

THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine Abbreviated Curriculum Vitae

Headings on printed CV		Description of information to be entered
		This is guidance for the Faculty member providing information for the CV General note: Information entered in any section of the CV should not be duplicated elsewhere
	Date	Date of last content update/review by Faculty member
	Initials	Initials of Faculty member; required on official copy of CV
1.	SURNAME	Surname of Faculty member
	FIRST NAME	First name of Faculty member
	MIDDLE NAME(S)	Middle name(s) of Faculty member
2.	DEPARTMENT/SCHOOL	Identify the Department/School, if known
3.	FACULTY	Identify the Faculty
4.	PRESENT RANK	Present rank to which faculty member is appointed, if known
	SINCE	Start date of appointment to present rank (include day/month/year)
5.	EDUCATION	General note: Include all education since high school
(a)	Post-Secondary Education	
	University or Institution	Name of University or institution where study took place
	Degree	Acronym or title of degree obtained e.g. MD or Doctor of Medicine
	Subject Area	Area of specialty e.g. General Medicine or Biology
	Dates	Year in which degree was obtained
(b)	Continuing Education/Training	General note: include all postgraduate (i.e. post PhD/post MD) activity/professional training undertaken <u>as a student</u> , not as an instructor e.g. Residency training Sub-specialty training Post-doctoral research fellowships Clinical fellowships Internships Management courses (CMA, PMI, SFU, Harvard Macy Program etc)
	University or Institution	Name of University or institution where training took place
	Rank or Title	Rank or title, or name of program e.g. Research Fellow, Rotating Intern, Harvard Macy Program
	Dates	Period of education/training
(c)	Continuing Medical Education	Activities/professional training undertaken as a <u>Medical Professional</u>
	University or Institution or Association	Name of University or Institution or Association where training took place
	Type/Details	Type & details of education
	Dates	Date/Period of education
(d)	Professional Qualifications	Non-degree postgraduate qualifications such as professional registration to practice, accreditation, certification and licensing Include: Acronym or title of qualification e.g. FRCPC, CFPC Date (include month/year)
6.	EMPLOYMENT RECORD	
(a)	Prior	General note: UBC CV format guidelines recommend listing all prior academic employment or relevant professional employment Include all Hospitals in which faculty member previously had clinical service responsibilities, if applicable
	University, Hospital or Organization	Organization or institution where faculty member was employed
	Rank or Title	Position held
	Dates	Period of employment (include month/year)
(b)	Present	General note: list all current academic or relevant professional employment Include all Hospitals in which faculty member currently has clinical service responsibilities, if applicable
	University, Hospital or Organization	Organization or institution where faculty member is currently employed
	Rank or Title	Position held
	Date	Date of start of employment
7.	TEACHING	General note: UBC CV format guidelines recommend attaching a one-page summary of teaching contribution, if applicable.
(a)	Areas of special interest and accomplishments	Description of area(s) of special interest or accomplishment related to teaching, which faculty member views as one of his/her specialties. e.g. Resuscitation, Addiction Medicine etc If interests are also related to scholarly activity/research they can be included in Section 9(a) Scholarly and Professional Activities – Areas of special interest and accomplishments e.g. the development of new methods of teaching in the discipline Faculty members may optionally group items under sub-headings of their own choice
(b)	Teaching of Medical Students	List scheduled and unscheduled activities Scheduled Activities: Dedicated teaching/assessment activities e.g. OSCEs, AHD Unscheduled Activities: Bedside or clinic-based teaching, Students rotating through core/elective rotations
(c)	Teaching of Residents	List scheduled and unscheduled activities

		Scheduled Activities: Dedicated teaching/assessment activities e.g. OSCEs, AHD Unscheduled Activities: Bedside or clinic-based teaching, Residents rotating through core/elective rotations
(d)	Teaching CPD Courses	List CPD courses taught
(e)	Continuing Education Activities	List dates Include CME courses taught
(f)	Other (Includes non-UBC teaching)	Lectures provided at local, provincial, national or international organization. E.g. Global Academic Leadership Symposium, Health Authorities etc. You may include details of students on whose committees the faculty member sits, or for whom the faculty member is an examiner Faculty members may optionally group items under sub-headings of their own choice
8.	SCHOLARLY AND PROFESSIONAL ACTIVITIES	
(a)	Areas of special interest and accomplishments	Area(s) of special interest or accomplishment related to scholarly activity/research, which faculty member views as one of his/her specialties. e.g. Spinal cord research If interests are also related to teaching and education they can be included in Section 7(a) Teaching – Areas of special interest and accomplishments Faculty members may optionally group items under sub-headings of their own choice
(b) +	Research or equivalent grants/contracts (indicate under COMP whether grants were obtained competitively (C) or non-competitively (NC), if applicable	General note: all grants and contracts, past and present, should be listed Salary support awards may be included in this section In cases of multiple recipients of grants, the exact contribution of the Faculty member should be indicated Faculty members may optionally group items under the following sub-headings: Grant Contract
	Granting Agency	Name of agency/organization providing funding e.g. Canadian Kidney Foundation
	Subject	e.g. MRC Scholar BCHRF Operating Grant
	COMP	'C' – competitively awarded funding (i.e. funding resulting from peer-review, e.g. grants from Granting Councils, Foundations etc.) 'NC' – non-competitively awarded funding, e.g. industry or government contracts
	\$Per Year	Annual amount of funding being provided, e.g. 20,000
	Year	Period of time to which funding applies
	Principal Investigator	Last name and first name of faculty member identified in the grant/contract/salary support award as Principal Investigator In cases where there is more than one equal co-investigator, list all as Principal Investigator
	Co-Investigator(s)	Last name and first name of faculty member(s) named in the Grant/Contract as Other Investigator
(d)	Faculty Development (Last 5 Yrs.)	List your participation and objectives in terms of development as a teacher, completion of any teacher training courses. Include Title and date. E.g. Teacher Certificate Programs, Inclusivity in the learning environment, Large/Small Group Learning Modules
(e)	Other	List other scholarly activities. You may include involvement in local/provincial/national/international organizations in this section. Details Date Faculty members may optionally group items under sub-headings of their own choice
9.1	SERVICE TO THE UNIVERSITY	
(a)	Memberships on committees, including offices held and dates	List memberships on UBC committees Include: Role Title of committee Dates E.g. Chair, Departmental Tenure Committee, Postgrad Educational Committee, Program Advisory Committee Faculty members may optionally group items under sub-headings of their own choice
(b)	Other service, including dates	Include University administrative roles other than committee membership, and not covered within the faculty member's employment description E.g. Program Director, Residency Training Program, CaRMS Interviewer/Reviewer Faculty members may optionally group items under sub-headings of their own choice
9.2	SERVICE TO THE HOSPITAL	
(a)	Memberships on committees, including offices held and dates	List memberships on UBC-affiliated Hospital committees Include: Role Title of committee Dates E.g. Member of VGH Medical Advisory Committee; VGH Medical Advisory Committee Faculty members may optionally group items under sub-headings of their own choice
(b)	Other service, including dates	Include Hospital administrative roles other than committee memberships Eg. Ward Manager, BCCH, 1999-2001 Faculty members may optionally group items under sub-headings of their own choice

10.	SERVICE TO THE COMMUNITY	General note: in each section include: Role Level Title of society/ committee/ agency/ university/ organization (as appropriate) Dates
(a)	Memberships in professional and/or scholarly societies, including offices held and dates	E.g. RCPS, Specialty societies, etc.
(b)	<i>Other service to the community</i>	This may include any radio, TV, or other media interviews, panel discussions, public discussions or volunteer work E.g. TV host for health educational program
11.	AWARDS AND DISTINCTIONS	General note: Include official title of award Teaching awards Organization conferring award e.g. ACMC, UBC Date on which award was received
12.	OTHER RELEVANT INFORMATION (Maximum One Page)	Include information in this section only if it does not belong in any other section of the CV.

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	Headings on Publications Record	Description of information to be entered
		<p>General note: Include: All authors in the order listed in the publication Title of article Title of journal/ book Volume number Inclusive pagination Date 'In Press', if applicable.</p> <p>Those publications which the faculty member considers to be of primary importance should be marked with an asterix.</p> <p>Works, submitted or in progress should be identified as such</p>
	Last Update	
	Initials	
1.	SURNAME	
	FIRST NAME	
	MIDDLE NAME(S)	
2.	PUBLICATIONS	<p>Indicate whether Refereed or Non-Refereed Publication or Book Indicate whether Journal Article, Conference Proceeding or Other</p>