

**Setting S.M.A.R.T. Goals
and
Developing Your UAB CV**

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UAB MEDICINE
PEDIATRICS



Children's
of Alabama

Developing Goals

- **Before developing goals, you must have a vision.**
- **What is your career vision?**
 - What will be your career legacy?
 - What is your mission?
 - What are your talents?
 - Where do you see **yourself** in the next 3-5 years?

Develop S.M.A.R.T. Goals

- Ask are my goals **S**pecific? Is it clear what you want to accomplish?
- Are my goals **M**easurable? Have you answered the questions of how much, how often, how many? Are there milestones along the way to determine your progress toward achieving your goals?
- Are my goals **A**ttainable? Can you truly achieve your goals? Are you being overly ambitious?
- Are my goals **R**elevant? Are your goals consistent with your personal vision and mission? If you haven't thought about your personal vision and mission, this may be a good time to stop and reflect on these issues.
- Are my goals **T**ime-based? Put a timeframe on your goals. You will achieve X by when.

DEVELOPING YOUR UAB CV

UAB CV Content

DATE: January 22, 2016

- Be sure to update **every** time you make an addition to your CV
- Utilize the Automated Date Field! (Insert/ Date&Time)

PERSONAL INFORMATION

- Name:
- Citizenship:
- Foreign Language(s): (Omit, if NONE)
- Home Address:
- Phone:

RANK/TITLE

- Department:
- Business Address:
- Phone:
- Fax:
- Email:

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:

➤ In reverse chronological order

- 2007 – Present Active Medical Staff Children's of Alabama
- 2006 – Present Active Medical Staff University of Alabama at
Birmingham Hospital

EDUCATION:

Year	Degree	Institution
1990 -1994	Bachelor of Science, Degree, <i>summa cum laude</i> .	University, City, State
1997 - 2000	Doctorate of Medicine, <i>magna cum laude</i>	University, City, State
2008 – 2010	Masters Public Health (and/or any other such degrees)	University, City, State

MILITARY SERVICE: (Omit, if NONE)

LICENSURE: Year/Licensing Entity/Number

2000 – present XX State Medical License #34567

2006 – present Alabama State Medical License #12345

BOARD CERTIFICATION: Year/Certification

2002 American Board of Pediatrics #077066, recertified 2012

2006 American Board of Pediatrics – Sub-board of Pediatric XX
Medicine #1234

POSTDOCTORAL TRAINING: Year/ Degree/ Institution

2000-2001 Internship – Pediatrics UAB

2001-2003 Residency – Pediatrics UAB

2003-2006 Fellowship – Pediatric *Subspecialty* UAB

XXXX Other Postdoctoral Training also goes in this section

- Can Add **ADDITIONAL TRAINING (Professional Development)** Section Here

ACADEMIC APPOINTMENTS (In reverse chronological order)

Year	Rank/Title	Institution
2009 – <u>P</u> resent	Assistant Professor of Pediatrics	UAB
2007 - <u>P</u> resent	Medical Director, Pediatric XYZ	COA
2005 – 2006	Instructor/Fellow, Department of Pediatrics	UAB

AWARDS/HONORS:

Faculty

Fellowship ...

Residency ...

Medical School ...

Undergraduate ...

➤ **Combine awards when possible:**

2008, 2009, 2015 Argus Teaching Award – Nomination, Best First Year
Module

PROFESSIONAL SOCIETIES

- List in chronological order, Year /Group

2007-Present Member, Society of XYZ Medicine

MEMBERSHIPS:

- List in chronological order, Year /Group

2008-Present Member, Southern Society for Pediatric Research

COUNCILS AND COMMITTEES:

- List in chronological order, Year /Group

National / International...

Regional / Local...

UAB School of Medicine...

UAB Department of Pediatrics...

UAB School of Public Health...

Children's of Alabama...

UNIVERSITY ACTIVITIES:

➤ List in chronological order - Year / Activity

2007-2010 Instructor UAB XYZ Program – Pediatric Curriculum

2008-Present Children's Hospital Deep Sedation Service attending 5-12 weeks per year

2005-Present Pediatric XYZ Attending Physician 9-12 weeks per year

EDITORIAL BOARD MEMBERSHIPS / REVIEW ACTIVITIES:

➤ List in chronological order - Year / Activity

2011 - Present Grant Reviewer – the General Endowment Fund

2012 – Present Reviewer – Journal of Pediatrics

2015 - Present Editorial Board: Journal of Pediatric XYZ

REVIEWER (FOR JOURNALS/ GRANTS)

2011-Present Ad Hoc Reviewer for JAMA

2015 Reviewer for the PAS/ASPR Workshop Proposals for PAS/ASPR Meeting

MAJOR RESEARCH INTERESTS:

- 2-3 Sentences

TEACHING EXPERIENCE:

- Can divide into sections: medical students, residents, fellows, and other learners. Include approximate number of learners per group & number of times per year presentation topic made, i.e., combine same presentation in one bullet point:

2008-Present	Second Year Medical Students <i>Presentation</i> – biannually (15 learners/session)
2009, 2010-Present	UAB Pediatric Grand Rounds, <i>Presentation</i> (100 learners)

- List in chronological order
- Include web-based/online teaching courses/webinars/blogs in this section along with metrics to show reach (# responses or # of “hits” the page has received)
- Include course work or protocols developed that have been adapted for use by others, particularly other institutions.
- Films, educational tapes, syllabi, software packages and courses developed, etc.

MENTORING

- **Include a list of Mentored Students in this additional section. Include timeframe, name, project, publication/presentations/grants, and where the student is now if no longer at UAB. Keep in chronological date order:**

Mentoring of Trainees and Junior Faculty:

2009-2014	Susie Student Graduate Student-PhD Project Title: Children's Hospital of Philadelphia
2010-2012	Jane Doe, Fellow, Project Title:
2007-2009	John Doe, Resident, Project Title:

Research Teaching/Mentoring

➤ Or, you could make a chart of your mentees:

Trainee	Training Period	Project	Current Position of Trainee
Undergraduate Students			
Medical Students			
Graduate Students			
Postdoctoral Fellows			

MAJOR LECTURES AND VISITING PROFESSORSHIPS:

➤ List in chronological order

1. Invited Speaker – 2004 Important Annual Conference, “Mistakes Residents Make,” Chicago, IL March 2006 (200 people people)
2. UAB Faculty Development Series – “My Topic of Expertise,” February 2009 (20 people)
3. Workshop Presenter – Interdisciplinary Something –Society of XYZ. 11th Annual Meeting New Orleans, LA January 2011 (50 people)

GRANT SUPPORT:

➤ List in chronological order. Include year(s) of funding, amount of funding, Award PI, Your Role (PI or other)

Current

1. Agency, Funding Period, Project.
Total Award \$
PI:
Role: site PI

Past

1. Etc.

Pending

1. Etc.

OTHER: *Typically not used* (service activities, advocacy)

BIBLIOGRAPHY:

- **ALL PUBLICATIONS** should be numbered in chronological order
- **BOLD** (or Underline) faculty member's name

MANUSCRIPTS

Manuscripts already published

2003

2010

2016

Manuscripts in Press

Manuscripts submitted but not yet accepted

Manuscripts in preparation

Other Publications (blogs, websites, letters to the author, book reviews, etc.)

BOOKS AND BOOK CHAPTERS

- **ALL PUBLICATIONS: Numbered in chronological order; BOLD (or Underline) faculty member's name**

PUBLISHED ABSTRACTS

POSTER EXHIBITS

ORAL PRESENTATIONS

- Scientific papers presented at national and international meetings
- Scientific papers presented at local and regional meetings
- Invited workshops, etc. at national postgraduate courses and meetings and at other universities
- Invited lectures at local and regional courses and meetings

MISCELLANEOUS:

- **Service Activities, or other outside events you feel important to note**