

Curriculum Vitae
Name and credentials
Mailing address
Phone number
Email address

Education

*Include Institutions, Degrees, Dates degrees conferred and field(s) of study.
 Can place in table format as follows with an example:*

<u>Institution</u>	<u>Degree</u>	<u>Date Conferred</u>	<u>Field(s) of Study</u>
Oxford University	BSN	1952, June	Nursing
Harvard University	MS	1975, December	Public Health
Case Western University	PhD	2001, June	Nursing

Certifications and Licensure

*Provide prior and current certifications
 Licensure # in all states licensed*

Professional Experience

*Applicable professional experience (do not include high school and college work unless related to your profession)
 Include the dates employed, the institution and your title/position
 Do not list "job duties"
 May have separate sections for academic and clinical positions.
 Can place in table format as follows with examples:*

Dates	Institution and Location	Academic Position
August 2004-present	University of Kentucky College of Nursing, Lexington, KY	Associate Professor
September 1995-June 2004	Case Western University School of Nursing, Cleveland, OH	Assistant Professor

Dates	Institution and Location	Clinical Position
August 2004-present	University of Kentucky Chandler Medical Center, Lexington, KY	Acute Care Nurse Practitioner, Faculty Practice
September 2000-June 2004	University Hospital Medical Intensive Care Unit, Cleveland, OH	Acute Care Nurse Practitioner
May 1995-June 2004	University Hospital Medical Intensive Care Unit, Cleveland, OH	Staff Nurse

Awards and Honors

List all professional awards and honors and the year conferred

Research Activities and Research Funding

List all research activities and funding including the inclusive dates, the title of the research study, the funding agency, your role, funding amount, assigned grant numbers if applicable.

Can place in table format as follows with example:

Dates of investigation	Title and assigned grant number Funding Agency, Role, (funding amount)
September, 2003-June 2008	A cognitive behavioral intervention to improve medication adherence in chronic heart failure DHS, NIH, NINR 1R01 NR06745-01), PI, (\$1,687,704).

Research Presentations

*All research presentations including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *).*

Can place in table format as below with example:

Date of presentation	* (if peer reviewed). Title of presentation, type of presentation (poster, paper), Program title, organization sponsoring program, location of program.
May, 2007	*Psychometric properties of the Alaska-Alabama Behavioral Inventory. Poster presentation. Heart Failure Society of Eastern Europe, Istanbul, Turkey.

Publications

Indicate whether peer reviewed

Use consistent reference format

May bold your name

Use subdivisions for ease of reading and identifying types of publications:

Journal articles

Dough, J., & Smith, J.D. (2007). The effect of a biofeedback intervention on autonomic tone in patients with heart failure. *Circulation*, 465(3), 1121-1130.

Book chapters, Reports, Monographs, Protocols

Dough, J., & Smith, J.D. (2007). Pulmonary hypertension. In Moser, D.K., & Riegel, B. (Eds.). *Cardiac nursing: A companion to Braunwald's heart disease*. St. Louis: Elsevier.

Published Abstracts

Dough, J., & Smith, J.D. (2007). The effect of biofeedback on autonomic tone in patients with NYHA IV heart failure. *Journal of Cardiac Failure*, 14(4), S105.

Educational Presentations

*All educational presentations that you present including title of presentation, type of presentation (poster, paper, etc.), program title, organization sponsoring program, dates, location and indicate whether peer reviewed (may use an *). Can place in table format as with Research Presentation (see above).*

Editorial Service

Manuscript reviewer – include years you have provided this service and name of each journal

Editorial board membership – include years of appointment

Book reviewer – title of book and publisher, year of review

Professional Memberships

Membership in professional organizations including years of membership

Professional Service

Offices held in professional organizations

Abstract reviewer for programs or organizations including the organization title, the program title and the year

Grant reviewer including the organization(s), dates of review, study section name and number when applicable

Professional service appointments including organization and dates of appointment

Scholarship reviews for organizations including organization name and dates

Professional Board membership including dates of service

Can place in table format as follows with an example:

Date(s)	Service provided, organization served
January, 2007	Abstract reviewer, 18th International Nursing Research Congress Focusing on Evidence Based Practice, Sigma Theta Tau, International (11 – 14 July 2007).

Academic Service *[Not everyone chooses to include this information on their CV, but it may be important depending on institution or when going up for promotion]*

Teaching

Courses taught, credit hours of each course and date

Can place in table format

Quarter or Semester, Date	Course title and number, credit hours
Autumn, 2007	Nursing 850, Advanced Research Methods. 5 credit hours

Academic Service

Committee service including role (member, chair), dates of service, name of committee

Task Force membership, role and dates of service

Student committee work including type of committee (doctoral, masters), role (member, advisor), dates of service, student name and title of thesis or dissertation

Can place in table format as follows with example

Dates	Committee Name	Role
September 2006-present	PhD Committee	Chair
September 2004-July 2006	Diversity Committee	Member

Community Service

Community Board service including dates of service and name of board

Community activities