

Curriculum Vitae - SOM

Effective January 1, 2008, all Virginia Commonwealth University, School of Medicine faculty nominated for tenure and/or promotion must submit curriculum vitae (CV) that complies with the sections and order set forth in the present document.

- The Portfolio system will automatically generate the sections/headings/format/etc.*
- If sections do not apply, omit them.*
- Use subheadings to make key information easy to identify. Use Tahoma size 10 typeface.*
- Use 0.53" top margin and one-inch margins on remaining sides, and present all information in chronological order, except as specifically noted.*
- All instructions are presented in italics and should be removed after your CV is complete*

Name (18 font bolded)

*Name
Rank/Title and Department
Virginia Commonwealth University
School of Medicine
Richmond, Virginia, 23298
Phone number Email*

Education

Post Graduate

Start with the most recent experience. List internships, residencies, fellowships, and/or other professional training experience: Include dates attended, name and location of institution, and discipline: List awards received, if applicable.

Graduate

Start with the most recent experience. List dates attended, name and location of institution, major subject, degree received and year: Include all advanced degrees and honors, if awarded. State title of thesis and name of thesis advisor. Use the name of the degree, as it was awarded on the diploma (e.g., DSc, MBBS, MDMC)

Undergraduate

Start with the most recent experience. List dates attended, name and location of institution, major subject, degree received and year; Include honors, if they were awarded.

Certification and Licensure

Certification

List Board certifications and year attained; include expiration dates of certifications. List indefinite if no expiration is applicable.

Licensure or Registration

List all states of current and active licensure, but do not include license number. List USMLE, NBME or equivalent licensing exams and dates passed.

Appointment History

List title and start with current and progress toward first, academic rank, use inclusion dates and appointment track (e.g., collateral or tenure), name and location of institution (university and school name); joint faculty appointments if any; include appointments to Institutes and Centers of Excellence. **If tenured, indicate date that tenure was awarded.**

This is an example for listing Academic Appointment History:

07-01-2019 - 11-01-2021. **Medical Director.** VCU Health at Waterside Commons, Prince George, VA
07-01-2014 - Present. **Program Director, Internal Medicine-Pediatrics Residency Program.** Virginia Commonwealth University, Richmond, VA -- 50% FTE with responsibility for all administrative and educational components of the residency program: participating in institutional GME governance; designing and implementing curricula (in collaboration with the categorical residency program directors); maintaining current knowledge and compliance with ACGME requirements; evaluation and assessment (residents, program, and faculty); ensuring appropriate supervision of resident by faculty to allow safe, effective patient care; resident recruitment and selection; policy development; promotion, remediation, and disciplinary action; facilitating resident well-being and resilience.

Awards and Honors

(Start with most recent. List election to honorary academic societies (e.g., Alpha Omega Alpha, Phi Beta Kappa), Include competitive fellowships awarded, named lectureships, internal and external awards and honors and sabbaticals with dates.)

This is an example:

04-01-2022 **Award** "Top Docs" in Pediatric Infectious Diseases, Richmond Magazine. Selected by peer physicians in the greater Richmond area.

11-01-2005 **Society Fellowship** American Academy of Pediatrics.

Professional Memberships

Professional Society

Start with most recent. List inclusive dates of membership and elected or appointed offices held.

This is an example:

07-01-2009 - 12-31-2015. Richmond Pediatric Society.

Scholarly Activities

Grant and Contracts

GRANTS AND CONTRACTS: ACTIVE

Start with most recent. List for all active grant; include project number and title, principal

investigator name, source of funds, inclusive dates, total funding (i.e., direct, indirect, and total), role on project, and percent effort. Indicate whether the grant is part of a center or other overall program grant.

GRANTS AND CONTRACTS: PENDING SUBMITTED

Start with most recent. List for all pending and submitted grant;; include project number and title, principal investigator name, source of funds, inclusive dates, total funding (i.e., direct, indirect, and total), role on project, and percent effort. Indicate whether the grant is part of a center or other overall program grant.

GRANTS AND CONTRACTS: PAST

Start with most recent. List for all pending and submitted grant;; include project number and title, principal investigator name, source of funds, inclusive dates, total funding (i.e., direct, indirect, and total), role on project, and percent effort.

PATENTS, INVENTIONS AND COPYRIGHTS:

Start with most recent and list. Include dates of approval.

Presentations

List your extramural presentations by category: local, regional, and national or international. In each category, start with the most recent. List month, year, title of talk, type of talk, (e.g., grand rounds, panel discussions, or poster presentation) the organization or institution that may have invited the presentation, the name of the conference, city, state, or country. Specify whether the presentation was invited and whether any awards were earned for a select presentation.

This is an example:

06-07-2022 Poster: "Title". **Authors**, Virginia Commonwealth University, Department of Pediatrics Research Grand Rounds, Richmond, VA

Teaching Experience

*Describe educational innovations in a narrative format, and include sample educational portfolio, as an appendix, if desired. (A detailed description of education portfolios may be found in *Advancing Educators and Education: Defining the Components and Evidence of Educational Scholarship, Summary Report and Findings from the AAMC Group on Educational Affairs Consensus Conference on Educational Scholarship. Association of American Medical Colleges, Washington, DC, 2007*) Include intramural teaching, advising and mentoring at the student, resident, fellow, graduate student, postdoctoral level or professional level, including continuing medical education conferences given. List activities conducted within the School of Medicine, and other schools within the university. Include both clinical (e.g., Foundations of Clinical Medicine, bedside, ward attending, clinic attending) and nonclinical teaching. Include dates (inclusive), approximate number of contact hours per year, and audience for each listing. List formal university courses taught (note School Name, Department and Course Number). Include guest lectures in other courses. Include administrative leadership positions in education (e.g., Course or Clerkship Director or Associate Dean for Education) with a narrative description of the role. List teaching resources such as teaching tutorials, virtual patients, cases, laboratory manuals, or assessment instruments, peer reviewed and listed in MedEdPortal. List mentees by name; describe mentoring activities (formal and informal) with approximate number of contact hours per year, and accomplishments of mentees, if appropriate. List experience writing questions or delivering oral examinations for organizations such as the National Board of Medical Examiners, United States Medical*

Licensing Examination (USMLE), or specialty boards such as the American Board of Internal Medicine (ABIM).

List teaching awards received, starting with most recent. Include sources of the awards, (e.g., School of Medicine, VCU) the approximate number of nominees, how the award choice was made, and who made the choice.

Course

This is an example:

09-01-2020 - Present. DNAP 708. Ethics and Healthcare. Topic: Pediatric ethics. Format: Case-based, small group format. Session conducted annually in September of each year. Virginia Commonwealth University VCU School of Nursing, Doctor of Nurse Anesthesia Program Richmond, VA

Curriculum Development

This is an example:

07-01-2004 - 06-30-2005. Pediatrics Core Lecture Curriculum. Creator. Led the developed a 36 month, rotating, core lecture curriculum for the VCU Pediatric Residency Program. Virginia Commonwealth University Pediatrics Residency Program Richmond, VA

Grand Rounds

This is an example:

03-14-2022 - 03-14-2022. "Chronic disseminated candidiasis". Virginia Commonwealth University Infectious Diseases Grand Rounds Richmond, VA

Mentoring and Advising

Academic Advising

This is an example:

07-01-2017 - 06-30-2018. Faculty Advisor: Med-Peds Student Interest Group. VCU School of Medicine. 12 hours/year.

Career Advising

This is an example:

07-01-2015 - Present. M3 Student Career Advisor. 4 – 10 medical students every 6 weeks x6 sessions per year as part of pediatrics clerkship's optional career interest group meeting, VCU School of Medicine. 10 hours/year.

Research Advising

This is an example:

07-01-2022 - Present. Scholarship Oversight Committee Member: Dilip Mahale, MD. Fellow (combined internal medicine-pediatrics infectious diseases), Virginia Commonwealth University. 4 hours/year. ABIM and ABP board eligible in infectious diseases 2024.

Service Activities

Clinical Service

List the most recent dates of service first, in each category of activity

Outpatient Activities

Outpatient activities include private outpatient practice within the VCU Medical Center or at offsite locations; practice in hospital-based clinics and inmate clinics; home care and nursing home care; outpatient surgery within the VCU Medical Center and at offsite locations; patient care at dialysis centers; and nonsurgical procedures (e.g., endoscopy, echocardiography, EEG/EMG, vascular studies, and bone densitometry.)

Inpatient Activities

Inpatient activities include ward and consult attending at VCU Medical Center, inpatient surgical procedures and post operative care, hospitalist services, and nonsurgical inpatient procedures such as endoscopy, echocardiography, EEG/EMG, vascular studies, and bone densitometry.

Miscellaneous Activities

Examples of Miscellaneous Clinical Service Activities include Telemedicine, informal ("sidewalk") consultations with VCU Medical Center and community physicians and medical care delivered at international sites.

Service to the Community

Start with the most recent service. Include international, national, regional, state and local services directed at lay audiences.

Examples include assignments to committees, workgroups, ad hoc groups, taskforces, and other projects, that might relate to community outreach including international and national volunteer healthcare activities.

Service to the University

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

Service to the School of Medicine

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

Service to the Department

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

Service to the Health System

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

Publications

List papers in chronologic order. Only list papers published or accepted (in press). Do not list articles submitted or in preparation. When there are multiple authors, the name of the nominee for presentation or tenure should be presented in bold typeface or underlined. Use citation format of Current Contents. List all authors, do not use et al. List all pages inclusive. Publications must be numbered. Letters to the editors should be listed under Other Publications.

Peer-Reviewed

Article

Non-Peer Reviewed

Book Chapter

Other

Abstract