

SCHOOL OF MEDICINE CV FORMAT INSTRUCTIONS Updated 8/25/22

The approved CV Template for the School of Medicine, REQUIRED by the Advisory Board of the Medical Faculty (ABMF) and Board of Trustees for all candidates seeking promotion or new appointment is available online:

<https://www.hopkinsmedicine.org/som/faculty/downloads/Required-CV-Template-revised-dec15.pdf>

These instructions align with the currently approved CV version ABMF 12/16/15, and are designed to be opened in a side-by-side view along with your CV, to review compliance and/or copy a heading or required format if needed:

- On a PC, use the Side by Side view: First open both of the files that you want to compare; then, on the **View** tab, in the **Window** group, click **View Side by Side**
- On a MAC, use the split view: <https://support.apple.com/en-us/HT204948>

To view examples of CVs, proceed to the Office of Faculty Development website:

https://www.hopkinsmedicine.org/fac_development/career-path/appointments/index.html and scroll to the bottom of the page.

GENERAL INSTRUCTIONS:

- Do not duplicate data in multiple sections.** It is acceptable to respond “Please refer to...” rather than adding duplicate data
- It is important not to deviate from the required format and examples shown below, since this may cause your case to be returned by the committee
- The School of Medicine will accept the CV without a signature on page 1
- All headings are required with a response, unless otherwise noted**
 - Headings should be **bold** - in **black** or **blue** font as shown below. Do not alter the heading by underlining or changing the name. Allow 1 blank line space prior to each heading, to separate it from the previous section
 - If you have no data to report, respond to the right of the heading with “None” or “N/A”
 - Section headings are identified in all capital letters. If you have no data to report in an entire section, respond “None” to the right of the section heading and remove the subheadings that follow within that section
- Responses must be single spaced (please do not use 1.5 or double space between responses)
- Dates must be shown numerically with no extra zeroes for months or days.**
Use these styles:

Year only: 1997	Month/Day/Year: 5/1/77
Year to Year: 1977-1979	Month/Days/Year: 5/1-23/77
Year to present: 1997-present	Month/Day/Year to Month/Day/Year: 5/1/77-2/2/85
Year to Month/Year: 1977-2/85	Month/Year to Month/Year: 5/77-2/85
Month and Year: 1/77	Month/Year to Month/Day/Year: 1/77-2/15/85
- Please use a 2-digit year where applicable, per the above styles
- Faculty who are also preparing their CV for submission to the JHH credentialing office will need to save a different version for that submission, since the credentialing date formats are different from the School of Medicine requirements.

- Place responses by date in chronological order under each heading/subheading** – begin with the oldest date first and end with the most recent date. Adhere to the date styles shown above and follow the examples in each section. Data in chronological order is *very important* to the review and **REQUIRED** in all sections containing dates.
- Publications with mentees must be reported in both the Publications & Educational Activities section, under Pre- and Post-doctoral Advisees/Mentees:
 - 1) In the **Publications** section, the name of the mentee should be underlined
 - 2) Indicate shared publications with mentees by referencing the type and number of the publication shown in the Publications section. Follow the below example. Do not include the full reference. If more than one mentee is listed as an author on a publication, then the publication type and number should be shown for each mentee (i.e., a publication may be referenced more than once in this section).

Example:

1995 – 1998 Brian K. Smithson, MD, [chief resident], currently associate professor, Pediatrics, University of Y, city, state or country. Awarded American Journal of Pediatrics Career Development Award (1997); co-authored articles OR4, OR9, RA5, CR2, BC1, BK5, LE1

PRIOR TO SUBMISSION:

- Remove *instructions* and *notes* - these are for your benefit only and should not be visible in your CV
- Remove boxes with the required format and examples (i.e., no boxes or borders should appear in your CV)
- Do not include tables or charts
- Required Font:** Garamond 11, although Times New Roman 11 is accepted and encouraged for readability
- Margins should be .75" top and left; .5" right and bottom
- Page numbers should be placed in the footer at .3" at the right, bottom corner
- Only the **candidate's name** should be bolded throughout the CV. **Do not bold journal titles, society names or mentee names** (Reminder: Mentee names should be underlined in the publications section)
- If using **acronyms or abbreviated names for societies/organizations**, please provide the full name at first use or a key on the last page of the CV (Reminder: journal titles do not need a key and should be abbreviated throughout the publications section)
- Regional** is best defined as community (non-university, non-federal) institutions within a 50-100 mile radius of Baltimore or any facility that is a part/affiliated with JHMI. **This excludes Univ. of PA, Georgetown, NIH, etc.,** which are not currently considered as "regional", despite their geographic proximity to Baltimore
- Review your CV to ensure 2-digit dates are used where needed & all responses are in chronological order (oldest date first)
- Use tabs to control text alignment. If your CV is in Microsoft Word, for example, you may use the ruler feature (if the ruler is not visible, click 'View' on the ribbon and check the box to the left of 'Ruler'). In the ruler example shown below, the top triangle is placed at the left margin. Click once on the toolbar, select the left tab, and drag it to where you would like the text to begin. Then, click the very top *tip* of the bottom triangle to move it to the same position as the Left tab. If the bottom triangle is not selected correctly, then both margins (i.e., the top and bottom triangles) will move. If this happens, simply click undo (or CTRL+Z on a PC). You may select an entire section to modify at once (simply click and drag to select the section), and then the changes you apply to the ruler will appear in real time – to the entire section – as changes are made to the ruler.



The result should appear as the number at the left margin, tab, then text. Any text contained on lines 2 and beyond should appear directly underneath where the text begins on the first line.

Example:

1. Jones SL, Smith TK, Johnson M, **Prefect WA**. Immune response to drug x. New Eng J Med. 1997;9:522-536.
Subject recruitment, experimental data gathering, manuscript revision

CURRICULUM VITAE

The Johns Hopkins University School of Medicine

(Signature) _____
(Typed Name)

(Date of this version)

DEMOGRAPHIC AND PERSONAL INFORMATION

Current Appointments

- University
- Hospital
- Other

Guidelines:

- Place your responses in chronological order, beginning with the oldest date first and ending with the most recent date under each subcategory
- This section must reflect your current academic rank at Johns Hopkins (i.e., Assistant Professor; Associate Professor, etc.)

Required Format:

Year-present Title, Department, Institution

Example:

University

1991-present Associate Professor, Department of XXX, Johns Hopkins University School of Medicine

Hospital

1991-present Attending Physician, Johns Hopkins Hospital

Other

2014-present President, American Academy of Pediatrics (AAP)

Personal Data

- Business Address
- Phone
- Fax (optional)
- Email

Guidelines:

- Please include Division and Department, when applicable

Required Format:

- Business Address
- Division
- Department
- Phone
- Fax (optional)
- Email

Example:

720 Rutland Avenue, Ross 100
Baltimore, MD 21205
Endocrinology
Medicine
410-955-3180
prefectwa@jhmi.edu

Education and Training

Undergraduate

Doctoral/graduate

Postdoctoral

Guidelines:

- Place your responses in chronological order, beginning with the oldest date first and ending with the most recent date under each subcategory
- In **Postdoctoral** - include internship, residency, fellowship, etc. & indicate primary mentors for scholarly activities where applicable

Required Format:

Year(s) Degree/Certificate, Discipline, Institution, City, State or Country, Notes

Example:

Undergraduate

1972 B.A., Yale University, New Haven, CT; graduated summa cum laude

Doctoral/Graduate

1976 M.D., Johns Hopkins University, Baltimore, MD; Valedictorian

Postdoctoral

1977-1979 Intern, Pediatrics, Johns Hopkins Hospital, Baltimore, MD

1979-1981 Resident, Pediatrics, Johns Hopkins Hospital, Baltimore, MD

1981-1983 Fellowship, Pediatric Endocrinology, Dr Jack Smith, Children's Hospital of Philadelphia, University of Pennsylvania, Philadelphia

Professional Experience

Guidelines

- Place your responses in chronological order, beginning with the oldest date first and ending with the most recent date

Required Format:

Year(s) Position, Institution, City, State or Country

Example:

1983-1985 Instructor, Pediatrics, University of Pennsylvania, Philadelphia

1985-1991 Assistant Professor, Pediatrics, Johns Hopkins University School of Medicine, Baltimore, MD

1991- present Associate Professor, Pediatrics, Johns Hopkins University School of Medicine, Baltimore, MD

1999- present Director, Pediatric Fellowship Program, Pediatrics, Johns Hopkins University School of Medicine, Baltimore, MD

PUBLICATIONS

Original Research [OR] *[including Research Letters and Brief Reports; multi-authored clinical trials; experimental studies (including in vivo, in vitro, in silico studies); educational research; and systematic reviews (e.g. Cochrane, IOM), meta-analyses]]*
Please indicate your role in multi-authored articles, if not first or senior author.

- **Only PEER-REVIEWED, PUBMED-INDEXED RESEARCH publications are permitted in this section.**
- **Place other publication types in their appropriate sections, such as Case Reports, Review Articles, Editorials, etc.**
- **Since the committee may review each of the publications in PubMed, it is very important to ensure the accuracy of this section and of your CV, overall.**

- Review Articles [RA]
- Case Reports [CR]
- Book Chapters, Monographs [BC]
- Books, Textbooks [BK]
- Editorials [ED]
- Guidelines/Protocols, Consensus Statement, Expert Opinion, Consortium Articles [GL]
- Letters, Correspondence [LT]

Other Publications *(optional)*

The use of ‘Other Publications’ is optional and may be added to your CV if there are other publications/types to report. These are suggested headings (do not include the bullet point). You may adjust these for your specialty, if needed. If these headings are not applicable to your work, they may be excluded on your CV.

- Clinical Stories or Memoirs [CS]
- Creative Writing [CW]
- Methods and Techniques, “How I Do It” articles [MT]
- Opinions, Perspectives, Political Commentary, Advocacy, Essays [OP]
- Original Research, other (not peer reviewed and/or not indexed) [RO] [Note: For instance, a research contribution that is solicited by an open access journal that does not send the manuscript out to experts in the field for adjudication]
- Proceedings Reports [PR]
- Published Curricula, Learner Assessment Tools, Educational Evaluations, Assessment/Evaluation Instruments [PC]
- White Papers [WP]
- Media Releases or Interviews [MR] *(Note: show by Date, tab, Details)*
- Other Media [OM] (Videos, Websites, Blogs, Social Media, etc.) *(Note: show by Date, tab, Details; If you have several of each type, please separate into subcategories)*

Guidelines:

- Place your responses in chronological order, beginning with the oldest date first and ending with the most recent date
- Include only those published or in press** (do not include submitted, in preparation or planned)
- Number all articles consecutively, starting from 1[one] under each subcategory
- Show all authors for all articles, chapters, etc.
- Bold your name** as an author in each reference
- Underline name of mentee to reflect mentorship
- Delete extra periods or commas between initials
- Delete “and” between author names
- Abbreviate Journal titles, with only final period to separate it from the year of publication
- Each publication, regardless of type, **must contain a date**
- If you are not the first or senior author, or the list of authors is 10 or more, specify the following at the end of the reference using the format provided in the examples shown below:**
 - Your role - such as data analysis, manuscript writing, obtained funding, steering committee, etc.
 - Joint authorship or corresponding authorship
 - [SI/QI] if the article is also considered to be a system innovation/quality improvement publication

Required Format:

- Use standard reference citation format:** Author F/MI, Second author F/MI, Third author F/MI, (etc.). Title. Journal. Year; Volume (Number): page-page.

Examples:

Original Research [OR] *corresponding author

1. Jones BB, ***Prefect WA**, Friend LM. Title of article. J Am Soc. 2015;14(1):16-42; [SI/QI]
2. Jones SL, Smith TK, Johnson M, **Prefect WA**. Immune response to drug x. New Eng J Med. 1997;9:522-536. *Subject recruitment, experimental data gathering, manuscript revision*
3. Smithson BK, Jones SL, **Prefect WA**, Jones SL, Smith TK. Carter MP, Lu H, Wang J, Wong TJ. Growth in children with chronic disease. J Pediatrics. 2003;12:3102-3105. *I wrote the basic outline of the article and edited the final version*
4. Matthews B, Boi H, Harold K, Kercher K, **Prefect WA**, Park A, Sing R, Heniford BT. Laparoscopic Repair of Traumatic Diaphragmatic Injuries. Surg Endosc. 2003;17(2):254-8. *Contributed data, manuscript revision*
5. Park AE, ***Prefect WA**, McKinlay R, Knapp C. Efficacy of a Novel Intestinal Anastomosis Device in A Porcine Model. American Surgeon. Am Surg. 2004;70(9):767-73. *Device design development, assisted with device implantation, animal care, performed necropsies, manuscript draft and revision*
6. Vassiliou MC, Kaneva PA, Poulou BK, Dunkin BJ, Marks JM, Sadik R, Sroka G, Anvari M, Thaler K, **Prefect WA**, Hazey JW, Lightdale JR, Velanovich V, Swanstrom LL, Mellinger JD, Fried GM. How should we establish the clinical case numbers required to achieve proficiency in flexible endoscopy? Am J Surg. 2010;199(1):121-5. *Steering committee, manuscript revision*

Review Articles [RA]

1. Jones SL, Smith TK, Johnson M, **Prefect WA**. Genetic basis of x. New Eng J Med. 1999;15:900-904. *Manuscript writing and revision*
2. **Prefect WA**, Jones SL, Smith TK. Rare bone disease. Pediatrics. 2011;1;2(1):18-20.

Case Reports [CR]

1. Jones SL, Johnson M, **Prefect WA**. Study of twins exposed to drug x. New Eng J Med. 1997;5:22-36. *Manuscript writing and revision*

Book Chapters, Monographs [BC]

1. Jones AW, **Prefect WA**, Johnson FB Jr, Duncan JA. Ectopic and Entopic Peptide Hormones. Year Book Med Publ, 1985:69-115
2. Jones AW, Smith TR, **Prefect WA**. Effects of Human Growth Hormones. In Turley BB, Johnson PN (eds). Basic and Clinical Aspects of Growth Hormone. 3rd Ed. Plenum Press, New York, 1988; 115-145.

Books, Textbooks [BK]

1. Jones SL, Smith TK, Nelson M, **Prefect WA** (eds). Your Child and Prescription Meds. Johns Hopkins Univ Press. Baltimore, 1995.
2. **Prefect WA**, Jones SL, Smith TK (eds). Pediatrics 101, 1st Ed. Elsevier Science. Philadelphia. 2010

Consensus Statement [CS]

1. Haas M, Banu S, Solez K, Glotz D, Colvin RB, Castro MCR, David DSR, Neto ED, Cendales LC, Demetris AJ, Farver CF, Rodriguez ER, Tan C, Wallace WD, Farris III AB, Liapis H, **Prefect WA**, Bagna SM, Cornell LD, Gibson IW, Kraus E, Loupy A, Randhawa P, Mengel M, as the Banff meeting report writing committee: Banff 2013 Meeting Report: Findings of Banff Working Groups, Inclusion of C4d-Negative Antibody-Mediated Rejection. Am J Transplant. 2014;14:272-283. *I provided 16 cases to the study and participated in the writing and editing of the article.*

Editorials [ED]

1. Jones SL, Smith TK, **Prefect WA**. Immune response to drug x. New Eng J Med. 1980;9:537.

Letters, Correspondence [LT]

1. Smithson BK, Jones SL, **Prefect WA**. Letter to Editor: Immune response to drug x. New Eng J Med. 1980;9:537.

Media Releases or Interviews [MR]

- 6/15/14 Interviewed by Reporter XY on Channel 45- Fox News Baltimore, "Keeping Your Child Healthy," Original 5 minute interview at 12 noon; reruns on the 5, 6 and 10 pm broadcasts
- 9/14/14 Reporter XY in Baltimore Sun paper. "Keeping Your Child Healthy," in Baltimore Sunpapers, section
- 12/15/14 Interviewed by Reporter XY on radio WCBM Baltimore, "Keeping Your Child Healthy," at 7 am, in response to 9/14/14 article in Baltimore Sun paper

Other Media [OM] (Videos, Websites, Blogs, Social Media, etc.) *(if you have several of each type, feel free to separate into subcategories)*
 1999 Jones SL, Smith TK, Nelson M, **Prefect WA**. Online self test: Immune response to drug x. [http://drug x selftestonline.johnshopkinsmedicine02715514xgt](http://drug.x/selftestonline.johnshopkinsmedicine02715514xgt).
 2010 **Prefect WA**, Jones SL. You tube video. How to take your child’s temperature. YouTube.watch134xx124

FUNDING

EXTRAMURAL FUNDING

- Current
- Pending
- Previous

Show each of the below headings, at the left margin, **only** if they are applicable to you. If there **is** data to report, it must be placed under the **required subheadings of:** **Current, Pending, Previous:**

- Research Extramural Funding *(i.e., Grants or contracts obtained to support a research initiative)*
- Educational Extramural Funding *(i.e., Grants or contracts obtained to support an educational initiative, including training grants)*
- Clinical Extramural Funding *(i.e., Grants or contracts obtained to support a clinical initiative)*
- System Innovation or Quality Improvement Extramural Funding *(i.e., Grants or contracts obtained to support a system innovation or quality improvement initiative)*
- Other Extramural Funding, including Philanthropy

INTRAMURAL FUNDING

- Current
- Pending
- Previous

Show each of the below headings **only** if they are applicable to you. If there **is** data to report, it must be shown under the **required subheadings of:** **Current, Pending, Previous:**

- Research Intramural Funding *(i.e., Grants or contracts obtained to support a research initiative)*
- Educational Intramural Funding *(i.e., Grants or contracts obtained to support an educational initiative, including training grants)*
- Clinical Intramural Funding *(i.e., Grants or contracts obtained to support a clinical initiative)*
- System Innovation or Quality Improvement Intramural Funding *(i.e., Grants or contracts obtained to support a system innovation or quality improvement initiative)*
- Other Intramural Funding, including Philanthropy

Guidelines:

- Place your responses in chronological order, beginning with the oldest date first and ending with the most recent date under each subcategory
- Effort on current grants must be included and should not exceed 100%**

Required Format:

Date	Title
	Identification number
	Sponsor
	Total direct cost
	Principal Investigator <i>[if not you]</i>
	Your role, Your percent effort; Notes

Example:

EXTRAMURAL FUNDING

Research Extramural Funding

Current

10/1/18-9/30/25 Multicenter trial of drug x in children
RO1 DK 777777
NIH/NINDS
\$1,000,000
Role: PI, 20%; this trial involves 50 centers around the USA and Canada

Pending

10/1/26-9/30/31 Multicenter trial of drug x in children
UO1 DK 792333
NIH/NINDS
\$2,000,000
Multi PI: Smith R, Irvy J, Prefect WA, Nelson RN
Role: Co-Investigator: 10%

Previous

10/1/12-9/30/17 Multicenter trial of drug x in children
RO1 DK 544522
NIH/NINDS
\$1,000,000
PI: Smith R
Role: Co-Investigator, 10%

INTRAMURAL FUNDING None

CLINICAL ACTIVITIES

Guidelines:

- Clinical Excellence Track candidates must include annotated details in the Clinical Activities section

Clinical Focus

Required Format:

- Provide up to 100-word narrative, bulleted accomplishments or key words that express your clinical focus. Include information to highlight for the committee or that may not otherwise fall under a specific heading elsewhere on the CV.

Example:

I am extensively involved in outcomes reporting for the treatment of
I lead various efforts
I am the PI of the
I am developing guidelines as the.....

Certification *(Note: This is a category heading and does not require a response)*

Medical, other state/government licensure

Required Format:

Date State Info, Identification #, Any Explanatory Notes

Example

1/83-2017	Delaware, ID#
1/90-present	Maryland ID #, renewed every 2 years

Boards, other specialty certification

Required Format:	
Date	Specialty Name, Identification #, Any Explanatory Notes
Example:	
1983-Present	Board Certified, American Board of Pediatrics (#050974); renewed 1998; 2013

Clinical (Service) Responsibilities

Guidelines:	
<input type="checkbox"/> For Clinical Excellence Track applications, effort/time commitment may be shown in hours/days/weeks/months (do not include % effort)	
Required Format:	
Date	Role (may include Attending physician), Time Commitment, Specialty
Example:	
1983-1998	Clinical Director, 10 weeks/year, Division of Pediatric Endocrinology, Metabolism and Diabetes
1998-2003	Assistant Medical Director, Children’s Medical Services
2009-2010	Clinical Director, Children’s Diabetes Center
2010-2012	Attending Physician, 2 months/year, Pediatric Inpatient Service

Clinical Productivity

Guidelines:	
<input type="checkbox"/> Do not include charges/collections/revenue in conjunction with RVUs	
Required Format:	
Date(s)	May include annual number of patients evaluated or treated; procedures performed; tertiary referrals; RVUs, etc.
Example:	
2010-present	My targeted clinical effort assignment is __. My clinical effort variance is __, indicating that I am <exceeding> the target by __%. I treated <#> of patients and performed the following procedures __. My RVU target is __. Consistently <exceeded> target RVU’s for the past x years and generated x RVU’s exceeding the target RVU of # for FY20. FY21 RVU target: #; RVU achieved: # (#% of target)

Clinical Draw from outside local/regional area

Guidelines:	
<input type="checkbox"/> Guidance for Clinical Draw information may be obtained by contacting your division administrator	
Required Format:	
Date	X of Y patients came from out-of-state: list states or countries
Example:	
2010-present	260/799 patients came from other states such as DC, WV, PA, NY, DE, NJ, NC, SC, GA, FL 100/799 patients came from Saudi Arabia, Kuwait, Dubai.

Membership in or examiner for specialty board

Required Format:	
Date	Role; Name of Specialty Board
Example:	
1990-present	Examiner, Committee of Pediatric Endocrinology #334

Clinical Program Building / Leadership

Required Format:	
Date	Role; Name of Clinical Program; Impact of Program Outside of JHMI/Region
Example:	
2000-present	Director, Developed and implemented the unique/essential/model clinical program of (____), serving patients, etc.

Clinical Demonstration Activities to external audience, on or off campus

Required Format:	
Date	Clinical Technique/Procedure/Program, Observing Party, Venue (i.e., Society or University, etc.); City, State or Country
Example:	
5/1/14	Presented surgical techniques regarding outpatient; delegation of Korean nationals from Seoul Univ, JHU Same Day Surgi-Center

Development of nationally/internationally recognized clinical standard of care *(Note: may not be published in peer-reviewed journals)*

Required Format:	
Date	Data
Example:	
1990-2010	The Center for (____), with its multi-disciplinary approach to the management of (____) is internationally recognized as establishing the standard of care for this population. I was the Center’s first Director of (____) and – based on this clinical experience and associated scholarship – am recognized as one of the country’s leading experts in the evaluation and treatment of (____).

EDUCATIONAL ACTIVITIES

Guidelines:	
<input type="checkbox"/> Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date	
<input type="checkbox"/> Include title of each talk & city, state or country	
<input type="checkbox"/> Show contributions to teaching/mentorship and describe role	

Educational Focus

Required Format:	
<input type="checkbox"/> Provide up to 100-word narrative, bulleted accomplishments or key words that express your educational focus. Include information to highlight for the committee or that may not otherwise fall under a specific heading elsewhere on the CV.	

Example:

My educational focus is on chronic kidney disease and how to treat

Teaching (Note: This is a category heading and does not require a response)

Classroom Instruction

JHMI/Regional

National

International

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Data** must be separated under the following **required headings:** JHMI/Regional; National; International

Required Format:

Date Role; Learner Level; Course Title; Title of Talk; Venue (i.e., Society or University, etc.); City, State or Country;
Any Explanatory Notes

Example:

JHMI/Regional

1985-1990	Instructor for 6 post-doctoral fellows, Introduction to Clinical Methods, 2 week intensive course each summer, Johns Hopkins University School of Medicine, Baltimore MD
1990-present	Lecturer, Pediatric resident lecture series given yearly every 3 months to pediatric housestaff on rotation, title of lecture, title of 2nd lecture, title of 3rd lecture, Johns Hopkins Hospital, Baltimore MD
National	None
International	None

Clinical Instruction

JHMI/Regional

National

International

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Data** must be separated under the following **required headings:** JHMI/Regional; National; International

Required Format:

Date Role; Learner Level; Course Title; Title of Talk; Venue (i.e., Society or University, etc.); City, State or Country;
Any Explanatory Notes

Example:

JHMI/Regional

1985-1990	Attending, 3rd year med students; Inpatient xyz service. 4-6 weeks each year, Johns Hopkins, Baltimore, MD
1990-present	Attending, 4th year med students; Outpatient xyz service. 5 weeks each summer, Johns Hopkins SOM
National	None
International	None

CME Instruction
 JHMI/Regional
 National
 International

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Data** must be separated under the following **required headings: JHMI/Regional; National; International**
- CME presentations may be shown in only one section of your CV – either CME Instruction or Invited Talks. If all of your CME presentations are Invited Talks, then please place the information in Invited Talks, then under CME Instruction respond ‘See Invited Talks’

Required Format:

Date Role; Learner Level; Course Title; Title of Talk; Venue (i.e., Society or University, etc.); City, State or Country;
 Any Explanatory Notes

Example:

JHMI/Regional
 4/95 Lecturer, Kidney Disease, Annual Pediatric Trends, Johns Hopkins, Baltimore, MD

National
 5/1-15/95 Lecturer, Molecular Medicine Course: Multiple lectures to 2nd year medical students, USF College of
 Medicine, Tampa, FL

International None

Workshops /seminars
 JHMI/Regional
 National
 International

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Data** must be separated under the following **required headings: JHMI/Regional; National; International**

Required Format:

Date Role; Learner Level; Course Title; Title of Talk; Venue (i.e., Society or University, etc.); City, State or Country;
 Any Explanatory Notes

Example:

JHMI/Regional None

National
 6/16-18/99 Co-Leader, National Children’s Study Group, NIH/NIDDK, Washington, DC
 7/15/05 Organizer, Workshop, Children and Kidney Health, University of X, city, state or country

International None

Mentoring (Note: This is a category heading and does not require a response)

Pre-doctoral Advisees /Mentees

Guidelines:

- List only mentees who have received substantive and sustained mentoring in clinical, research and/or educational activities (especially mentees who are first author on shared publications)
- Indicate shared publications with mentees by referencing the type and number of the publication shown in the Publications section. Follow the below example. Do not include the full reference. If more than one mentee is listed as an author on a publication, then the publication type and number should be shown for each mentee (i.e., a publication may be referenced more than once in this section). Be sure to underline mentee names in the Publications section, as well.

Required Format:

Date Mentee name; degree; present position; awards/grants/degrees received under your direction; indicated shared publications with mentees

Example:

1995–1998 Brian K. Smithson, MD, [chief resident], currently associate professor, Pediatrics, University of Y, city, state or country. Awarded American Journal of Pediatrics Career Development Award (1997); co-authored articles OR4, RA 5, CR 2, BC 1, BK 5, LE1

Post-doctoral Advisees /Mentees

Guidelines:

- List only mentees who have received substantive and sustained mentoring in clinical, research and/or educational activities (especially mentees who are first author on shared publications)
- Indicate shared publications with mentees by referencing the type and number of the publication shown in the Publications section. Follow the below example. Do not include the full reference. If more than one mentee is listed as an author on a publication, then the publication type and number should be shown for each mentee (i.e., a publication may be referenced more than once in this section). Be sure to underline mentee names in the Publications section, as well.

Required Format:

Date Mentee name; degree; present position; awards/grants/degrees received under your direction; indicated shared publications with mentees

Example:

1995–1998 Brian K. Smithson, MD, [chief resident], currently associate professor, Pediatrics, University of Y, city, state or country. Awarded American Journal of Pediatrics Career Development Award (1997); co-authored articles OR4, RA5, CR 2, BC1, BK5, LE1

Thesis Committees

Required Format:

Date Mentee Name; Thesis Title (if available); Your Role; Any Explanatory Notes

Example:

1995 Jack Jefferson, MD, PhD, Epidemiology, thesis title, committee member

Educational Program Building / Leadership

Required Format:

Date Role; Name of Educational Program or Curriculum; Any Explanatory Notes

Example:

6/01-7/08 Fellowship director, Johns Hopkins University School of Medicine. In my capacity, I am responsible for...

Educational Demonstration Activities to external audiences (*Note: may be on or off campus*)

Required Format:	
Date	Educational Technique or Program; Observing Party; Venue (i.e., Society or University, etc.); City, State or Country
Example:	
5/5/14	JHH Ped housestaff and med student morning lecture format, observed by Acad Adult Learner Soc, Bloomberg Children’s Hospital

RESEARCH ACTIVITIES

Guidelines:	
<input type="checkbox"/>	Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
<input type="checkbox"/>	Clinical Excellence Track: Make specific note of discovery activities related to engagement with clinical/safety/QI/operations research projects, such as participation in clinical trials, registries, collection of biospecimens, IRB work, etc.

Research Focus

Required Format:	
<input type="checkbox"/>	Provide up to 100-word narrative, bulleted accomplishments or key words that express your research focus; or include NIH Biosketch section here. Include information to highlight for the committee or that may not otherwise fall under a specific heading elsewhere on the CV
Example:	
Chronic kidney disease Kidney disorders in premature babies Drug interactions in kidney transplant	

Research Program Building / Leadership

Required Format:	
Date	Role; Name of Research / Basic Science Program; Notes
Example:	
7/08-present	Director of research in division (insert here), Johns Hopkins University School of Medicine. I am responsible for (insert specifics here)

Research Demonstration Activities to external audience (*Note: may be on or off campus*)

Required Format:	
Date	Research Technique; Observing Party; Venue (i.e., Society or University, etc.); City, State or Country
Example:	
2012-present	Biophysics Research for Baltimore Teens, Baltimore city high school students, JHU-SOM

Inventions, Patents, Copyrights

Guidelines:	
<input type="checkbox"/>	Note pending or date awarded
Required Format:	
Date Filed	Role; Title; Any Explanatory Notes; Date Awarded

Example:

9/4/88 Co-Author [Prefect WA, Jones SL, Johnson M]. Method and device for measuring levels of drug x.#7,300,899, awarded 9/1/90

Technology Transfer Activities (*Note: Company Start-up, etc.*)

Required Format:

Date Role; Title; Notes

Example:

2014 Co-founder, Pediatric Chat, a company that produces telephone apps for patients to

SYSTEM INNOVATION AND QUALITY IMPROVEMENT ACTIVITIES

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Do not duplicate activities already shown above
- Clinical Excellence Track: Describe quality improvements, patient safety and operations management initiatives, etc.

System Innovation Focus

Required Format:

- Provide up to 100-word narrative, bulleted accomplishments or key words that express your SI/QI focus. Include information to highlight for the committee or that may not otherwise fall under a specific heading elsewhere on the CV

Example:

I focus on improving (____) for patients with high risk (____) presenting for (____). I was involved in generating a collaborative program to structure and improve the care of those patients. This program includes (____).

System Innovation and Quality Improvement efforts within JHMI

Required Format:

Date Role; Name of Site Intervention; Venue(s), and Results (e.g., Clinical Outcomes, Process Measures, Financial)

Example:

1/04–12/05 Core Faculty, ACT II Quality and Safety Program, Faculty mentor for 1st year pediatric surgical residents to develop quality improvement solutions for JHH. Responsible for developing....

System Innovation and Quality Improvement efforts outside of JHMI

Required Format:

Date Role; Name of Site Intervention; Venue(s) and Results (e.g., Clinical Outcomes, Process Measures, Financial)

Example:

2011 Invited Participant: National Meeting on Collaborative Improvement Networks in Children’s Healthcare, Sponsored by American Board of Pediatrics, Sacramento CA; clinical outcomes:

System Innovation and Quality Improvement Program Building/Leadership

Required Format:	
Date	Role; Name of Innovation and QI program
Example:	
7/15–present	Director, (____). I am leading the effort to extend the QI project for patients with (____), to all patients with (____).

ORGANIZATIONAL ACTIVITIES

Required Format:	
<input type="checkbox"/> Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date	

Institutional Administrative Appointments

Guidelines:	
<input type="checkbox"/> Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date	
Required Format:	
Date	Role; Committee; Any Explanatory Notes
Example:	
2000-2001	Member, Search Committee for Chief of Division of x
2001-2002	Member, Pediatric Residency Curriculum Committee
2003-present	Chair, Space Committee, Welch Center
2011-present	Member, Associate Professor Promotions Committee

Editorial Activities (Note: This is a category heading and does not require a response)

Editorial Board appointments

Guidelines:	
<input type="checkbox"/> Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date	
Required Format:	
Date	Role; Editorial Board Name
Example	
1997-2005	Member, Editorial Board, <i>Journal of Pediatric Endocrinology</i>
2005-present	Associate Editor, <i>Journal of Pediatrics</i>

Journal peer review activities

Guidelines:	
<input type="checkbox"/> Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date	
<input type="checkbox"/> Include date you first reviewed for them and the end date (we do not need to know each year that you reviewed a manuscript)	
<input type="checkbox"/> Use full name of the journal (<i>do not abbreviate here</i>)	

Required Format:

Date (*peer review activity began*) Journal Full Name (*Note: do not abbreviate here*)

Example:

1994-2010 Journal of Adolescent Medicine
 1995-present Metabolism

Other peer review activities (*Note: non medico-legal*)

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Required Format:

Date Role; Sponsor/Group

Example:

2016-present Abstract reviewer for Scientific Sessions, American Heart Association

Advisory Committees, Review Groups/Study Sections

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Required Format:

Date Role; Sponsor/Organization/Group

Example:

2002-2004 Member, National Society of Children work group
 2008-present Chair, NIH/NIDDK, special review panel "Depression"

Professional Societies

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Required Format: (*Note: When you include additional duties for the society, move "Member" to its own line - follow example*)

Date	Society	
	Date	Role, Committee

Example:

1985-1990	Member, Society for Pediatric Research (SPR)
1993-present	The Endocrine Society (ES)
	1993-present Member (ES)
	1995-1996 Treasurer (ES)
	1997-2001 Member, Membership Committee (ES)
1993-present	Member, American Pediatric Society (APS)
1996-present	Genentech Endowment for Growth Disorders (GEGD)
	1996-present Member (GEGD)
	1995-1996 President-Elect (GEGD)
	1997-1999 President (GEGD)

2001-present	Member, American Society of Pediatric Professors (ASPP)
2003-present	Member, American Pediatricians (AP)
2007-present	American Academy of Pediatrics (AAP)
	2007-present Fellow (AAP)
	2014-present President, AAP

Conference Organizer

JHMI/Regional

National

International

Guidelines:

- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date
- Data** must be separated under the following **required headings**: [JHMI/Regional](#); [National](#); [International](#)

Required Format:

Date	Sponsor/Organization/Group
------	----------------------------

Example:

JHMI/Regional	None
National	
3/92	American Society of Pediatrics, Annual Meetings, San Francisco, CA
International	
2/90	International Society for x, Annual Meetings, Seattle, WA
6/12	Member, Scientific Program Committee, 15th International Congress of Pediatrics, Vancouver, Canada

Session Chair

JHMI/Regional

National

International

Guidelines:

- Data** must be separated under the following **required headings**: [JHMI/Regional](#); [National](#); [International](#)
- Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Required Format:

Date	Sponsor/Organization/Group
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Example:

JHMI/Regional	None
National	
2/96	Session chair, American Society for x, Annual Meetings, Seattle, WA
International	
3/97	Session chair, International Society for x, Annual Meetings, Paris, France

Consultantships

Guidelines:
 Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Required Format:
 Date Organization/Agency; Notes

Example:
 2002–2003 Bracco Diagnostics, I review protocols for new pediatric drugs

RECOGNITION

Guidelines:
 Place your responses in chronological order under each subcategory, beginning with the oldest date first and ending with the most recent date

Awards, Honors

Guidelines:
 Show all awards/honors (reminder to include clinical accomplishments)

Required Format:
 Date Title/Description, Sponsor; Any Explanatory Notes

Example:
 1991 “Pediatric Leaders for the 21st Century,” American Society of Pediatrics
 1999 Johns Hopkins Young Investigators Award
 2007 Teacher of the Year Award, Class of 2007, Johns Hopkins University School of Medicine

Invited Talks *(Note: Such as grand rounds, keynote addresses, etc.)*

- JHMI/Regional
- National
- International

Visiting Professorships

Guidelines for Invited Talks & Visiting Professorships:

- Data** must be separated under the following **required headings:** [JHMI/Regional](#); [National](#); [International](#)
- We recommend that an invited talk sponsored by Johns Hopkins, regardless of the location, be shown under the [JHMI/Regional](#) heading
- Single space responses – see examples for format
- Do not duplicate entries already shown above
- Consider providing a line or two of additional information to highlight the impact of virtual and in-person invited talks (such as number of attendees, national societies, etc.)

Required Format:
 Date Title of talk, Sponsor (Society or University, etc.); Venue (City; State or Country); Any Explanatory Notes (such as audience type, virtual presentation, etc.)

Example:

JHMI/Regional

3/31/05 Chronic disease in children, JHU Pediatric Grand Rounds, Baltimore, MD
 4/4/10 Chronic disease in children, Johns Hopkins Presents, Rockville, MD

National

4/6/02 Chronic disease in children, NIH/NIDDK annual meeting, Bethesda, MD
 1/17/12 Chronic disease in children, Mt. Sinai Pediatric Grand Rounds, New York, NY

International

2/1/14 Chronic disease in children, 17th Annual Meeting, International Society of Pediatricians, Geneva, Switzerland

Visiting Professorships

3/5-6/15 Chronic disease in children, John R. Smith Visiting Professorship, American Society of Pediatric Professors, Harvard University, Cambridge, MA

OTHER PROFESSIONAL ACCOMPLISHMENTS *(Note: this heading and entire section is optional)*

Guidelines:

- This section is optional. You may select from the below headings or add your own, if necessary.
- Preferred Format: Date(s) at left margin, tab, then data

Posters

Preferred Format:

Date Authors; Title of talk, Sponsor; Venue (City; State or Country); Notes

Example:

4/4-6/02 **Prefect WA**, Jones SL, Smith TK. Chronic Disease in Children. American Society Pediatrics Annual meeting, Bethesda, MD

Oral/Podium Presentations *(Note: Abstracts that were both presented orally and published)*

Preferred Format:

Date Authors; Title of talk; Sponsor; Venue (City; State or Country); Publication Notes; who gave the presentation (if not you)

Example:

4/4/02 **Prefect WA**, Jones SL, Smith TK. Chronic Disease in Children. American Society Pediatrics Annual meeting, Bethesda, MD; Proc Am Soc Peds. 2002 Annual Mtg. 2002(8);11:144 [*Dr. Smith gave the talk*]

Military Service *(Note: Optional)*

Community Services *(Note: Optional)*

Humanitarian Activities *(Note: Optional)*

Philanthropic Activities *(Note: Optional)*

Other *(Note: Optional)*