



CHARLES R. DREW UNIVERSITY
COLLEGE OF MEDICINE
DOSSIER REQUIREMENTS

1. **CV** - see attached template
2. **Faculty Activity Plan** - see attached form
3. **2-3 references with contact information** - our office will solicit letters of support. Ideally, references with academic appointments.
4. **Self-statement** - The self statement is a narrative self-assessment by the candidate of his/her achievements in teaching, creativity/research, university and public service, and clinical service on behalf of the university. 1-3 pages. See attached sample.
5. **Brief Bio** - Essentially a 1-paragraph statement of basics about you that would be used for an introduction to a presentation

OFA CONTACT:

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HR ONBOARDING CONTACT:

CDU Human Resources Department

Tel: (323) 563-5814 | Fax: (323) 357-3685

**ENTER NAME HERE
CURRICULUM VITAE**

ADDRESS:

Business address; business telephone number
Home address; home telephone
E-mail address

EDUCATION:

Undergraduate degree
Medical degree
Residency
Fellowship
(list institution attended and year completed)

LICENSURE:

State, certificate number

BOARD CERTIFICATION:

PROFESSIONAL EXPERIENCE:

Present position IMPORTANT: PLEASE USE MODIFIER (In-Residence, HS
Assistant Clinical, etc).
Previous positions
(list title, organization, and dates)

PROFESSIONAL ACTIVITIES:

Committee service
Professional and scholarly associations
Editorial services
Consulting activities
Community service

HONORS AND SPECIAL AWARDS:

RESEARCH GRANTS AND FELLOWSHIPS RECEIVED:

(list source, purpose, amount, dates, indicate if principal or co-principal
investigator)

LECTURES AND PRESENTATIONS:

(list title, organization, city, date)

Please begin on separate page

PUBLICATION/BIBLIOGRAPHY:

(Primary author is always listed first followed by appropriate distribution of responsibility)

NOTE: To ensure appropriate evaluation of research and creative scholarly works adherence to established subdivision is essential. Manuscripts submitted and in-preparation are to be listed separately. Please prepare on separate sheet of paper in following format. **PLEASE LIST ALL CATEGORIES.** *If you do not have any in a specific category please list the category with "none" next to it.*

RESEARCH PAPERS

RESEARCH PAPERS (PEER REVIEWED)

A. RESEARCH PAPERS - PEER REVIEWED

1. First peer-reviewed research paper
- 2.
3. Most recent peer-reviewed research paper

B. RESEARCH PAPERS - PEER REVIEWED (IN PRESS)

1. First peer-reviewed research paper in press
- 2.
3. Most recent peer-reviewed research paper in press

C. RESEARCH PAPERS - PEER REVIEWED (SUBMITTED)

1. First submitted peer-reviewed research paper
- 2.
3. Most recent submitted peer-reviewed research paper

RESEARCH PAPERS (NON-PEER REVIEWED)

D. RESEARCH PAPERS - NON-PEER REVIEWED

1. First non-peer reviewed research paper
- 2.
3. Most recent non-peer reviewed research paper

E. RESEARCH PAPERS - NON-PEER REVIEWED (IN PRESS)

1. First non-peer reviewed research paper in press
- 2.
3. Most recent non-peer reviewed research paper (in press)

F. RESEARCH PAPERS - NON-PEER REVIEWED (SUBMITTED)

1. First submitted non-peer reviewed research paper
- 2.
3. Most recent submitted non-peer reviewed research paper

CHAPTERS

- 1.
- 2.

CHAPTERS (IN PRESS)

- 3.
- 4.

LETTERS TO THE EDITOR

- 1.
- 2.
- 3.

REVIEWS

- 1.
- 2.
- 3.

EDITORIALS

- 1.
- 2.
- 3.

PAPERS IN PREPARATION (RESEARCH COMPLETED)

- 1.
- 2.
- 3.

ABSTRACTS

- 1.
- 2.
- 3.

Please complete sections that are applicable. If more space is needed, attach separate sheet and any additional information.

College of Medicine Faculty Activity Plan

Academic Year: _____

Name: _____ Department: _____

TEACHING

Your current teaching activity and opportunities. What are your teaching plans (courses, clinical supervision of students, residents, research training, mentoring, and teaching in CDU/Continuing Medical Education). List name of courses and number of students/residents. Hours per month: July 2017-June 2018 . Number of CDU/College of Medicine (COM) students . If you are supervising students or residents, what is the number you can accommodate at one time? _

Current:

Planned:

RESEARCH

Describe your current and planned research activity at CDU/COM. Hours per month: July 2017-June 2018_ Number of students_

Current:

Planned:

CLINICAL

Clinical Activity in support of the COM. Specialty _____ Years in Clinical Practice and Clinical Teaching_

Current:

Planned:

SERVICE

What CDU/COM community services, university services (committees, taskforce, community service) do you now perform and what services are you planning? Hours per month: July 2017-June 2018 Number of students_ _

Current:

Planned:

OTHER ACTIVITIES IN SUPPORT OF CHARLES R. DREW UNIVERSITY... COLLEGE OF MEDICINE

Please describe. Hours per month: July 2017-June 2018_ Number of students_

Current:

Planned:

Total hours of total planned activities per year for CDU COM should add up to 40-50 hours per year for appointment renewal. Anticipated total hours:_____. Please review with Department Chair and sign/date.

Faculty

Date

Chairman

Date

Personal Statement

Education and Teaching:

As the focus in primary care has shifted to emphasize patient-centered care, one of my focuses in teaching is how to build a trusting relationship with the patient and their families. I have been preceptor for one to two 1st year CDU/UCLA students for 3 hours every other week. For the first years, I try to focus on obtaining a patient history and organizing the findings into a note or presentation. I have also been a preceptor for 3rd years students as . For these students, I focus on performing a targeted interview of the patient and thinking of a comprehensive differential.

Scholarship and Research:

As part of an effort to improve upon the care we are providing to patients in the , many changes have been issue being addressed, which is not unique to or any • is the over-prescribing of opiate medication. Given the rising rates of overdose from and addiction to opiate pain medication, the pharmacies in DHS are putting limits on the quantities of prescriptions. What has not been planned for, however, is how to address chronic pain in these patients. Given the success of group visits for chronic illnesses, I am implementing a group visit curriculum for patients with chronic pain. Together with the clinic director, behavioral health partners, physical therapists, and various other participants, I have put together a program for a patient that targets major issues around treating chronic pain. We will gather data regarding pain and functioning prior to starting the group and at the end of the 6-session course. It is my hope that there will be significant improvement in pain scales, so that further development and implementation of chronic pain groups can be carried out.

Service to the University, Professions and Other Communities:

I have served as a mentor at events hosted by the . At the last mentorship event, I met with premedical students to discuss their upcoming interviews at medical schools. I also spoke with current students, including CDU/UCLA students about picking a specialty and studying for Step One of the USMLE. I have also assisted the CDU/UCLA Medical Student Admissions Committee by interviewing student candidates.

Clinical Service:

ary care physician in the P providing care to an underserved community. I have participated in subcommittees that work on improving the access to specialty care. As part of my involvement in the I was co-

rather

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Summary:

around to precept Charles Drew/UCLA students at the
----- as they often come from similar backgrounds as myself, and the patients we serve. I encourage them to use their rich experience when interacting with patients. I believe it is very important to help students to not just focus on the medicine and the diseases they are seeing, but instead think about the patient's whole experience. Patients from underserved communities often face many barriers to care and students should make it part of their practice to take those barriers into account when treating patients. I plan to continue my involvement in teaching current students and additional students, as well as my practice and projects within as part of my commitment to the Drew Mission.