

CLINICAL PRACTICE/LEADERSHIP ADMINISTRATION

The following is an example of a CV in the Clinical Practice/Leadership Administration track that represents the scope of experience and accomplishments generally needed for promotion to Associate Professor for the Department of Medicine. This CV also has formatting consistent with ISMMS standards. This example serves as general guidelines; DOM faculty whose accomplishments are similar to those in this example should not conclude that their promotion is guaranteed.

SAMPLE

NAME, MD
email@mountsinai.org
Updated:

ACADEMIC APPOINTMENTS

XXXX-XXXX Instructor, Department of Medicine, Division of XXX
Icahn School of Medicine at Mount Sinai, NY, NY
XXXX-Present Assistant Professor, Department of Medicine, Division of XXX
Icahn School of Medicine at Mount Sinai, NY, NY

HOSPITAL APPOINTMENTS

XXXX-Present Attending Physician, Department of Medicine, Mount Sinai Hospital, NY, NY

GAPS IN EMPLOYMENT

None

EDUCATION

XXXX-XXXX XXXX College/University City, State
B.A., Major (*any honors, cum laude, etc*)
XXXX-XXXX XXXX Medical School City, State
M.D. (Doctor of Medicine)

POSTDOCTORAL TRAINING

XXXX-XXXX Intern, Department of Medicine
Training Hospital, City, State
XXXX-XXXX Resident, Department of Medicine
Training Hospital, City, State
XXXX-XXXX Chief Resident, Department of Medicine
Training Hospital, City, State
XXXX-XXXX Fellow, Division of XXX
Training Hospital, City, State
Focus: XXX
Mentors: XXXXX, XXXXX

CERTIFICATION

XXXX Internal Medicine, American Board of Internal Medicine
XXXX Subspecialty Board, American Board of Internal Medicine

LICENSURE

XXXX-Present New York State License #XXXXXXX

HONORS & AWARDS

XXXX Outstanding Undergraduate Award, College/University
XXXX Phi Beta Kappa, College/University
XXXX Excellent Medical Student Award, Medical School
XXXX Amazing Housestaff Award, Hospital/Training Program
XXXX Superb Fellows Award, Hospital/Training Program
XXXX Excellence in Teaching Award, Icahn School of Medicine at Mount Sinai
XXXX Top Doctors Award

PATENTS

None

OTHER PROFESSIONAL ROLES

Extramural Service:

National Leadership

XXXX-Present Chair, National Organization XXXX Interest Group

Regional Leadership

XXXX Coordinator, XXXX Group, NY, NY
XXXX-XXXX Participant, Workshop Conference, NY, NY

Service at the Icahn School of Medicine at Mount Sinai

XXXX-XXXX Medical School Course Curriculum Review Committee, ISMMS
XXXX-Present Diversity Committee, ISMMS
XXXX-Present Clinical Competency Committee, ISMMS

RESEARCH PROFILE

*Discussion of topics regarding any studies/manuscripts published, posters or abstracts presented, collaborations with other researchers. Discussion of any medical education scholarship as well curricular development. **This section is usually brief or N/A.***

EXAMPLE:

I have participated in clinical drug trials as a co-investigator as well as a sub-investigator. These projects included assisting in the enrollment of subjects, conducting XXXX and coordinating data between our test site and the principal investigators. In addition, I collaborated with our fellow and other clinicians from different subspecialties to submit a case study on a fascinating patient, which was published in xxx (journal). As the division representative for the Department of Medicine's Quality Improvement Committee, I oversaw our division's annual quality metrics. I coordinated the procurement of data and implementation of corrective action plans in order to achieve our quality goals. Faculty progress reports were administered quarterly and interdisciplinary huddles with our medical assistants and other ancillary staff, were conducted to improve quality initiatives.

CLINICAL PROFILE

Discussion of clinical care, productivity, referrals from others (e.g., "I often receive referrals from physicians in the tri-state area and have developed a niche in treating xxxx"), leading clinical practices or operational changes (e.g., "I have been responsible for initiating the quality improvement subcommittee for our reviewing xxx cases in our division").

EXAMPLE:

In my years in the Faculty Practice at Mount Sinai, I have built up a busy, productive practice, working with various staff members and other clinicians to provide quality care to over XXXX patients per year. In addition, I have also provided services to an underserved immigrant population at Elmhurst Hospital twice a week. At both sites, I provided consultative care to inpatients with a team of fellows, residents and medical students. As a medical subspecialist, I have received referrals both locally and internationally. I have consistently performed above the benchmark of my division with regard to patient satisfaction assessments, shown in Press-Ganey scores as well as Zocdoc (5-star), Doximity and Healthgrade ratings. As part of the Clinical Competency Committee, I have also precepted a weekly fellows' clinic, and provided feedback for advancement. For two months each year, I have been a teaching attending, leading the XXXX inpatient consult service with a team of fellows, residents and medical students.

OVERALL IMPACT

Impact of clinical efforts, any clinical programmatic changes or leadership roles, and breadth of referral base as well as any clinical specialty focus. Local/regional presentations and mentoring successes. Highlight administrative roles and local or regional leadership.

EXAMPLE:

My work at Mount Sinai has both clinical education and quality improvement impacts. I helped to expand Mount Sinai's presence in XXXX (area of NYC) by establishing a XXXX practice as part of its multispecialty clinic. Working closely with our fellows and residents both on the inpatient service as well as in the outpatient setting, I have been an integral part of the fellowship program's didactic curriculum. Through small group lectures and real-time clinical precepting, the quality of our training program has improved and expanded. With regard to our division's quality initiatives, we have improved our rates of XXX (QI measures), and overall divisional Press-Ganey scores.

DIVERSITY AND INCLUSION IMPACT

Ways you have fostered diversity and inclusion, include specific contributions relating to: teaching (improving access to education), clinical care (serving diverse patient populations), research (health disparities studies), mentoring, service, recruitment, retention efforts focused on diverse populations of women or individuals under-represented in medicine or biomedical research. <150 words

EXAMPLE #1:

As evidenced by my training at XXX and subsequent employment at XXX, XXX and now XXX, I have dedicated my career to working with diverse populations and in the service of the underserved. With the implementation of our XXX review committee in XXX, I ensured a voice for our under-represented, non-English speaking, immigrant XXX patient population by recruiting XXXX faculty member to join the committee. I plan to work with our XX team to identify opportunities for improvement through review of our XXX, with a lens on potential areas of health disparities. As the XXX chief, I will advocate for XXX projects and initiatives to include processes and outcomes that reflect race, ethnicity, gender and socioeconomics.

EXAMPLE #2:

I am fully engaged with Mount Sinai's commitment to embrace a diverse and inclusive atmosphere for all members of our organization. As a XXX, I've persevered through and influenced leadership to step away from gender, age and race biases in order to obtain the leadership role that I currently serve. As part of the XXX selection process, I've contributed in making sure that minority groups are well represented in our program. A unique aspect of my role as faculty, which I developed over the last XX years, has been in helping our trainees and junior faculty break through inequities during their job selection process.

MENTORING PROFILE

Activities and impact as a mentor to students, trainees or faculty, highlight noteworthy successes (acquisition by mentees of grants, awards, positions or roles). Also, describe how you've enhanced your own mentoring skills. <150 words

EXAMPLE #1:

As a senior mentor in the XXX division, I have been mentor to XXX trainees and XXX junior faculty in my division. Several of my junior faculty mentees have successfully obtained leadership roles within XXX and sit on institutional committees, have given national talks, and have published. Several of my former trainee mentees have completed competitive subspecialty fellowships and now hold academic titles at renowned institutions across the nation. My student and trainee evaluations are consistently very positive, with several acknowledging my impact on their decision to pursue a career in XXX. In XXX I was recognized as XXX by medical students

who rotated on my clinical service. I remain engaged in faculty development meetings to improve my mentoring skills.

EXAMPLE #2:

As Program Director of the XXX I have the privilege to act as guide and mentor for several physicians every year. My goal is to prepare and mentor future educators, medical directors of XXX, and leaders within XXX. One example of such success is XXX, a fellow in the XXX Fellowship who went on to become the Medical Director of XXX. In addition to mentoring fellows, I have mentored several residents on XXX and XXX. XXX (a resident) is now chief fellow in XXX program. As part of my own faculty development, I have attended the Icahn School of Medicine's GME Educational Conference since its inception. This conference has been a great opportunity for me to develop as an educator and mentor, as well as enhance my skills in XXX, XXX and XXX.

GRANTS, CONTRACTS, FOUNDATION SUPPORT

Past Grants

None

Current Grants

None

Pending Grants

None

CLINICAL TRIALS PARTICIPATION

None

TRAINEES/MENTEES

Trainee's Name	Level of Learner	Role in Training	Dates	Training Venue	Current Status
Intern	Intern-Resident	Academic advisor, mentor	xx/xx-xx/xx	Internal Medicine Residency	Community Practice
Intern	Intern-Resident	Clinic Preceptor	xx/xx-xx/xx	Internal Medicine Residency	Fellowship
Fellow	Fellow	Research Mentor	xx/xx-xx/xx	Fellowship	Private practice
Resident	Resident	Research Mentor	xx/xx-xx/xx	Internal Medicine Residency	Fellowship and Practice, Academic
Student	Medical student	Clinical mentor	xx/xx-xx/xx	ISMMS	Residency

TEACHING ACTIVITIES

Teaching Activity	Level	Role	Level and Number of Learners Taught, and Venue	Number of hrs week/mo/yr	Evaluation Summary	Years Taught
Clinic Preceptor	Fellows	Preceptor	4 fellows/yr	4 hr/ssn x 48 ssn/yr	NA	xxxx-Present
Inpatient Consults	Internal Medicine Residency and Fellows	Preceptor	4-6 residents and fellows/yr	8 wks/yr	N/A	xxxx-Present
Fellowship Curriculum—"title of talk"	Fellows	Lecturer	4 fellows/yr	1 hr/ssn	4.5/5	xxxx-Present
"xxxxx" Talk	Internal Medicine Residency	Lecturer	140 Residents/yr	1 hr/ssn 12ssn/yr	4.2/5	xxxx-Present
Attending Rounds	Internal Medicine Residency	Attending and Teaching	8 Residents/4 Students/yr	8 wks/yr		xxxx-present

ADMINISTRATIVE LEADERSHIP APPOINTMENTS

Appointments and Role	Years	Time Commitment	Purpose and/or Accomplishments
Teaching			
Co-director, xxxx course	xxxx-present	4 hour weekly course for 9 weeks	Development and implementation of course to teach xxxx
General Administration			
Co-leader, xxxx practice	xxxx-xxxx	Weekly meetings, 3 hrs/wk related work	Organizational responsibilities xxx practice, staff supervision, resident evaluation
Director, XXXX committee	xxxx-present	Monthly meetings	Planning and administration of program to do xxxxx

PUBLICATIONS

Usually around 0-5 total but quality of work, journal impact, specific role and contributions of the author are considered when assessing publication record

Peer-reviewed publications

Approximately 0-5

Invited publications

Approximately 0-1

Book Chapters:

Approximately 0-1

INVITED LECTURES/PRESENTATIONS

These encompass lectures or oral presentations that you were invited to give, such as plenary speeches at a conference or grand rounds presentations.

National Presentations

Approximately 0-1

Regional Presentations

Approximately 2-3

Local Presentations

Approximately 2-3

VOLUNTARY PRESENTATIONS:

These generally encompass abstracts that were accepted for presentation at conferences, workshops or symposia.

Poster Presentations

1-5 Posters

MEDIA RESOURCE EDUCATIONAL MATERIALS

1. Curricular resource, created xxxx for Internal Medicine Residents.
2. Fellowship resource, created xxxx for xxxx Fellows, URL here.

MEDIA APPEARANCES

None/optional