

First Name Last Name, M.D., Ph.D.

Department
University/Institution
Street Address
City, State zip code
(Area code) phone number
email@address.com

Highlighted entries are new
in the revised CV format

Education

List actual degrees (e.g., M.B.B.S.) not US equivalent (e.g., M.D.).

Ph.D., (Field), University, City, State/Country Thesis Title: Advisor:	Year
M.D., University, City, State/Country	Year
B.S./B.A., Major (include Honors), University, City, State/Country	Year

Postdoctoral Training

List postdoctoral training and education programs.

Fellowship, University/Institution, City, State	Years
Residency, University/Institution, City, State	Years
Internship, University/Institution, City, State	Years
Postdoctoral Fellow/Scholar Supervisor: Department, University/Institution, City, State	Years

Academic Appointments

List academic appointments.

Associate Professor Department, University, City, State	Years
Tenure	Year
Assistant Professor Department, University, City, State	Years

Major Leadership Positions

List Major Leadership Positions (e.g., chair, associate dean, center director, division chief) under this heading. Leadership positions within the different missions should be listed in the appropriate section: Educational Activities (e.g., Residency Director), Investigation (e.g., Core Director), or Health Care Delivery (e.g., Clinic Director). List leadership positions for professional organizations under Academic Service.

Assistant Dean University/Institution, City, State	Years
Division Chief University/Institution, City, State	Years

Other Positions and Employment

List non-academic employment history, noting position held, employer, location, brief description of duties and responsibilities. Include any military service.

Private Practice, Institution, City State	Years
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Updated: Date [Note: do not use automatic date function]

Rank, Service, City, State	Years
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Honors and Awards

Include elite fellowship programs, to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process.

Name of Award (Organization)	Year
Fellow, American College of	Year

Comment [1]: Professional Memberships and Activities moved to page 7 under Academic Service

Comment [2]: Editorial Responsibilities moved to page 7 under Academic Service

Educational Activities

Group activities if repeated over multiple years. List institution for all non-UMMS educational activities.

Educational Leadership, Administration and Service

List educational leadership positions and service on educational committees.

Director, Program	Years
Member, Committee	Years

Teaching Activities in Programs and Courses

List formal teaching activities in courses, noting your role (course director, lecturer).

If appropriate, divide into separate sections by type of learner (medical student, resident etc)

Course Name, Role, Number of Students, Session Titles	Years
Course Name, Role, Number of Students, Session Titles	Years

Clinical Education

Describe teaching responsibilities in the clinical setting for students, residents, fellows.

Responsibility, Location, Level of Effort	Years
Responsibility, Location, Level of Effort	Years

Comment [3]: Formerly named Clinical Teaching & Supervision

Research Education

Describe teaching responsibilities in the research setting for students, postdocs and others; list membership in Graduate Programs and service on doctoral and examination committees.

Responsibility, Location, Level of Effort	Years
Member, Program or Committee	Years

Comment [4]: Graduate Student Education section now part of Research Education below

External Educational Activities

Only list activities here that are educational in content, such as workshops and CME sessions; list non-educational presentations under Presentations.

Title, Conference Name, Place	Date
Title, Conference Name, Place	Date

Education for the Public/Community Education

List teaching/educational activities for patients, communities, and similar external audiences.

Title, Place	Date
Title, Place	Date

Educational Development: Curricula and Educational Materials

For example: development of courses, curricula, or educational materials, including online resources and

other electronic media, such as webinars. Any scholarship (including online) resulting from these activities should be listed under publications.

Description, Location	Year
Description, Location	Year

Advising and Mentoring

List individuals (students, residents, postdoctoral trainees, faculty) whom you have directly advised or mentored. Divide by type and include the names, program, your role, their current position, if known.

Students

Name, Program, Role Current Position	Years
Name, Program, Role Current Position	Years

Residents

Name, Program, Role Current Position	Years
Name, Program, Role Current Position	Years

Postdoctoral Trainees

Name, Program, Role Current Position	Years
Name, Program, Role Current Position	Years

Faculty

Name, Program, Role Current Position	Years
Name, Program, Role Current Position	Years

Investigation

Leadership Positions

List Leadership Positions in Investigation (e.g., Core Director).

Director, Core University/Institution, City, State	Years
Director, Core University/Institution, City, State	Years

Grants

Include the title of grant, granting agency and grant number; total, direct & indirect costs; and complete funding dates. State your role, identify the PI if not you, and your percent effort.

Current

Agency Grant Number Principal Investigator (PI) Title Description (1 sentence) Total, direct & indirect costs Role: (% effort)	Years
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Pending

Agency Grant Number Principal Investigator (PI) Title Description (1 sentence) Total, direct & indirect costs Role: (% effort)	Years
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Completed

Agency Grant Number Principal Investigator (PI) Title Description (1 sentence) Total, direct & indirect costs Role: (% effort)	Years
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Current Unfunded Projects

List projects to which you **currently** devote effort without funding including contribution of patients. Do not include any funded projects listed above.

Brief description of the project	Years
Brief description of the project	Years

Health Care Delivery**Leadership Positions**

List Leadership Positions in Health Care Delivery (e.g., Clinic Director).

Director, Clinic University/Institution, City, State	Years
Director, Clinic University/Institution, City, State	Years

Certification and Licensure

Do **not** list DEA or license numbers.

Diplomate, ABMS Board	Year
Subspecialty Certification, Subspecialty Board	Year
State Medical Licenses (active and inactive, without numbers)	Year

Clinical Discipline

Describe your clinical discipline and any areas of specialization

Discipline, Specialty	Years
Discipline, Specialty	Years

Comment [5]: Technology Development section now part of Patents and Devices/Software Applications sections below

Clinical Activities

List your clinical activities at all locations. Include type of activity (e.g., surgery, ambulatory care) and frequency (e.g., sessions/week; weeks/year).

Name and location of practice, Type of activity, Frequency	Years
Name and location of practice, Type of activity, Frequency	Years

Clinical Innovations, Safety, and Quality Improvement Projects

Describe innovations in clinical care and quality improvement projects **not listed elsewhere** (e.g., under publications and presentations)

Brief description of project and outcomes, Location of project	Years
Brief description of project and outcomes, Location of project	Years

Comment [6]: Formerly Clinical Innovations and Quality Improvement Projects

Clinical Guidelines and Protocols

Describe guidelines and protocols developed for healthcare delivery

Brief description of project and outcomes, Location of project	Years
Brief description of project and outcomes, Location of project	Years

Comment [7]: Formerly Publications

Scholarship

Divide your scholarship into categories as indicated below; list and number each category. Reverse chronological order is recommended but chronological order is acceptable if the list is long. Only include articles that are published, in press, or accepted for publication. include complete reference with full title, all authors (do not use "et al.") and inclusive pagination. **BOLD** your name in the list of authors.

Peer-reviewed publications

1. Authors. Title. Journal Vol: pp–pp (year).
2. Authors. Title. Journal Vol: pp–pp (year).

Books & Chapters

1. Authors. Title. in Book Title (Eds.) pp–pp. Publisher (year).
2. Authors. Title. in Book Title (Eds.) pp–pp. Publisher (year).

Preprints and Other Interim Research Products

Defined according to NIH Notice NOT-OD-17-050 (<https://grants.nih.gov/grants/guide/notice-files/not-od-17-050.html>). Works must be publicly available and you must include the Digital Object Identifier.

1. Authors. Title. (year). Available from (doi URL).
2. Authors. Title. (year). Available from (doi URL).

Policy Statements, White Papers, Reports

Defined as materials produced for government agencies and other organizations that are disseminated and publicly available but not part of traditional academic publishing.

1. Authors. Title. Agency (year).
2. Authors. Title. Agency (year).

Non-peer-reviewed publications

1. Authors. Title. Journal Vol: pp–pp (year).
2. Authors. Title. Journal Vol: pp–pp (year).

Non-print / Online materials

1. Authors. Title. Source (URL) (year).

Patents

Patent title, number, year

Patent title, number, year

Devices/Software Applications

Description, year

Description, year

Invited Presentations

List presentations that you were invited to give at institutions (e.g., visiting professorships, research seminars or grand rounds) or professional meetings (e.g., plenary or keynote talks, seminar sessions). List the institution or name of meeting, location and date. See the CV Guide for definition of local, regional, national.

International

Outside the USA; include international meetings held in the USA.

Title of presentation, Institution or Meeting, Location	Date
Title of presentation, Institution or Meeting, Location	Date

National

Within the USA, excluding New England.

Title of presentation, Institution or Meeting, Location	Date
Title of presentation, Institution or Meeting, Location	Date

Regional

Within New England, including Worcester but excluding UMMS, UMMHC, and their affiliated institutions.

Title of presentation, Institution or Meeting, Location	Date
Title of presentation, Institution or Meeting, Location	Date

Local

Within UMMS, UMMHC and their affiliated institutions.

Title of presentation, Institution or Meeting, Location	Date
Title of presentation, Institution or Meeting, Location	Date

Other Presentations, Posters & Abstracts

List all other meeting presentations or posters. List name of meeting, location and date. Include abstract reference if available. Indicate whether oral presentation or poster & if you were the presenter. Include all authors & **BOLD** your name in list of authors. Indicate any presentations that were peer-reviewed or list in a separate section. See the CV Guide for definitions of local, regional, national.

International

Outside the USA; include international meetings held in the USA.

Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date
Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date

National

Within the USA, excluding New England.

Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date
Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date

Regional

Within New England, including Worcester, but excluding UMMS, UMMHC, and their affiliated institutions.

Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date
Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date

Local

Within UMMS, UMMHC and their affiliated institutions.

Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date
Authors, title of presentation. Meeting Name. (Abstract reference if published)	Date

Comment [8]: Professional Development section moved to end of CV

Academic Service**Internal Administration and Service**

Divide into service for Department, School, Health System, and University.

Department

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

School

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

Health System

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

University

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

Professional Memberships and Activities

List by organization, noting any leadership and other positions under each organization.

Society Name Member, Committee (Years)	Years
Society Name Member, Committee (Years)	Years

Editorial Responsibilities

Indicate role, e.g., reviewer, editor, editorial board

Journal name, role	Years
Journal name, role	Years

External Professional Service

*List service activities, other than those listed above, such as service on grant review panels and advisory boards, expert services and consultation, and community service. **ONLY** include activities that involve your professional expertise. See the CV Guide for definition of local, regional, national.*

Comment [9]: Community Service section now incorporated into External Professional Service section

International

Outside the USA; include service for international organizations based in the USA.

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

National

Within the USA, excluding New England.

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

Regional

Within New England, including Worcester, but excluding UMMS, UMMHC, and their affiliated institutions.

Committee Name (Role), Organization	Years
Committee Name (Role), Organization	Years

Professional Development

List participation in professional development programs or courses.

<i>List participation in professional development programs or courses.</i>	
Program/Course (Organization), Location	Year