

This approved CV Template for the School of Medicine is REQUIRED by the Advisory Board of the Medical Faculty (ABMF) and Board of Trustees for all candidates seeking promotion or new appointment. **All** categories must be included in your CV. You may respond 'NONE' where appropriate if you have no data to report.

[Click here](#) to download the **required CV Format Instructions** to guide your preparation of the CV. These instructions align with the ABMF 12/16/15 CV Template.

ABMF 12/16/15

CURRICULUM VITAE  
The Johns Hopkins University School of Medicine

(Signature) \_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Date of this version)

## DEMOGRAPHIC AND PERSONAL INFORMATION

### Current Appointments *(in chronological order, earliest first by start date under each subcategory)*

University  
Hospital  
Other

### Personal Data

Business Address  
Tel  
Fax (optional)  
E-mail

### Education and Training *(in chronological order, earliest first by start date under each subcategory)*

Year Degree/Certificate, Discipline, Institution/City, Notes

Undergraduate

Doctoral/graduate

Postdoctoral (Internship, residency, fellowship, etc.). *Indicate primary mentors for scholarly activities where applicable*

### Professional Experience *(in chronological order, earliest first)*

Date Position, Institution/City

**PUBLICATIONS:** *(in chronological order, earliest first, under each subcategory) Include only those published or in press; do **not** include submitted, in preparation, or planned.*

*Please show all authors for all articles, chapters, etc.*

*Please **bold your name** as an author in each reference*

*Please indicate mentees by underlining their names*

*Please number all articles consecutively, starting from 1[one] under each subcategory*

*Please use standard reference citation format: Author F/MI, Second author F/MI, Third author F/MI, (etc.). Title. Journal. Year; Volume*

*(Number): page-page. [Delete extra periods or commas between initials.]*

*Ex: 1. Jones BB, \*Smith JB, Friend LM. Title of article. J Am Soc. 2015;14(1):16-42; \*corresponding author; [SI/QI].*

*Please specify with a note after the publication your role(s) in clinical trial articles of 10 authors or more, if not first or senior author, such as data analysis, manuscript writing, obtaining funding, steering committee etc.*

*Please specify with a note after the publication joint authorship or corresponding authorship, if not obvious first or senior author*

*Please specify with [SI/QI] after the entry if the article can also be considered a system innovation/quality improvement publication*

*The following was tweaked on 8/16/22 to differentiate peer-reviewed from non-peer-reviewed original research publications, a few publication types were moved to the 'required' section, and a few new publication types are available. This information aligns with the current CV Format Instructions.*

**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, 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: Suggested Additional Subcategory Titles:** *May adjust as necessary for your specialty*

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] (*show by: Date Details*)

Other Media [OM] (Videos, Websites, Blogs, Social Media, etc.) (*show by: Date Details*)

**FUNDING** (*in chronological order, earliest first by start date under each subcategory*)

For each grant or contract please provide the following information in this format:

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

**EXTRAMURAL Funding** (*Show as current, pending, previous under each subcategory and follow format above.*)

Research Extramural Funding - Grants or contracts obtained to support a research initiative

Educational Extramural Funding – Grants or contracts obtained to support an educational initiative, incl. training grants

Clinical Extramural Funding - Grants or contracts obtained to support a clinical initiative

System Innovation or Quality Improvement Extramural Funding - Grants or contracts obtained to support an initiative

Other Extramural Funding, including philanthropy

**INTRAMURAL Funding** (*Show as current, pending, previous under each subcategory and follow format above.*)

Research Intramural Funding

Educational Intramural Funding

Clinical Intramural Funding

System Innovation or Quality Improvement Intramural Funding

Other Intramural Funding

**CLINICAL ACTIVITIES**

**Clinical Focus** (Provide up to 100 word narrative, bulleted accomplishments, or key words that express your clinical focus. This would be particularly helpful for a "clinician of distinction")

#### Certification

##### Medical, other state/government licensure

Date State info, identification #, any explanatory notes

##### Boards, other specialty certification

Date Specialty name, identification #, any explanatory notes

##### Clinical (Service) Responsibilities

Date Role/time commitment, specialty

##### Clinical Productivity (such as the annual number of patients evaluated or treated, procedures performed, tertiary referrals, wRVUs, etc.)

##### Clinical Draw from outside local/regional area (reflecting national/international reputation)

Date X of Y patients came from out-of-state: list states or countries

##### Membership in or examiner for specialty board

Date Role; name of specialty board

##### Clinical Program Building / Leadership

Date Role; name of clinical program; impact of program outside of JHMI/Region

##### Clinical Demonstration Activities to external audience, on or off campus

Date Clinical technique/procedure/program, observing party, venue

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

Date

#### **EDUCATIONAL ACTIVITIES** (in chronological order, earliest first by start date under each subcategory)

##### Educational Focus (Provide up to 100 word narrative, bulleted accomplishments, or key words that express your educational focus)

#### **Teaching** (Include date, role, learner level, course title, venue; please separate JHMI/Regional from National and International activities)

##### Classroom instruction

Date Role, learner level, course title, venue; any explanatory notes

JHMI/Regional

National

International

##### Clinical instruction

Date Role, learner level, course title, venue; any explanatory notes

JHMI/Regional

National

International

##### CME instruction

Date Role, learner level, course title, venue; any explanatory notes

JHMI/Regional

National

International

##### Workshops /seminars

Date Role, learner level, course title, venue; notes

JHMI/Regional

National

International

**Mentoring** *(Please list only mentees who have received substantive and sustained mentoring in clinical, research, and/or educational activities.)*

**Pre-doctoral Advisees /Mentees**

Date                    Mentee name, degree, present position; awards/grants/degrees received under your direction, indicate shared publications with mentees (adhere to the current CV Format Instructions)

**Post-doctoral Advisees /Mentees**

Date                    Mentee name, degree, present position; awards/grants/ degrees received under your direction, indicate shared publications with mentees (adhere to the current CV Format Instructions)

**Thesis committees**

Date                    Mentee name, thesis title (if available), your role, any explanatory notes

**Educational Program Building / Leadership**

Date                    Role, name of educational program or curriculum, any explanatory notes

**Educational Demonstration Activities to external audiences**, on or off campus

Date                    Educational technique or program, observing party, venue

**RESEARCH ACTIVITIES** *(in chronological order, earliest first by start date under each subcategory)*

**Research Focus** *(Provide up to 100 word narrative, bulleted accomplishments, or key words that express your research focus; or include NIH Biosketch section A here)*

**Research Program Building / Leadership**

Date                    Role, name of research / basic science program, notes

**Research Demonstration Activities** to external audience, on or off campus

Date                    Research technique, observing party, venue

**Inventions, Patents, Copyrights** (note pending or date awarded)

Date Filed            Role, title, any explanatory notes, date awarded

**Technology Transfer Activities** (e.g. Company Start-ups)

Date                    Role, title, notes

**SYSTEM INNOVATION AND QUALITY IMPROVEMENT ACTIVITIES** *(in chronological order, earliest first by start date under each subcategory. Indicate None or Not Applicable if no information is available for this section and delete the subcategories. Do not duplicate activities already shown above.)*

**System Innovation Focus** *(Provide up to 100 word narrative, bulleted accomplishments, or key words that express your SI/QI focus)*

**System Innovation and Quality Improvement efforts within JHMI:**

Date                    Role, name of site intervention, venue (s), and results (e.g., clinical outcomes, process measures, financial)

**System Innovation and Quality Improvement efforts outside of JHMI:**

Date                    Role, name of site intervention, venue(s) and results (e.g., clinical outcomes, process measures, financial)

**System Innovation and Quality Improvement Program Building/Leadership:**

Date                    Role, name of Innovation and QI program

**ORGANIZATIONAL ACTIVITIES** *(in chronological order, earliest first by start date under each subcategory)*

**Institutional Administrative Appointments**

Date                    Role, Committees, any explanatory notes

**Editorial Activities**

**Editorial Board appointments**

Date                    Role, Editorial Board name

**Journal peer review activities**

Date *(peer review activity began)*    Journal full name *(do not abbreviate here)*

Other peer review activities [non medico-legal]

Date                      Role, sponsor/group

Advisory Committees, Review Groups/Study Sections

Date                      Role, sponsor/organization/group

Professional Societies (when you include additional duties for the society, move "Member" to its own line; see examples)

Date                      Society  
Date                      Role, committee

Conference Organizer (separate into JHMI/Regional - National - International activities)

Date                      Sponsor/organization/group

JHMI/Regional

National

International

Session Chair (separate into JHMI/Regional - National - International activities)

Date                      Sponsor/organization/group

JHMI/Regional

National

International

Consultantships

Date                      Organization/agency, notes

**RECOGNITION** (in chronological order, earliest first by start date under each subcategory)

Awards, Honors

Date                      Title, description, sponsor, any explanatory notes

Invited Talks (such as grand rounds, keynote addresses, visiting professorships. If you have several visiting professorships, feel free to separate them into their own subcategory. Do not duplicate entries already shown above. It is suggested that an invited talk sponsored by Johns Hopkins, regardless of the location, be shown under the JHMI/Regional heading)

Date                      Title, sponsor, venue, any explanatory notes

JHMI/Regional

National

International

Visiting Professorships

**OTHER PROFESSIONAL ACCOMPLISHMENTS** (Optional)

Posters (optional) (date, title sponsor, location, notes)

Oral/Podium Presentations (optional) [abstracts that were both presented orally and published] (date, title, sponsor, location, publication notes; who gave the presentation if not you)

Military Service (optional)

Community Services (optional)

Humanitarian Activities (optional)

Philanthropic Activities (optional)

Other (optional)