**CAPT JOHN DAVID DOE**

**BSN, RN, OCN**

HRSA

12 Main Road Rockville, MD 20874

jdoe@hrsa.gov

(301)123-4567

|  |  |
| --- | --- |
| **USPHS Call to Active Duty Date** | 06/01/2009 |
| **Last Temporary Promotion Date** | 01/01/2014 |
|  |  |

# USPHS CAREER PROGRESSION OVERVIEW

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Temporary Rank & Grade** | **Billet Grade** | **Agency Title** | **Title in Personnel Orders** | **Agency Position Status** | **Agency** |
| 01/18/2011–Current | CDR O-5 | O-6(supervisor) | Deputy | Deputy Division Director, NortheasternDivision | - | Health Resources and ServicesAdministration |
| 06/01/2009- 01/17/2011 | CDR O-5 | O- 5(non- supervisory) | Team Lead | Team Lead, Business Analyst Officer | Mission Critical | Defense Health Agency, Department of Defense |
| 01/01/2009- 05/28/2009 | LCDR O-4 | O-4(non- supervisory) | Staff Nurse | Staff Nurse | Isolated Hardship, Hazardous Duty, TDY (i.e. Detail) | Indian Health Service |

 **WORK EXPERIENCE PRIOR TO USPHS CAD**

| **Date** | **Position** | **Institution/Facility/Agency** | **Location** |
| --- | --- | --- | --- |
| 12/31/2019 – 01/01/2006 | Staff/Infusion Nurse | Associates in Oncology/Hematology | Rockville, MD |
| 12/31/2005-11/11/2001 | ICU Staff Nurse | US Army | Fort Leonard Wood, MO |
| 11/10/2001 – 05/12/1999 | Medical/Surgical Staff Nurse | US Army | Fort Bliss, TX |
| 05/11/1999 – 02/02/1995 | Nurse Manager | Buffalo Federal Detention Center | Batavia, NY |
| 02/01/1995 – 01/01/1990 | Infantrymen | Army National Guard | Montgomery, AL |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/Diploma | Specialty | College/University | Year Received | Qualifying Degree (Y/N) |
| Certificate in Public Health | Public Health Education | George Washington University | Anticipated 2020 | N |
| Master of Public Health | Maternal and Child Health | George Washington University | 2010 |  N |
| Bachelor of Science (Cum Laude) | Nursing | Bay State University | 2007 |  Y |

 **USPHS ASSIGNMENT(S), DUTIES & IMPACT**

**Current Agency Title:** Deputy Division Director

**Billet Grade:** O-6 (supervisor)

**Date:** 01/18/2011- present

**Agency:** Health Resources and Services Administration/Bureau of Primary Health Care (BPHC)

# Duties & Responsibilities:

* Member of the Division Management team, serving as backup for the Division Director.
* Provides direct supervision for 16 staff (12 civil service staff and 4 PHS Officers)
* Provides technical expertise to resolve complex issues concerning implementation of personnel and professional development programs.
* Leads Division activities related to staff development

# Impact/Accomplishments:

* Provided management and oversight to 4 team leads, responsible for approximately 100 health centers, at over $285 million, resulting in $1.6 Million patients receiving services annually
* Developed and implemented several tools to improve workflow, productivity, and performance
* Led the development and implementation of a tool that assists with workload projections for grantee assignments

#  USPHS ASSIGNMENT COLLATERAL DUTIES

|  |  |  |
| --- | --- | --- |
| **Role** | **Description** | **Date(s)** |
| COR (Level II) | EHR Standards Contract | 2011 |
| Product Manager | Medical Informatics System | 2011 |
| Member | National Tobacco Cessation Collaborative | 2012 |
| Member | EHR Implementation Team | 2010 |

**CONTRIBUTIONS TO NURSE CATEGORY, USPHS & PROFESSIONAL ORGANIZATIONS**

 ***Nurse Category***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| N-PAC | Voting Member | 2010-2012 |
| N-PAC Communications Subcommittee | Chair | 2010-2011 |
| N-PAC Communications Subcommittee | Webmasters Lead | 2013 to present |

***USPHS***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| RDF-1 | Section Chief Nurse | 2005-2007 |
| RDF-1 | Deputy Section Chief Nurse | 2000-2005 |
| JOAG | Chair | 2009 |
| HOAC | Chair Elect | 2010 |
| HOAC | Professional Development Subcommittee Co-Chair | 2004 |
| USPHS Music Ensemble | Choral Member, DC MetroArea Group | 2000 to present |

***Professional Organizations***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| Commissioned Officers Association, DC Chapter | Chair of Networking Group | 2016 |
| Emergency Nurses Association | Member | 2010-Present |
| Association of Military Surgeons of the United States | Board | 2012 |
| Reserve Officers Association | Member | 2012 |
| American Nurses Association | Member | 2008-2011 |

**CONTINUING EDUCATION (most recent year)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Date(s)** | **Hours (CEU, CE, CNE, or CME)** |
| Global Health Summit (CE) | American Public Health Association | 11/22/2019 | 20 |
| Graduate Course Work, Nursing(CE) | George WashingtonUniversity | 10/29/2019 | 3 |
| HRSA New Supervisor Orientation | HRSA | 02/5/2019 | 10 |
| **Total** | **33** |

**TRAININGS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Organization** | **Required/ Optional** | **Year(s)** | **Hour(s)/Day(s)** |
| **Public Health/Response**  | Scientific & Training Symposium | USPHS | Optional | 2019 | 4 days |
| 50 bed FMS training, FEMA | RedDOG | Optional | 2013 | 5 days |
| Field Medical ReadinessTraining Program | RedDOG | Optional | 2011 | 4 hours |
| **Non-Public Health/Response**  | Emerging Leaders Program (training) | HRSA | Optional | 2016 | 15 days |
| Risk Management Conference  | ASHRM | Optional | 2015 | 5 days |
| CPHQ Exam Prep Course | ASHRM | Optional | 2014 | 2 days  |

**CERTIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Required/Optional** | **Date(s)** |
| Advanced Cardiac Life Support | American Heart Association | Optional | 2012-present |
| Certified Emergency Nurse | The Emergency Nurses Association's Board of Certification | Optional | 2010-2014 |
| Basic Life Support | American Heart Association | Required | 2010-present |

**LICENSURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Expiration Date** | **# of CE Hours Required per Licensing Period** |
| Nursing | Virginia | May 2020 | 25 |

**AWARDS & RECOGNITION**

|  |  |
| --- | --- |
| **Type of Award/Recognition**  | **Year(s) Awarded** |
| **USPHS** | Outstanding Service Medal | 2015 |
| Commendation Medal | 2014 |
| PHS Citation | 2013 |
| Presidential Unit Citation | 2012 |
| Unit Commendation (3) | 2011 (x2), 2010 |
| Special Assignment Award | 2010 |
| Regular Corps Ribbon | 2009 |
| Commissioned Corps Training Ribbon | 1999 |
| Field Medical Readiness Badge | 2008 |
| **Uniformed** **Services** | Army Commendation Medal | 2004, 1995 |
| Global War on Terrorism Service Medal | 2002 |
| National Defense Service Medal | 2002 |
| Army Service Ribbon | 1993 |
| **Other** | HRSA’s Administrator’s Citation for Outstanding Group Performance | 2014 |
| Indian Health Service Group Award | 2013 |
| **Letters/Certificates of Appreciation**  | N-PAC Career Counseling Certificate of Appreciation | 2011 |
| HRSA, Nurse Corps Scholarship Application Review Committee | 2014 |
| Oncology Nursing Society, Video Project | 2014 |

**RESPONSE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mission** | **Role** | **Year(s)** |
| **USPHS** | Haiti Earthquake | RDF – 1 Chief Nurse | 2010 |
| Hurricane Katrina/Rita Deployment | Member | 2005 |
| National Mall July 4th | Member | 2006 |
| **Agency** | Zika Deployment: NIH | Team lead | 2016 |
| Kenya Special high-risk charter: DHS/IHSC | Team lead/Flight nurse | 2011 |
| Somalia: Special high-risk charter: DHS/IHSC | Team lead/Flight nurse | 2010 |

**MENTOR/MENTEE PROGRAM ACTIVITIES**

| **Official N-PAC Category** | **Mentor(s)/Mentee(s) Name** | **Year(s)** |
| --- | --- | --- |
| Mentor: CAPT John Smith | 2008 - present |
| Mentee: LT Jennifer Jones | 2015 - present |
| **Other** | Mentor: CDR Karen Johnson (JOAG) | 2011 - present |
| Mentor: Dr. Julie Mann (CDC) | 2013 - 2015 |
| Mentor: CAPT David Jackson (BOP) | 2010 - present |
| Mentee: LT Karen Adams (HRSA) | 2014 - 2016 |

**PUBLICATION(S)**

* + 1. Jones, B., **Brown, D.** (2011). Fundamentals of Medical Informatics. Healthcare Informatics, p. 1-6.
		2. **Brown, D.** (2008) Epidemiology of alcohol-associated cancers. Alcohol, (35), p. 161-168.
		3. Davis, A., Johnson, J., **Brown, D.** (2005). Occupation, pesticide exposure and risk of multiple myeloma. Scandinavian Journal of Work and Environmental Health, (30), p.215-222.

# PRESENTATION(S)

| Presentation Title | Meeting Title | Activity Type | Location | Date(s) |
| --- | --- | --- | --- | --- |
| Career Opportunities in USPHS | Hampton University, Pharm 101 | Student Lecture | Hampton, VA | MAY 2018 |
| Unique Nursing Considerations in Outpatient Oncology | Oncology Nursing Society Congress | Poster/Abstract Presentation | Denver, CO | OCT 2017 |

# CIVIC, COMMUNITY, AND VOLUNTEER/OUTSIDE ACTIVITIES (OPTIONAL)

| **Activity Type** | **Date(s)** |
| --- | --- |
| Float/PRN Nurse (16 hours/month), National Institute of Health (NIH), Clinical Center, Bethesda, MD | 2015-Present |
| Parish Nurse (Church of the Good Shepard) | 2014 – 2015 |
| Volunteer, Big Brothers and Big Sisters | 2005-Present |