

CURRICULUM VITAE

YOUR NAME, MD

I. PERSONAL DATA

Home address and telephone:

Professional address and telephone: *(as a resident it is okay to leave this off)*

II. EDUCATION

Undergraduate, Medical, & Graduate Education: *(includes undergrad, med school, and grad school if you have an advanced degree)*

21XX-XXXX Degree (e.g. Bachelor of Science in xxxxxx)
School (e.g. University of XXXXXXXX) (Honor if appropriate, e.g. Summa Cum Laude)

21XX-XXXX Doctor of Medicine (or Doctor of Osteopathic Medicine)
School (e.g. University of XXXXXXXX) (Honor if appropriate, e.g. Summa Cum Laude)

21XX-XXXX Masters Degree – If appropriate (e.g. Master of Education)
School (e.g. University of XXXXXXXX) (Honor if appropriate, e.g. Summa Cum Laude)

Postgraduate Medical Education: *(includes residency, chief residency and fellowship training)*

21XX-XXXX Internal Medicine Residency
University of Cincinnati Department of Internal Medicine, Cincinnati, OH

21XX-XXXX Internal Medicine Chief Resident (if appropriate)
University of Cincinnati Department Internal Medicine, Cincinnati, OH

Board Certifications: *(when appropriate ☺)*

21XX American Board of Internal Medicine

Licensing:

21XX Ohio State Medical Board (or other appropriate state)
You do not need to include your license number, this is freely available on the internet. Do NOT include your DEA number.

III. WORK/SERVICE EXPERIENCE

This is the place to highlight different work/service experience you may have had before residency, during med school, or during undergrad. These experiences should highlight your organizational, leadership and service skills. For example, experiences like Teach for America, Americorps, research jobs, teaching jobs, and other high impact service work should go here. I would recommend leaving out brief summer jobs during undergrad or med school that do not highlight your service or leadership skills, or that are not linked to medicine. For example, it is okay to leave off your high school job at Dairy Queen ☺.

21XX-21XX Position, Organization, Location

IV. AWARDS AND HONORS

21XX Award (Institution or organization from which you received it, and, if appropriate, a bit about what it was for)

Include things like election into honor societies (undergrad and med school, including AOA), UCMC awards (e.g. from med students, doctor's day, etc.), and awards from national organizations (e.g. from the MPPDA, AAP, ACP or the like)

Example:

2003 *Alpha Omega Alpha, University of Buffalo School of Medicine, Buffalo, NY*

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V. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

21XX-Present Name of organization, Member or Fellow Status (residents mostly members)

Example organizations you are a part of include American College of Physicians (all residents). You may also be a member of other specific societies depending on your interest.

Example:

201X-Present American College of Physicians, Resident Member

VI. SERVICE AND CITIZENSHIP

Committee Involvement

This is the place to highlight all of the committees/teams you have been involved with during residency. The can include local (residency or institutional), regional, and national committees. Examples of things to include in this area are RAC, residency council, any QI team, GME committees, residency recruitment committees, etc. For the purposes of your residency CV, I would highlight residency committees and only add in a medical student committee if it was very substantial.

Example:

2015-Present Resident Advisory Committee, University of Cincinnati Medical Center

Leadership Experiences

This is the place to highlight the important leadership roles you have held during residency or medical school. They could include local, regional, national or international organizations or committees. It is important to ensure these activities highlight your leadership skills, organization and dedication. Use caution with leadership positions that are mainly focused on social experiences. Examples include, president of a volunteer committee, leader of an international medical brigade, chair of the med-peds interest group, and others.

Example:

2017-Present President, Example Association

VII. TEACHING ACTIVITIES

This is the place to highlight all of the teaching conferences you have given during residency, including MP conferences, morning/noon reports, etc. If you happen to given a workshop at a regional or national meeting, this is the area to include that session.

Example:

2017 "Management of Scleroderma Renal Crisis," Medicine Noon Conference, University of Cincinnati Internal Medicine Residency Program

VIII. RESEARCH AND SCHOLARLY ACTIVITY

Previous/Ongoing Research Activities

Here is a place to highlight any research or other scholarly activities you have been involved with during residency or medical school. It is important to not only discuss a bit about your role in the project, what the project was focused on, and who you worked with.

Example:

2016-2017 Implementing a Novel Outpatient Care Track for Internal Medicine Residents: Preliminary outcome measures and experiences, University of Cincinnati Internal Medicine Residency Program

- Mentor/s – Dr. Spock
- Role – Co-investigator. Assisted with data collection from residents, as well as data analysis and preparation

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IX. QUALITY IMPROVEMENT ACTIVITIES

Here is a place to highlight any QI activities you have been involved with during residency or medical school. It is important to not only discuss a bit about your role in the project, what the project was focused on, and who you worked with.

Example:

2016-2017

Implementing a healthy food clinic in an inner-city Internal Medicine clinic, University of Cincinnati Internal Medicine Clinic

- Mentor/s – Dr. Picard*
- Role – Co-investigator. Assisted with implementation of creation of food clinic and coordination with dieticians for healthy meal planning.*

X. PUBLICATIONS

Peer Reviewed Articles *(If you don't have any peer reviewed publications, it is okay to delete this section.)*

Example:

- 1. Conway E, Herbst B, Herbst L, Kinnear B, Timmons K, Horewitz D, Falgout R, **O'Toole JK**, Vossmeier M. Using Quality Improvement to Introduce and Standardize the National Early Warning Score (NEWS) for Adult Inpatients at a Children's Hospital. *Hospital Pediatrics*. 2017 Mar; 7(3): 156-163. PMID: 28232377*

Abstracts – *Be sure to include the abstract you developed for submission to Ohio ACP and UC Department of Internal Medicine Grand Rounds*

Include the following:

- 1. "Title of your abstract," Authors (highlighting your name in bold)*
 - Meeting or session at which you presented the abstract. Platform Presentation (if you are asked to get up and speak about your abstract in front of an audience) or Poster. Month and year of meeting.*

Example:

- 1. "Transitions of Care Among Clinical Leaders: Creating an Innovative Model for Enhanced Situation Awareness and Improved Patient Safety," **O'Toole J**, Buchholz R, Hanke S.*
 - Fifteenth International Scientific Symposium on Improving Quality and Value in Health Care (in conjunction with the annual IHI meeting), Platform Presentation, Honorable Mention Award, December 2009*