Start Date: Year - End Date: Year] [Title of Position], [Division/Section/Program], [Department],  
[College/Affiliated Agency], [[University/Organization]], [City], [State], [Country]

**Administrative** *[Academic, Hospital/Agency, Government, Other]*

*Administrative employment (Dean, Chair, Director, etc.)- other administrative roles that were not official employment should be placed in Organizational Service. Committee roles will go in the Service screens.*

June 2020- Present Chief, Section of Infectious Diseases, Department of Internal Medicine, College of Medicine, University of Oklahoma Health Sciences Center, Oklahoma City, OK

[Start Date: Year - End Date: Year] [Title of Position], [Division/Section/Program], [Department],  
[College/Affiliated Agency], [[University/Organization]], [City], [State], [Country]

**U.S. MILITARY EXPERIENCE**

2008- 2014 Combat Medic/ Health Care Specialist, United States Army

[Start Date: Year - End Date: Year] [Title of Position], [Division/Section/Program], [Department],  
[College/Affiliated Agency], [University/Organization], [City], [State], [Country]

**HONORS AND AWARDS**

*Recognitions received after your time as a student*

Outstanding Teacher, Clinical Curriculum Subcommittee, College of Medicine, University of Oklahoma Health Sciences Center (Received), 2019

David L. Boren Distinguished Professor, Department of Medicine, College of Medicine, University of Oklahoma Health Sciences Center (Received), 2018- Present

[Award or Honor Name], [Title of Distinguished Professorship or Endowed Position],  
[Organization/Sponsor] ([Nominated or Received]), [Date Started (if applicable): Month Date Started (if applicable): Day, Date Started (if applicable): Year - Date Ended or Received: Month Date Ended or Received: Day, Date Ended or Received: Year]

**BOARD AND PRACTICE CERTIFICATION**

*These certifications are necessary to perform your duties as a physician or researcher. Any other certifications belong in Professional Growth and Development.*

2018- Present Internal Medicine Certification, American Board of Internal Medicine (ABIM), Active

[Date Obtained: Year - Expiration Date: Year] [Title of Certification/Licensure], [Area of Specialization],  
[Licensing/Certifying Organization], [Status (If Applicable)]

**LICENSURE**

2018- Present Oklahoma State Medical License, Oklahoma Board of Medical Licensure and Supervision, Active

## SCHOLARSHIP

### Contracts, Grants, and Sponsored Research

\* indicates mentee

#### Current *[Pending, Completed]*

**Grants** *[Affiliation Agreements, Clinical Trial Agreements, Fee for Service Agreements, License Agreements, Master Agreements, Non-Funded Research, Professional Service Agreements, Research Agreements, Cooperative Agreements, Other]*

Doe, J. (Principal Investigator), **Smith, J.** (Co-Investigator), "An Investigation," Educational Research, Sponsored by Department of Internal Medicine, The University of Oklahoma (Institutional)  
Grant/Contract Number: ABC123  
Current Funding (Total Cost per Year): \$10,000  
Total Direct Costs: \$50,000  
2018- Present

*[[Last Name], [F. N.] [M. N.] ([Role] or [Explanation of "Other"]), Percent Effort (if PI or Co-PI)% Effort\*] separated by ", ", "[Title][.]" [Description][,] Sponsored by [Sponsoring Organization][,] [Awarding Organization Is] or [Explanation of "Other"]]*  
Grant/Contract Number: [Grant/Contract Number]  
Current Funding (Total Cost per Year): \$[Current Funding (Total Cost per Year)]  
Total Direct Costs: \$[Total Direct Costs]  
Additional Information: [Additional Information]  
[Start Date of Funding: Month Start Date of Funding: Day, Start Date of Funding: Year - End Date of Funding: Month End Date of Funding: Day, End Date of Funding: Year]

#### Completed *[Pending, Current]*

**Clinical Trial Agreements** *[Affiliation Agreements, Grants, Fee for Service Agreements, License Agreements, Master Agreements, Non-Funded Research, Professional Service Agreements, Research Agreements, Cooperative Agreements, Other]*

Doe, J. (Principal Investigator), **Smith, J.** (Co-Investigator), "A Randomized Study," Sponsored by Pfizer, Federal  
Grant/Contract Number: ABC123  
January 2018- December 2019

### Publications - Peer-Reviewed/Refereed *[Publications- Non Peer-Reviewed/ Refereed]*

\* indicates Mentee

+ indicates Co-First Author

# indicates Contributing Author/Corresponding Author

**Scientific/ Scholarly Journals** *[Book Chapters, Books, Commentary, Published Abstracts, Published Teaching Materials, Other]*

1. Doe, J.\*, **Smith, J.** (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26. PMID: 12345678. DOI: 10.1234/AB123456

*[[Last Name], [F. N.] [M. N.]][\*][+][#] separated by ", " ([Date Published: Year]). [Title of Contribution.] In [list of [[Last Name], [F. N.] [M. N.]][\*][+][#] separated by ", " [(Ed.),(s.),] [First value of [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] and [Title of Contribution]] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of*

Pages][.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.]  
PMID: [PMID]. DOI: [Digital Object Identifier (DOI)] Citation Count: [Citation Count]

### **Publications – Non Peer-Reviewed/Refereed**

\* indicates Mentee

+ indicates Co-First Author

# indicates Contributing Author/Corresponding Author

**Scientific/ Scholarly Journals** [Book Chapters, Books, Commentary, Published Abstracts, Published Teaching Materials, Other]

1. Doe, J., **Smith, J.** (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26. PMID: 12345678. DOI: 10.1234/AB123456

**Published Abstracts** [Scientific/ Scholarly Journals, Book Chapters, Books, Commentary, Published Teaching Materials, Other]  
*Published Abstracts are captured under the “Conference Proceedings” contribution type.*

1. **Smith, J.** (2019). *An investigation into Departments of Internal Medicine Best Practices* (vol. 3, pp. 23-24). *Journal of Internal Medicine*.

### **Non- Authored Publications**

1. Doe, J., **Smith, J.** (Contribution: Research data) (2019). An investigation into Departments of Internal Medicine Best Practices. *Journal of Internal Medicine*, 106(4), 23-26.

[[Last Name], [F. N.] [M. N.]][\*][+][#] (Contributing Role: [Contributing Role]) separated by ", " ([Date Published: Year]). [Title of Contribution.] In [list of [[Last Name], [F. N.] [M. N.]][\*][+][#] separated by ", " [(Ed.), (s.),)] [First value of [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] and [Title of Contribution]] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])[.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] PMID: [PMID]. DOI: [Digital Object Identifier (DOI)]

**Innovative Teaching Materials - Non Peer-Reviewed/Refereed** [Peer-Reviewed, Non Peer-Reviewed]  
*These are teaching materials you created that are being shared widely across departments or schools, not just one item that is being used only by your department or section.*

1. **Smith, J., Doe, J.** (2020). *Medical Student Educational Objectives*, Undergraduate Medical Education Committee (UMEC), American Medical Association, Publicly available at: organization.org.

[[Last Name], [F. N.] [M. N.]] separated by ", " ([Date Implemented: Year]). [Title of Contribution], [Contribution Type or Brief Description], [[OUHSC/SCM or Other Outside Institution/Organization] or [Institution/Organization (if not OUHSC/SCM)]], Reviewed/Refereed: [Date Teaching Materials Reviewed/Refereed: Month Date Teaching Materials Reviewed/Refereed: Day, Date Teaching Materials Reviewed/Refereed: Year] by [Peer-reviewer/Referee (Group or Individual)], Publicly available at: [Location or Web Address (if available online)].

### **Intellectual Property**

*This is a very specific category for items legally considered intellectual property like patents, copyrights, trademarks, etc.*

**Patent (s)** [Copyright (s)]

1. Doe, J., Jones, D., **Smith, J.** "Endoscopic Therapy," US123456, Licensed to: Pfizer. Licensed: July, 3 2020.

**[Last Name], [F. N.] [M. N.]** separated by ", " "[Patent Title]," [Patent/Copyright Number/ID], [Patent Nationality], Licensed to: [If patent has been licensed, to whom?], Assigned to: [If patent has been assigned, to whom?]. (Submitted: [Date Submitted to University: Month Date Submitted to University: Day, Date Submitted to University: Year], Application: [Date of Patent Application: Month Date of Patent Application: Day, Date of Patent Application: Year], Approved: [Date Patent Approved: Month Date Patent Approved: Day, Date Patent Approved: Year], Licensed: [Date Licensed: Month Date Licensed: Day, Date Licensed: Year], Renewal: [Renewal Date: Month Renewal Date: Day, Renewal Date: Year]).

## PRESENTATIONS

*Use the decision tree to assist you in categorizing your presentations and instruction*

<https://hippocrates.ouhsc.edu/comweb/ai/Teaching-Presentations%20Decision%20Tree.pdf>

\* indicates mentee

### **Abstracts** *[Other]*

#### **National/ International**

1. **Smith, J.**, Jones, D., "The future of endoscopic therapies", National Conference, American College of Physicians, San Diego, CA, Poster. September 3, 2019.

**[[Last Name], [F. N.] [M. N.]\*** separated by ", ", "[Presentation Title]", [Conference/Meeting Name], [Sponsoring Organization], [Location], [Invited or Accepted?], [[Presentation Type] or [Explanation of "Other"]]. [Date: Month Date: Day, Date: Year].

#### **Regional/ Local**

1. **Smith, J.**, Jones, D., "The future of endoscopic therapies", Regional Conference, Southern Association of Physicians, Dallas, TX, Poster. September 3, 2019.

## TEACHING AND INSTRUCTION

*Use the decision tree to assist you in categorizing your presentations and instruction*

<https://hippocrates.ouhsc.edu/comweb/ai/Teaching-Presentations%20Decision%20Tree.pdf>

### Teaching and Course Instruction – OUHSC/SCM

*These activities had an audience of students enrolled in a formal program where they earned credit toward a degree. (MS1, MS2, dental students, nursing students, etc.)*

Year(s) of Instruction	Course ID	Course/Lecture Title	Role	Avg. Contact Hrs/Year	Primary Learner Audience
Fall 2018- Fall 2020	INDT 1234	Foundations of Medicine: Cardiovascular Disease	Instructor	3	MS1
[Start Term and Year: Term Start Term and Year: Year - End Term and Year: Term End Term and Year: Year]	[Course Prefix] [Course Number]	[Course Title][:] [Lecture Title/Session Description]	[[Role] or [Explanation of "Other"]]	[Number of Contact/Session Hours per Year]	[[Primary Learner Audience] or [Explanation of "Other"]]

### Teaching and Course Instruction – Institutions Outside of OUHSC/SCM

Year(s) of Instruction	Institution / Location	Course ID	Course/Lecture Title	Role	Avg. Contact Hrs/Year	Primary Learner Audience
Spring 2020	Oklahoma State University	NURS 1234	Intro to Medicine: Cardiovascular Disease	Lecturer	2	First Year Nursing Students
[Start Term and Year: Term Start Term and Year: Year - End Term and Year: Term End Term and Year: Year]	[Institution (if not OUHSC/SCM)]	[Course Prefix] [Course Number]	[Course Title][:] [Lecture Title/Session Description]	[[Role] or [Explanation of "Other"]]	[Number of Contact/Session Hours per Year]	[[Primary Learner Audience] or [Explanation of "Other"]]

### Graduate Medical Education (GME) Instruction Delivered

*These activities are formal curriculum given to residents or fellows*

Date	Course Name or Session Topic	Role	Number of Instruction Hours	Primary Learner Audience	Sponsoring Department or Organization
January 27, 2019	Clinical Instruction: On the Wards	Instructor	3 hr(s)	Internal Medicine Residents	Department of Medicine, College of Medicine, OUHSC
July 2017- Present	Lecture: Pulmonary Disorders	Instructor	2 hr(s) Quarterly	Internal Medicine Residents	Department of Medicine, College of Medicine, OUHSC
[Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]	[[Instruction Type] or [Explanation of "Other"]][:] [Course Name or Session Topic]	[[Role] or [Explanation of "Other"]]	[Instruction Hours] hr(s) [Frequency (Weekly, Monthly, Annually, Etc.)]	[[Primary Learner Audience] or [Explanation of "Other"]]	[First value of [Department], [Division/Section] and [Concatenation of: "Sponsoring Academic Institution (if prior to OUHSC)", "- ", "Location (if at an academic institution prior to OUHSC)"]]

### **Professional and Continuing Education Instruction**

*These activities are presented to other professionals as part of a formal curriculum or program where the attendees may receive CME credit or some kind of certification*

<b>Date</b>	<b>Course Name or Session Topic</b>	<b>Role</b>	<b>Number of Instruction Hours</b>	<b>Primary Learner Audience</b>	<b>Sponsoring Department or Organization</b>
June 2019- May 2021	Advanced Life Support Training	Trainer	3 hr(s) Weekly	Health professionals	College of Medicine, OUHSC, Oklahoma City
[Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]	[[Instruction Type] or [Explanation of "Other"]]: [Course Name or Session Topic]	[[Role] or [Explanation of "Other"]]	[Instruction Hours] hr(s) [Frequency (Weekly, Monthly, Annually, Etc.)]	[Primary Learner Audience]	[Department], [Sponsoring Organization], [Location]

### **Mentoring and Advising** *[Graduate or Research Oversight Committee]*

<b>Date</b>	<b>Mentee Name</b>	<b>Mentee Level/Program</b>	<b>Role/Involvement Type</b>	<b>Mentee Outcomes</b>
2017- Present	John Doe, MD	Resident, Department of Medicine, College of Medicine, OUHSC	Mentor- Guide new resident as they transition from student to physician	Voted best intern by the Department of Medicine, Published in 2019 (See Publications)
[Date Started: Year - Date Completed: Year]	[First Name] [Last Name], [Title (i.e. MD, DO)]	[[Level] or [Explanation of "Other"]], [Mentee's Division/Section/Department/College], [Mentee's Program/Organization]	[[Role] or [Explanation of "Other"]] [-] [Description of Activity/Involvement Type]	[Mentee's Achievements and Outcomes]

### **CLINICAL SERVICE**

*Clinical Service roles have to do with patient care or clinic function instead of education.*

*Use the decision tree to assist you in categorizing your service roles.*

<https://hippocrates.ouhsc.edu/comweb/ai/Service%20Decision%20Tree.pdf>

#### **Clinical Committee Service**

Member, EPIC Implementation Task Force, OU Health Physicians, Oklahoma City, OK, February 2019- Present

[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Department/Organization], [City], [State], [Country], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year], [Hospital Privileges Status (if applicable)]

#### **Clinical Administration and Leadership**

Medical Director, Resident Clinic, OU Health Physicians, Oklahoma City, OK, January 2020- Present

### **ORGANIZATIONAL SERVICE**

*Organizational Service Activities are roles you held within the educational system of OU either as a student or resident during your time with OU. Service to other institutions will go in Professional Service.*

*Use the decision tree to assist you in categorizing your service roles.*

<https://hippocrates.ouhsc.edu/comweb/ai/Service%20Decision%20Tree.pdf>

**Guide:** *Explanations or examples* *[Other headings/subheadings you may see]*

*The format of the data fed to the CV Report* Regular black font items are example activities

## **Organizational Committee Service**

**Campus/ University** *[College, Department, Division/Section]*

Member, Institutional Review Board, University of Oklahoma Health Sciences Center, 2014-2015

*[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Department/Organization], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]*

**College** *[Campus/University, Department, Division/Section]*

Member, Preclinical Curriculum Subcommittee, University of Oklahoma Health Sciences Center College of Medicine, 2014-2015

## **Organizational Administration and Leadership**

**Division/ Section** *[Campus/University, College, Department, Division/Section]*

Developer, Mock Board Exam Questions, Section of Hematology, Department of Medicine, 2017

## **PROFESSIONAL SERVICE**

*Professional Service includes roles in organizations, to journals as a reviewer, or service to other academic institutions.*

*Use the decision tree to assist you in categorizing your service roles.*

<https://hippocrates.ouhsc.edu/comweb/ai/Service%20Decision%20Tree.pdf>

**Local/ Regional** *[National/International, Editor/Editorial Board/ Journal Reviewer, Current Service to Other Academic Institutions, Previous Service to Other Academic Institutions]*

Member, Young Physicians Focus Group, Oklahoma State Medical Association, Oklahoma City, OK, 2019- Present

*[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Organization], [City], [State], [Country], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]*

**Editor/ Editorial Board/ Journal Reviewer** *[National/International, Local/ Regional, Current Service to Other Academic Institutions, Previous Service to Other Academic Institutions]*

Member, Editorial Board, Journal of Medicine, Oklahoma City, OK, 2019- Present

*[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Organization], [City], [State], [Country], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]*

**Ad-Hoc Reviewer:**

*[Title of Journal/Publication]*

*[Start Year - End Year]*

**Current Service to Other Academic Institutions**

Volunteer Faculty, Nurse Practitioner Education Program, Maryville University, St. Louis, MO, 2016 – Present

[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Organization], [City], [State], [Country], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

**PERSONAL COMMUNITY SERVICE**

*Use the decision tree to assist you in categorizing your service roles.*

<https://hippocrates.ouhsc.edu/comweb/ai/Service%20Decision%20Tree.pdf>

Volunteer, Habitat for Humanity, Oklahoma City, OK, June 2016- May 2019)

[[Position/Role] or [Explanation of "Other"]], [Name of Activity/Program/Committee], [Organization], [City], [State], [Country], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

**MEDIA CONTRIBUTIONS**

*These activities include speaking to the media in a professional capacity as an interviewed expert or guest.*

Interviewed Expert, KOCO News, Medical Residency During the COVID Crisis, July 7, 2020

[[Role] or ["Other" Role]], [Media Name], [Show or Column Title (if applicable)], [Topic], [Additional Information], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

**PROFESSIONAL MEMBERSHIPS**

*Only memberships will be listed here, if you have other roles on committees or serve as treasurer or something similar, those activities belong in Professional Service.*

American Medical Association (AMA)

2017- Present

[Name of Organization] ([Abbreviation of Organization])

[Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

**PROFESSIONAL GROWTH AND DEVELOPMENT**

*List activities you attended for your own professional development or CME*

**Seminars, Workshops, and Other Training** [Certification, Formal Course Work, Meetings and Conferences, Other]

Clinical Teaching at the Bedside, Academy of Teaching Scholars, University of Oklahoma Health Sciences Center College of Medicine, Oklahoma City, OK, 1 Credit Hours, October 8, 2020



[Title of Activity or Certification], [Sponsoring Organization], [City], [State], [Country], [Number of Credit Hours] Credit Hours, [Approx. Number of Hours Spent Per Year] Hours Per Year, [Frequency (Weekly, Monthly, Annually, Etc.)], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]

**Meetings and Conferences** *[Certification, Formal Course Work, Seminars/Workshops/and Other Training, Other]*

National Conference on Child Health, Association of Pediatricians, Boston, MA, 8 Credit Hours, October 8, 2020- October 11, 2020

[Title of Activity or Certification], [Sponsoring Organization], [City], [State], [Country], [Number of Credit Hours] Credit Hours, [Approx. Number of Hours Spent Per Year] Hours Per Year, [Frequency (Weekly, Monthly, Annually, Etc.)], [Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]