



Center for
*Faculty
Development*
Office for Clinical Careers
Office for Research Career Development
- Graduate Student Division
- Post Doctoral Division
Office for Women's Careers

Academic Career Advancement Series:

Crafting Your CV Narrative

PLANNERS

The following planners and/or their spouse/partner have reported no relevant financial relationship with a commercial interest.

Donna Lawton, MS; Nancy Rigotti, MD; Ann Skoczinski, PhD; Theodore Stern, MD

The following planners and/or their spouse/partner have reported a relevant financial relationship with a commercial interest.

Anne Klibanski, MD, Course Director
Investigator (grant support): Ipsen
Consultant: Chiasma
Scientific Advisory Board (consulting): Crinetics


SPEAKERS

The following speakers and/or their spouse/partner have reported no relevant financial relationships with a commercial interest.

Theodore Stern, MD

The following speakers and/or their spouse/partner have reported a relevant financial relationship with a commercial interest.

None



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Crafting Your CV Narrative

Theodore A. Stern, MD
 Director, Office for Clinical Careers, MGH;
 Chief Emeritus, Avery D. Weisman, M.D. Psychiatric Consultation Service, MGH;
 Director, Thomas P. Hackett Center for Scholarship in Psychosomatic Medicine, MGH;
 Ned H. Cassem Professor of Psychiatry in the Field of Psychosomatic Medicine, HMS;
 Editor-in-Chief, *Psychosomatics*

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Narrative Report: Purpose

- To provide a concise description of your major contributions and achievements to those outside of your immediate field
 - Written in the first person
 - Provide the facts ... without boasting
 - Limited to:
 - 1 page for Asst Prof
 - 1.5 pages for Assoc Prof
 - 2 pages for Prof

Narrative Report: Structure

- Opening paragraph
- A paragraph on your area of excellence
- A paragraph on your teaching and education
- A paragraph on each of your significant supporting activities
- A concluding paragraph (summary)

Opening Paragraph

- Provide an overall summary of your major activities and achievements
 - Include an estimate (proportion) of your effort dedicated to:
 - teaching
 - research
 - clinical service
 - administrative activities
 - other relevant professional roles

Paragraph 2: Your Primary Area of Excellence

- Describe your achievements in your area of excellence (be it investigation, teaching and educational leadership, or clinical expertise and innovation)
 - Describe work in progress, e.g., grants and manuscripts

Paragraph 3: Teaching and Education

- Describe your teaching, educational efforts, and mentorship activities
 - Not necessary to include this paragraph if this is your primary area of excellence

Paragraphs 4-6: Significant Supporting Activities

- Describe your efforts and achievements in investigation, clinical care, and administration in separate paragraphs

Concluding Paragraph: Summary

- Integrate and summarize your contributions (already described)

Practicum on Writing the Narrative

- Identifying your area of expertise and supporting areas
- Drafting the paragraphs
- Templates for narratives...

Sample... Introduction

- I am a XXX who specializes in the care of XXX.
- After completing my training in XXX at XXX I joined the faculty at MGH and HMS, where I provide clinical care, supervise trainees, administer a clinic, and conduct research on XXX to enhance our knowledge and the quality of patient care.

Sample- Area of Excellence: Clinical Expertise and Innovation

- My clinical interests and expertise revolve around the practice of XXX.
- Since XXXX I have been actively involved in clinical work, providing treatment for patients afflicted with XXX; I receive referrals from colleagues locally, regionally, and nationally.
- The program that I created has grown and now evaluates and treats XXXX patients each year and serves as a core training experience for XX medical students, residents, and fellows each year.

Sample Paragraph: Teaching

- I have been actively involved in teaching and supervision of medical students and residents since I joined the MGH/HMS faculty.
- In addition, I lecture regularly in the HMS course on XXX in the third-year.
- I am currently organizing a new course on XXX that will be offered to medical students, residents, and fellows, covering the evaluation and care of patients with XXX.

Sample: Supporting Activity

- In addition to providing administrative oversight, clinical care, and teaching, I have been conducting clinical research on XXX. I have received funding from the NIMH (e.g., an RO1 grant) that aims to determine XXX.
- I currently have under review a grant that proposes to study XXX.

Sample: Summary

- Since my appointment as XXX at HMS I have endeavored to provide excellent clinical care, administrative oversight, and teaching, while also conducting clinical trials in my area of clinical expertise.
- Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regard texts), my clinical research, and my involvement with professional societies I have sought to improve the care for patients with XXX.

Narrative Creation: Interactive Workshop

- What do you do?
 - Let's write it down...

Thank You...

- Contact information:
 - Center for Faculty Development
 - Bulfinch 370
 - 617-724-0818
 - <http://facultydevelopment.massgeneral.org/>
 - cfid@partners.org



CV Narrative Template

Sample...Introduction

I am a **X** who specializes in conducting research on **X**. After completing my training in **X** at **X** I joined the faculty at MGH and HMS, where I conduct clinical/translational research on **X** and provide clinical care related to **X** to enhance our knowledge.

Sample: Area of Excellence – Investigation

I have been conducting clinical/ bench/ translational research on **X** since **X**. I have received funding from the NIH (e.g., RO1 grant) that aims to determine **X**. I currently have under review a grant that proposes to study **X**.

Sample: Teaching

I have been actively involved in teaching and supervision of research fellows, research assistants and graduate students since I joined the MGH/HMS faculty. In addition, I lecture regularly in the HMS graduate course on **X**. I am currently organizing a new graduate course on **X** that will be offered to graduate students in the next academic term.

Sample: Supporting Activity- Clinical Expertise and Innovation

My clinical interests and expertise revolve around the practice of **X**. Since **X** I have been actively involved in clinical work, providing treatment for patients afflicted with **X**; I receive referrals from colleagues locally, regionally, and nationally.

The program that I created has grown and now evaluates and treats **X** patients each year and serves as a core training experience for **X** medical students, residents, and fellows each year.

Supporting Activity – Administration and Institutional Service

The program that I direct is comprised of **X** staff. In addition, I chair several committees (e.g. **X**).

Sample: Summary

Since my appointment as **X** at HMS I have endeavored to conduct clinical trials/bench research, deliver excellent clinical care, teach and provide administrative oversight.

Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regarded texts), my clinical/bench research, and my involvement with

professional societies I have sought to improve the care for patients/for problems related
[X_____](#).

CV Narrative Template- Area of Excellence: Investigation



CV Narrative Template

Introduction

I am a **X** who specializes in the care of **X**. After completing my training in **X** at **X** I joined the faculty at MGH and HMS, where I provide clinical care, supervise trainees, administer a clinic, and conduct research on **X** to enhance our knowledge and the quality of patient care.

Area of Excellence - Clinical Expertise and Innovation

My clinical interests and expertise revolve around the practice of **X**. Since **X** I have been actively involved in clinical work, providing treatment for patients afflicted with **X**; I receive referrals from colleagues locally, regionally, and nationally.

The program that I created has grown and now evaluates and treats **X** patients each year and serves as a core training experience for **X** medical students, residents, and fellows each year.

Teaching

I have been actively involved in teaching and supervision of medical students and residents since I joined the MGH/HMS faculty. In addition, I lecture regularly in the HMS course on **X** in the third-year. I am currently organizing a new course on **X** that will be offered to medical students, residents, and fellows, covering the evaluation and care of patients with **X**.

Supporting Activity- Investigation

In addition to providing administrative oversight, clinical care, and teaching, I have been conducting clinical research on **X**. I have received funding from the NIMH (e.g., RO1 grant) that aims to determine **X**. I currently have under review a grant that proposes to study **X**.

Summary

Since my appointment as **X** at HMS I have endeavored to provide excellent clinical care, administrative oversight, and teaching, while also conducting clinical trials in my area of clinical expertise.

Through my lecturing (at a local, regional, and national level), my written works (e.g., peer-reviewed original research, topical reviews of the literature, and book chapters in well-regard texts), my clinical research, and my involvement with professional societies I have sought to improve the care for patients with **X**.