Pediatrics' Guide to the WUSM-CV Format

General Notes:
- The CV is now a stand-alone document.
- It is referred to as "WUSM-CV format. It has 2 parts. The first part is titled Curriculum Vitae (CV). The second part is titled Clinician Educator Portfolio (CEP).
- Use description boxes where available.
- While entering your information into WUPS pay special attention to drop down boxes. These are important as it directs where content is placed on your generated document.
- Do not include content pre-academic faculty positions. (except listing your training)
- This guide is in the order of the WUPS modules found on the left sidebar. This is not exactly how it appears on the generated document.

Washington U Position
Primary WashU position.
- This drives WUPS to format CV appropriately for you. <u>Very important to have correct</u>.
- You must select your division with the drop down box.
- Hospital appointments, committees, positions, or other duties should be listed in the Appointments module, not this location.

Secondary Positions:
- These are any secondary appointments in the university, such as a faculty appointment outside of the primary department.
Note: When adding a new position, create it before you add an end date to other position. If you do not, the current position will disappear. If this happens contact PCF. They can recover it.

Other Positions
Enter academic employment position(s) from WUSM and previous academic institutions in this module. These positions will appear in the Academic Positions and Employment sections on the CV. This might be a prior faculty appointment elsewhere or might be something like "Research Associate" that you did as a gap year at some point.

Education
Enter only **degrees** earned in this module. This section will appear under Education.

Training
Enter any residency or training received in this module. Can also include programs such as Peds Leadership Development Program and Education Skills Program. The training content will appear under Education.

Clinical Responsibilities
a.   Clinical role/title will appear on CV portion. Description will display on CEP portion

Clinical activities/responsibilities not marked as administrative
 In description box (appears on CEP portion of document) include time on inpatient service, time in clinic, time in procedures, and other patient care. Briefly describe your duties. Include patient volumes, acuity, specialized services, coordination of care, supervision of trainers or ancillary providers, etc. when possible. Give dates for which your description applies. It is very helpful to ask colleagues in your division to see their CV if they were

recently promoted, to see how to go about describing your service. **May also include your clinical teaching here instead of under teaching duties. Do not include in both places.**

Administrative clinical responsibilities- to make the activity appear as administrative duty, change toggle button **"Administrative role?"** to Yes.

- Include service as director of a clinical division, unit, committee, etc. including dates, responsibilities, brief description, and metrics such as patient volume if appropriate, special services provided. Include dates. **This category may overlap with an appointment-you can decide which place is more appropriate**.

Teaching Duties

VERY important: use drop down box to designate "category"- your options are: "course taught", "clinical," "didactic," "research," "simulation," "online." That drop down menu choice will direct placement.

a. Teaching Sessions
- **For Course Taught**-Classroom setting including POM I and II
- **For Clinical Teaching duties** (NOTE: some faculty prefer to include this information under clinical duties with the description of each of their service or clinic times and that is ALSO FINE)
  Include teaching such as teaching on rounds while serving as ward or service attending, teaching in clinics, teaching while doing procedures, teaching while attending division case conferences, including dates and number of months/weeks/days per year/month/week, time commitment, estimated number of learners and who those are (e.g., medical students, Residents, fellows, etc.). If your teaching commitment changes year to year, include a separate date range listing for each - such as: 2002-2010 – ward attending, 8E, 1 month/year, attended floor rounds 2 days a week for 1 hour providing teaching for 3-4 residents and 3-4 students, provided attending rounds 1 hour daily for 3-5 medical students, provided ongoing teaching for specific patient care questions. 2010-2016: ward attending, 8W, two weeks per year. Attended work round daily for 2-4 hours daily providing teaching as needed for 3-5 medical students, 4-6 residents, nursing staff, UBJPT members. Met with medical students daily for supervised H&P's, reviewed and gave feedback for 3-5 student write-ups per student per week. Attended follow-up grading session 1 hour. …" etc.
- **For didactic Teaching duties** using the pulldown menu for "Category" choose "didactic," You will include all lectures, with dates, titles, and venue. I If you have a lot, divide them by who you are lecturing to – such as medical students, residents, faculty, etc. Give date, title, and venue – such as "January, 2017, Breakthroughs in Eradicating Pediatric Diseases; Pediatric Grand Rounds," or "3/17/16; Pediatric Rashes; WUMSI Physiology Course.

- **For Research Teaching** use the pulldown menu for "Category": include teaching to postdocs, supervision of students or postdocs during their research work, lectures or courses for research topics that you give or that you attend and provide teaching during.

Appointments

Use this section to enter an appointment in the appropriate category (Hospital, University, NIH Study Section, Scientific Advisory Board, Consulting, and National or Local Offices). These subheadings will appear under the Appointments and Committees. If it is an ongoing appointment, you can toggle to "yes" for the question "**Show "Pres" on documents?"** rather than entering an end date.

- University
  This is not your faculty appointment. It would be participation on a university committee or task force, or head of a center or office that is something other than clinical or educational. Include dates you participated, your role, time commitment, and brief description if not obvious.

- Hospital
  This would include participation in SLCH or BJC committees, task forces, etc., that would not be considered clinical or educational. Include dates you participated, your role, time commitment, and brief description if not obvious.

- Department or division committees
  - Choose the category Medical School/DBBS. (Do not choose dept. /div. This option will be removed.)

Certifications

Use this section to enter any of the following 3 certification types (Board, License and number, and General Medical). These subheadings will appear under the Licensure and Certifications.

Military Service

Enter any military service commitments in this module. This item under military service.

Honors

Enter any honors or awards in this module. This item will appear under the Honors and Awards.

Editorials

Use this section to enter any of the following 3 editorial responsibilities (Reviewer and Board sections). These subheadings will appear under Editorial Responsibilities.
- This would include serving as a journal editor. If you reviewed submitted manuscripts, you would list the journal for which you reviewed and put, "reviewer" (if you regularly review for a particular journal), or "Ad hoc reviewer" (if you review a single paper or small number of papers for a journal).

Community Activities (include year-year served)
- Enter standard community activities like volunteering for March of Dimes or Susan Komen walk into this module. This content will be displayed under the Community Service Contributions on the CV.
- Content from Organizations/Memberships, and Media Activities modules will also display under Community Service Contrition so do not retype this content into module.
- First 300 characters of description will display on WUSM-CV.

Organizations and memberships

Use this section to list any organizations, memberships or societies to which you belong. These items will be placed under Professional Societies and Organizations.

- Put any that you held an office in with that office listed. Also list organizations that you served on a committee (ex. CME Planning Committee) or task force, etc., with your role listed. For those organizations that you are a member, include dates of membership if possible and "Member" as your role. Service as a grant reviewer, etc., would also fall into this category.

Media Activities
- Include being interviewed or quoted or featured in newspapers, radio, TV, websites, apps, others. Include the dates you worked on it, your role, brief description, target audience, outcomes if available

Lectures/Professorship
Use this section to enter any major invited lectures (ex. CME), appearances or professorships. Items will be placed under Major Invited Lectures and Professorships. This should be big lectures such as departmental Grand Rounds or an invited lecture at a meeting or another institution. All others go under Teaching Activities-Didactic

Consulting
Use this section to enter any consulting relationships or board memberships. Items will be placed under Consulting Relationships or Board Memberships.

Grants
Use this section to add any current or completed funded grants. Items will appear under Research Support.

Trainees
Use this section to document any current and past Trainees. These items will be under the Current Trainees and Past Trainees sections in the CV. These should be trainees for whom you were a major mentor or supervisor, such as a graduate student in your lab or a clinical fellow for whom you served as QI project supervisor, etc.

Patents
Include pertinent info such as title, date, brief description, your role. This information is added by the Business Office

Publications
Appears as Bibliography on CV: (Do not include submitted manuscripts or manuscripts in preparation. Number each publication and list by category in forward chronological order; *indicate with an asterisk (*) at the beginning for which the candidate is considered a senior author)*
Note: Reordering of authors, omission of names or the use of "et al" is not permitted except in cases of publications with greater than 20 authors. If there are greater than 20 authors, list the first 5 and the last 5 authors in order using … in between. If the faculty member's contribution is between the first and last 5, please list as follows: "First 5 authors…*Faculty Member (author number X)*…last 5 authors."
 Correct pagination format: 123-127; Incorrect: 123-7 or 123.
List separately by category as follows:
- A. Original, peer reviewed articles in refereed journals (Use Publications Module)
- B. Case Reports (Use Publication module)
- C. Reviews, Chapters and Editorials, including invited publications (Use Other Publications Module)
- D. Books: indicate authors or editors (Use Other Publications module)
- E. Non-refereed publications (Use publications module)
- F. Abstracts – selected, high impact meeting abstracts (Use Other Publications)

Original 2/20/2019 Janet Braun and Bess Marshall

G. Audiovisual/Media (Use Other publications module)

The format for publications in a book or symposium issue of a journal is as follows: List authors in the sequence in which they appear in the publication; complete title, as published; editors; name of book; publisher; city; year; inclusive pagination.

Number chronologically from oldest to most recent with faculty member's name in bold text

Example: Peer reviewed manuscripts in refereed journal

*Gray DL, Dicke JM, Dickerson R, McCourt C, Odibo AO. Revaluating humeral length for the detection of fetal Trisomy 21. JUM 2009:28(10):1325-1330.

Methods of Care
Methods of Care for improved quality and efficiency of clinical care
- Include QI projects with brief description, outcome measures if available, how funded if applicable, your duties including study design, supervision or participation on a committee or team, responsibility for data collection or analysis, <u>dates the project took place</u>, your time commitment.
- <u>Lay Literature</u> Patient information guides can go under here under "Methods of Care" for improved quality and efficiency of clinical care or under "Educational Methods"--depending on where you think is more appropriate

Clinical Guidelines or Care Paths
- Include local projects with your role, responsibilities, time commitment, brief description of the project, outcomes if appropriate, and dates that you worked on the project.

Feedback
Not much weight is given to feedback by promotion committee. Be very selective and keep to a maximum of 1 page.
Use drop down box. Will be placed under appropriate section of CV.
- Clinical - Include a summary with quotes pulled from patient comments. You will rarely want to include an entire letter or email and only if very special <u>and</u> only if HIPPA compliant. Include awards or recognition for any contributions if they were not included above under "awards."
- Educational-include summary with quotes or scores such as evaluation scores. Include awards or recognition for any contributions if they were not included under "awards."

Curriculum and Course Development
- Include such things as developing a study guide or new course, give dates that you worked on it, your role, your time commitment, brief description including learner level – e.g.: "WUMS 1" or "endocrine fellows."

Educational Leadership

Learner Assessment

Guides or Handouts

- All Target Audiences **except** Patient Information. (See Methods of Care or Educational Methods)
- Add description
- This section specifically includes guides or handouts made for trainees or learners. Give dates you worked on it, your role, your contribution, brief description of the material such as why it was made, who it was aimed at, etc.

Educational Methods

Enter any methods you have developed to improve quality or efficiency of clinical care, including methods of education, clinical guidelines, or care paths.

- This could include websites, apps, support groups, interest groups, other. Include the dates you worked on it, your role, brief description, target audience, outcomes if available.
- Lay Literature - Patient information guides can go here or under "Methods of Care" as examples of improved quality and efficiency of clinical care. Put where you think is more appropriate.

Mentorships

- New graduate students, fellows, medical students, residents for whom mentorship was provided – these should be people for whom you were a major mentor, such as for a research or QI project or for some specialized clinical mentoring.
- List undergrad or medical students, residents, post-docs, fellows, junior faculty <u>with dates</u> that you mentored. Include a brief description if there is something out of the ordinary or if mentoring was part of a program such as the Markey Pathway. If you know the mentees current position, you can include that if desired.
- Place the following 2 committee types (Thesis, Scholarship Oversight) under mentorship.

Research Activities

Research activities that are not directly grant funded. This will appear under "Other" at end of CV.

Social Networks and links

Use this module to manage the list of your social network accounts you would like to promote. This section is not required if you do not maintain any professional presence of social media.

<u>Committees – Obsolute:</u> Place the following 2 committee types (Thesis, Scholarship Oversight) under mentorship.
<u>Other Lectures</u>–Obsolete Module. Do not enter content. This information is now under Teaching-Didactic

<u>CME Course Development</u> --Obsolete module; do not enter content. Place content under Community Activities

TIPS:

1. The promotions committee is not encouraging a lot of appendices. If you include them, limit to 1 or 2.

2. After entering the data and generating the Word document in WUPS, you can edit that document if you like.

3. The OFD is happy to consult with faculty about their WUSM-CV. Contact Janet Braun. First, consult with division "go-to" person.

4. Sample CVs are available from the OFD. It is also very helpful for a faculty member to review CVs from recently promoted faculty within their division for tips on what to list, phrasing descriptions, etc. We recommend the division to have a "Library" of division CVs.