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| **THE UNIVERSITY OF BRITISH COLUMBIA**  Faculty of Medicine Abbreviated Curriculum Vitae | | |
|  | Headings on printed CV \_\_ Underlining indicates heading only (data is  entered against sub-headings below) | 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 | POST-SECONDARY EDUCATION | General note: Include all education since high school |
| (a) | 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 as a student, 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 |
| (e) | Professional Qualifications | Non-degree postgraduate qualifications such as professional registration to practice, accreditation, certification and licencing  Include:  Acronym or title of qualification e.g. FRCPC, CFFP  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 the faculty member’s teaching dossier, if applicable. |
| (a) | Areas of special interest and accomplishments | Maximum 1-page 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  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) | Continuing Education Activities | List dates  Include CME courses taught |
| (c) | Other (Includes non-UBC teaching) | 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)  +  (c) | Research or equivalent grants/contracts (indicate under COMP whether grants were obtained competitively ( C ) or non-competitively (NC) | 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) | Other | List other scholarly activities Include:  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 1997-present  Member, University Library Committee 1999-present  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.  Faculty Association Representative 1999-2000  Program Director, Residency Training Program, 1999-2001  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, VGH Medical Advisory Committee 2000-2001  Member, University Hospital Research Committee 1996-1997  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  e.g.  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 (a) to (I) 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 |
| (b) | Other service to the community | This may include any radio, TV, or other media interviews, panel discussions, public discussions or volunteer work |
| 11. | AWARDS AND DISTINCTIONS | General note Include:  Official title of award  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 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.  Those publications which the faculty member considers to be of primary importance should be marked with an asterix.  Works, submitted or in progress should be identified as such |
|  | Last Update |  |
|  | Initials |  |
| 1. | SURNAME |  |
|  | FIRST NAME |  |
|  | MIDDLE NAME(S) |  |
| 2. | PUBLICATIONS | Indicate whether Refereed or Non-Refereed Publication or Book  Indicate whether Journal Article, Conference Proceeding or Other |