

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

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Clare Mallette

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Developing Goals

- ▶ Before developing goals, think about your career vision and mission?
- ▶ What is your career vision?
- ▶ What is your mission?
 - ▶ What will be your career legacy?
 - ▶ What are your talents?
 - ▶ Where do you see **yourself** in the next 3-5 years?

Vision



What will the world look like as a result of your professional work?

Describes the future

Mission

How will you achieve your vision?

Action-oriented



A community where



V

adolescents and young adults
are healthy and thriving



M

To provide and train others to provide
quality, evidence-based, culturally
responsive care; advocate for policies
that foster adolescent health and
wellbeing, and work to advance
scientific knowledge in the field of
adolescent medicine

Developing Your Career Vision and Mission

Vision

- ▶ How will society look as a result of your successful work?

Mission

- ▶ What actions are required of you to achieve your vision?
- ▶ Whom do you serve?
- ▶ Where are you providing services?

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.

Faculty Evaluation Forms: January 2020

- ▶ Please list **your most significant goals** for the coming year. These may not be all your goals for the year but should represent the **most important goals** both individually and for the division. These goals should be the focus of your discussion with the Department Chair at your career development meeting. You may choose goals from the following categories:
 - ▶ Research and Scholarly Activities
 - ▶ Teaching and Mentoring Activities
 - ▶ Clinical Activities
 - ▶ Service and Citizenship Activities
 - ▶ Leadership and Management Activities
 - ▶ Self-Care Activities

The UASOM CV

Department of Pediatrics

Clare Mallette
Program Manager



FORMAT FOR
STANDARDIZED CURRICULUM VITAE
University of Alabama at Birmingham
School of Medicine Faculty

1.

Is YOUR

CV

correct and

up-to-date?

Date:

PERSONAL INFORMATION

Name:
Citizenship:
Foreign Language(s):
Home Address:
Phone:

RANK/TITLE
Department:
Business Address:
Phone:
Fax:
Email:

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:
Institution
Degree
PROFESSIONAL CONSULTANTS:
Institution
Degree
EDUCATION:
Year
Institution
Degree
MILITARY SERVICE:
Year
Institution
Rank/Title
LICENSES:
Year
Institution
Rank/Title
BOARD CERTIFICATION:
Year
Institution
Rank/Title
POSTDOCTORAL TRAINING:
Year
Institution
Rank/Title
ACADEMIC APPOINTMENTS:
Year
Institution
Rank/Title
AWARDS/HONORS:
Year
Institution
Rank/Title
PROFESSIONAL SOCIETIES:
Year
Institution
Rank/Title
MEMBERSHIPS AND COMMITTEES:
Year
Institution
Rank/Title
UNIVERSITY ACTIVITIES:
Year
Institution
Rank/Title
EDITORIAL BOARD MEMBERSHIPS:
Year
Institution
Rank/Title
MAJOR RESEARCH INTERESTS:
Year
Institution
Rank/Title
TEACHING EXPERIENCE:
Year
Institution
Rank/Title



UASOM CV Content Tips

- Create a paper or electronic file
 - Set a monthly update date
 - What works for you?

UASOM CV Requirements Overview:

DATE: 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:

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:

2007 – <u>P</u> resent	Active Medical Staff	Children's of Alabama
2006 – <u>P</u> resent	Active Medical Staff	University of Alabama at Birmingham
2004 – 2006	Active Medical Staff	Somewhere Else, University of Someplace

EDUCATION:

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

MILITARY SERVICE: (Omit, if NONE)

Date: October 26, 2018

PERSONAL INFORMATION:

Name: Tina Simpson
Citizenship: United States
Foreign Language(s): none
Home Address: 1234 UAB Drive Birmingham, AL 35226
Phone: 205-777-9311

RANK/TITLE:

Professor
Department: Pediatrics
Business Address: Division of Adolescent Medicine
Children's Park Place
1600 7th Ave S, Dearth 5606 Birmingham, AL 35233
Phone: 205-638-5266
Fax: 205-638-5090
Email: tsimpson@peds.uab.edu

HOSPITAL AND OTHER (NON ACADEMIC APPOINTMENTS):

Year	Rank/Title	Location	Institution
2001-Present	Physician	Birmingham, Alabama	Children's of Alabama
2001-present	Physician	Birmingham, Alabama	University Hospital
2018-present	Physician	Whoville, Alabama	Whoville General Hospital

PROFESSIONAL CONSULTANTSHIPS:

Year	Rank/Title	Institution
2014-2015	Consultant	Southeastern AIDS Education and Training Center

Developed HIV related educational training for minority providers and providers serving minority populations

EDUCATION:

Year	Degree	Institution
1994	BS, Biology	University of New Orleans
1994	BA, Chemistry	University of New Orleans
1998	MD	University of Alabama School of Medicine
2004	MPH	University of Alabama at Birmingham (UAB)

LICENSURE: Alabama

BOARD CERTIFICATION: Pediatrics, Adolescent Medicine

POSTDOCTORAL TRAINING:

Year	Degree	Institution
1998-2001	Resident/Intern	University of Alabama at Birmingham
2001-2004	Fellow	University of Alabama at Birmingham

ACADEMIC APPOINTMENTS:

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
2007	American Board of Pediatrics – Sub-board of Pediatric XX Medicine

POSTDOCTORAL TRAINING: Year/ Degree/ Institution

2000-2001	Internship – Pediatrics	UAB
2001-2003	Residency – Pediatrics	UAB
2003-2006	Fellowship – Pediatric <i>Subspecialty</i>	UAB
XXXX	Other Postdoctoral Training also goes in this section	

➤Can Add **ADDITIONAL TRAINING / Professional Development** section here

ACADEMIC APPOINTMENTS

(SPECIFIED: In reverse chronological order)

Year	Rank/Title	Institution
2014 - <u>P</u> resent	Medical Director, Pediatric XYZ	COA
2013 – <u>P</u> resent	Assistant Professor of Pediatrics	UAB
2011 – 2013	Instructor/Fellow, Department of Pediatrics	UAB

AWARDS/HONORS: In date order

Faculty

Fellowship ...

Residency ...

Medical School ...

Undergraduate ...

➤Combine multiples of same awards when possible:

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

ACADEMIC APPOINTMENTS:

<u>Year</u>	<u>Rank/Title</u>	<u>Institution</u>
2004-2011	Assistant Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2011-2017	Associate Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2017-Present	Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2013-Present	Program Director Adolescent Medicine Fellowship Program	University of Alabama at Birmingham Department of Pediatrics School of Medicine Birmingham, AL
2015-Present	Director Office of Faculty Development	University of Alabama at Birmingham Department of Pediatrics School of Medicine Birmingham, AL
2009-2013	Assistant Professor (Secondary Appointment)	University of Alabama at Birmingham School of Public Health Birmingham, AL
2013-Present	Associate Professor (Secondary Appointment)	University of Alabama at Birmingham School of Public Health Birmingham, AL

Keep Dates in
Reverse Order

Spacing!

Spacing!

HIGHLIGHT YOUR NATIONAL/ INTERNATIONAL REPUTATION IN FOLLOWING:

PROFESSIONAL SOCIETIES

- List in date order, Year /Group

2007-Present Member, Society of XYZ Medicine

MEMBERSHIPS:

- List in date order, Year /Group

2008-Present Member, Southern Society for Pediatric Research

COUNCILS AND COMMITTEES:

- List in date order and include the year(s) associated

National / International...

Regional / Local...

UAB School of Medicine...

UAB Department of Pediatrics...

UAB School of Public Health...

Children's of Alabama...

UNIVERSITY ACTIVITIES:

➤List by 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 by 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 – Keep brief!

TEACHING EXPERIENCE:

- divide into sections: medical students, residents, fellows, and other learners.
- List in date order within section
- Include approximate number of learners per group
- Combine multiple presentations to same groups (# times/

Medical Students ← Create subheading

2008, 2010-Present Second Year Medical Students, *Lung Disease*,
biannually (15 learners/session)

Nurse Practitioners / Other Learners ← Create subheadings

2008-Present CRNP, *Lung Disease*, biannually (15 learners/session)

2009, 2010-Present UAB Pediatric Grand Rounds, *Presentation*
(100 learners) – Move to MAJOR LECTURES!!

Continued:

Media ← Create subheading

- 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)
- Films, educational tapes, syllabi, software packages and courses developed, etc.

Protocols/ QI Projects / Advocacy etc. ← Create subheadings

- Include course work or protocols developed that have been adapted for use by others, particularly other institutions.

MENTORING/ Scholarship Oversight

- *Include a list of Mentored Students, timeframe, project, publication/presentations/grants, and the student's current location if no longer at UAB. Keep in date order. You might also consider categorizing by student type, i.e., Fellows/Nurses/etc.*

Trainees and Junior Faculty:

2018 Name
 Rank
 Project
 Where are they now?

2019 Name
 Rank
 Project
 Where are they now?

Etc.

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			

COMMUNITY TEACHING

Consider inserting a Community Teaching Experience and Presentations subheading here if desired

MAJOR LECTURES AND VISITING PROFESSORSHIPS:

➤ **List in date order and number (not required, but helps)**

1. March 2014 Invited Speaker – 2014 Important Annual Conference, “Mistakes Residents Make,” Chicago, IL (200 people people)
2. February 2009 UAB Faculty Development Series – “My Topic of Expertise,” (120 people)
3. January 2011 Workshop Presenter – Interdisciplinary Something – Society of XYZ. 11th Annual Meeting New Orleans, LA (50 people)
4. 2015, 2016, 2017 – *Topic*, Grand Rounds, UAB Department of Pediatrics.

Consider adding clinical section(s) here:

SERVICE ACTIVITIES

- Clinical Duties, time on service/year; Specialty clinics not already listed, etc.
- Service and Citizenship
- Community Medical Service (camps, other programs not included above

CLINICAL ACTIVITY

- RVU's, 3 clinics per wk/mo/yr, average # patients seen, other metrics
- Clinical Research with metrics

GRANT SUPPORT:

- **List in date order.** Include year(s) of funding, amount of funding, Your Role (PI or other) Order/list type doesn't matter.

Current

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

Past

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

Pending

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

GRANT SUPPORT:

Current

HRSA (Simpson, Director [01/2017])

08/2016-07/2020

UAB Family Clinic

\$798,316

The Family Clinic provides interdisciplinary comprehensive HIV care to women, infants, children, and youth.

HRSA (Simpson, Director)

07/2012-06/2022

Leadership Education in Adolescent Health \$1,930,000

The primary goals of the UAB LEAH project are to recruit professionals in 5 core disciplines with an emphasis on minority trainees/fellows and train using an interdisciplinary leadership approach in a center of excellence in training, research and service

U54MD008620 (Vickers) (Shikany, Co- PI)

07/01/13 - 06/30/19

NIH

\$1,500,000

(Simpson – PI, Research Project 2)

National Transdisciplinary Collaborative Center for African American Men's Health

This center seeks to address, through a regional approach, health disparities in conditions affecting African American men on a national scope.

Lister Hill Policy Center

10/01/2013-3/30/15

(Simpson, PI)

\$30,000

Improving HPV Vaccination Among Adolescents in Rural Alabama

This project strives to delineate adolescent, parental and provider barriers and facilitators of HPV vaccination initiation and completion in rural Alabama, thereby providing the foundation for the development of a socioecologically grounded intervention to increase initiation and completion of the three shot series.

Past

M. Kim Oh, PI (Simpson, Investigator) 09/01/02 - 08/31/06 NIH-NCMHD

ASU-UAB EXPORT Project REAP (REproductive Health Awareness and Promotion)

Project REAP aimed to reduce minority reproductive health disparities in adolescents & young adults in Alabama by building health disparity research capacity, promoting participation of health disparity groups in bio-medical and behavioral research, and promoting the conduct of minority health and health disparity research.

Formatting

Formatting

Formatting
& Funding??

OTHER: *Omit if possible*

(service activities, advocacy should be incorporated above)

BIBLIOGRAPHY: ***CHRONOLOGICAL order REQUIRED for entire section***

- **ALL PUBLICATIONS** should be numbered in chronological order
- **BOLD** (or Underline) your name

MANUSCRIPTS

Manuscripts already published

2003 ...

2015 ...

2017 ...

Manuscripts in Press

Manuscripts submitted but not yet accepted

Manuscripts in preparation

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

BOOKS AND BOOK CHAPTERS

- Bibliography: Numbered in chronological order; **BOLD** (or Underline) your 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:

- Unrelated to UAB Service Activities, or other outside events you feel important to note. Otherwise, omit this section – for the same reasons as the “Other” section

Number

B
O
L
D

W Smith (Public Health PhD Candidate), JM Turan, K White, T Simpson, KL Stringer, A Heloya, K Cockrill. The Role of Norms and Stigma in Reproductive Decision-Making around Unintended Pregnancy in Alabama: A Qualitative Study. *Perspectives on Sexual and Reproductive Health*. 2016; 48(2); 73-81. PMID: 27166869

Barnes M (LEAH Trainee), Davis K (LEAH Trainee), Mancini M (LEAH Trainee), Ruffin J (LEAH Trainee), Simpson T, Casazza K. Setting Adolescents Up for Success: Promoting a Policy to Delay High School Start Times. *J Sch Health*. 2016; 86: 552-557. PMID: 27246680

Boyd, E. D., Phillips, J. M., Schoenberger, Y. M., & Simpson, T. Barriers and facilitators to HPV vaccination among rural Alabama adolescents and their caregivers. *Vaccine*. 2018; 36(28), 4126-4133. doi:[10.1016/j.vaccine.2018.04.085](https://doi.org/10.1016/j.vaccine.2018.04.085)

Coates C, Gordon CM, Simpson T. A Qualitative Study Exploring Contraceptive Practices and Barriers to Long-Acting Reversible Contraceptive Use in a Sample of Adolescents Living in The Southern United States. *J Pediatr Adolesc Gynecol*. 2018 Jul 13. pii: S1083-3188(18)30258-4. doi: [10.1016/j.jpag.2018.07.006](https://doi.org/10.1016/j.jpag.2018.07.006). [Epub ahead of print]

Bold, *Italics*

In Press

Parker, CJ, Winston III, W, Simpson, TY, & Brady, SS. (In Press). Community readiness to adopt Communities That Care in an urban setting. *American Journal of Preventive Medicine*.

Brady, SS, Parker, CJ, Jeffries, EF, Simpson, TY, Brooke-Weiss, BL, & Haggerty, KP. (In Press). Implementing Communities That Care: Challenges, solutions, and opportunities in an urban setting. *American Journal of Preventive Medicine*.

Your UAB CV Recap

Use the required Standard UAB CV template

Quick Tips:

- Hospital and non academic appointments =
Active Staff at COA, etc.
- Pay attention to required defined order:
 - Year - Degree (Rank/Title) - Institution
 - Chronological Order vs Reverse Chronological Order
- Omit “NA” sections
- OK to add additional sections, i.e., “Teaching Scholarship” or “Quality Improvement”
- Update CV regularly, or create a space to hold additions as you will otherwise forget!

Everything You Need to Know

Can be found on our Faculty
Development Website:

<https://www.uab.edu/medicine/peds/faculty/ofd>

- CV
- Creating Portfolios and Examples
 - Other Resources
 - APT & CFT Committee Lists



You've got this!