**Nurse Category Curriculum Vitae**

**Format Instructions**

**Last Revised/Approved – August 2019**



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# BACKGROUND

**Purpose**

The Nurse Category CV is used for several purposes, including:

* review by the promotion board
* application to specific positions within the Nursing Professional Advisory Committee (N-PAC) (e.g., voting member, subcommittee position,)
* documentation within an officer’s eOPF

*Officers are encouraged to utilize the Job Application CV when applying for new assignments. This format addresses the professional duties and specific criteria relevant to hiring purposes. The Job Application CV can be found at (link will be inserted when available).*

# Effective Date

**This Nurse Category CV is effective for the 2020 promotion cycle. Each officer must upload to their eOPF before December 31st each year.**

**Overview**

The Nurse Category CV should reflect the officer’s career progression and demonstrate increasing leadership, officership, responsibilities, and complexity in work assignments using the following promotion precepts ([see Nurse benchmarks](https://dcp.psc.gov/ccmis/PDF_docs/2018%20NUR%20Benchmarks.pdf)):

* + Performance
  + Education, Training, and Professional Development
  + Career Progression and Potential
  + Professional Contributions and Services to the PHS Commissioned Corps (Officership)
* Basic Readiness

(N-PAC) has developed a formatted Sample Nurse Category CV. This model document provides a common format for reporting crucial data that will be reviewed during the promotion process. Standardization allows the board to quickly locate and review critical elements in an officer’s CV. Please note the Nurse CV format is no longer requiring a cover letter.

Officers are expectedto use the sample nurse category CV and format instructions when formatting your CV. Some general considerations on the content of the CV are described below. We also provided suggestions and detailed language that can be used for the reference precepts and when describing your job and describing your assignments, duties and impacts. Additionally, while a strong Category CV is crucial to a successful promotion cycle, it is only one component of the application. A strong CV will not guarantee that an officer will be promoted.

**TIPS FOR GETTING STARTED**

Ideally, officers should always have a CV prepared, as it is considered a “living” document. Officers should begin preparing their CV several months before it is dueto allow for reflection, revisions and feedback. We suggest distributing your CV to officers within the Nurse category, outside your agency and within the N-PAC Mentoring Program for comments regarding clarity of message, demonstrated impact, etc..

There are several important factors to keep in mind: 1) Focus on impact in your job description; 2) be concise; and 3) use action verbs rather than passive words. Failure to observe these concepts could negatively impact promotion potential.

1. **Focus on *impact* in your job description** –It is critical to demonstrate activities and accomplishments that have made an impact to the officer’s agency, people served or to public health in general. An impact statement summarizes and quantifies in plain language[1](#_bookmark0), the difference the officer’s efforts have made. An impact statement is not another description of duties.

# Questions to think about:

* 1. Did you have any definite, quantifiable, positive outcomes to your work?
  2. Did you exceed or meet the goals?
  3. How were people’s lives or health affected in some way?
  4. Did you advance the goals of your agency in any way, etc.?
  5. Are you considered a Subject Matter Expert (SME) by your agency?
  6. Did you develop new policies or procedures that improved work processes or patient care?
  7. Did you create or improve research protocols, guidelines, procedures, etc.?

# Here are some ways to quantify your impact:

1. Show how many: For example, “Implemented a new outreach strategy with FDA that allowed the division to reach 25% more consumers”.
2. Show how much: For example, “Developed the Protocol Review Tool for the Division of Microbiology and Infectious Diseases (DMID), which decreased protocol development time by 50%, saving 2 million dollars.”
3. Show how often: Recently tasked with reviewing medical records, effectively reviewed an average of 25 records per day from previous average of 10.

[1](#_bookmark0) To learn more about writing in plain language, please see the following resources: [https://www.nih.gov/institutes-](https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language) [nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language](https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language) and <https://www.cdc.gov/healthliteracy/developmaterials/plainlanguage.html>

# Here are examples of drafting poor to excellent impact statements:

## Example One

Poor Impact: Conducted presentations to FDA staff.

Good Impact: Led the development and implementation of 50 FDA-wide presentations on oncology-related topics to over 1200 health care professionals.

# Great Impact: Led the development, organization, and implementation of 50 FDA- wide presentations on oncology-related topics to over 1200 health care professionals. The quality of pre-referral evaluations performed by the providers improved and as a result, evaluation errors reduced by 56%.

## Example Two

Poor Impact: Responded to numerous medical emergencies.

Good Impact: Responded to numerous medical emergencies with positive outcome for all 12 cases.

# Great Impact: Responded to 25 medical emergencies during a two-week period and was selected to lead 12 complex emergency cases that resulted in positive outcomes for all 12 cases.

1. **Be concise** –The promotion board has a limited amount of time to review a single promotion package per candidate. The reviewer needs to be able to review your materials and quickly discern the important details.
2. Avoid the fluff. It is better to have a small amount of information that is impactful.
3. Reduce the verbiage to get your point across effectively.
4. Do not provide excessive details about every position and skill you have. Focus on the most important points.
5. Don’t be ambiguous. Explain concepts in plain language. Have someone who is not familiar with your work review your narrative for clarity of language, as officers reviewing your CV may not be familiar with the specific agency worked.
6. **Use action verbs rather than passive verbs at every opportunity** – Use action verbs whenever you are describing your duties, accomplishments, impacts or other characterizations in the CV, as these convey specific activities performed by the officer.

Example: Instead of writing, “Was involved in chronic heart disease study,” write, “Investigated risk of factor X leading to chronic heart disease.”

# Format

All entries should be in reverse chronological order in all sections unless otherwise noted in section instructions. Please use the Sample CV as a guide for formatting and content. Basic format items required:

1. **Font:** Times New Roman 11 or 12 pt.
2. **Bullets:** Bullets should be used to identify descriptions within a section, (i.e. duties and accomplishments under the individual positions in the agency assignment section).
3. **Margins:** No less than left and right at 0.50”, top and bottom at 1.0”.

# Single spacing

1. **Headers and Footers:**
2. Each page must have your rank and name, EMP ID# / PHS serial number, category (Nurse), in the upper right-hand corner.
3. The date (Month/ Day/Year) must be listed in the upper left-hand corner of each page.
4. The page number should be listed on the center bottom of each page.

# Initials and Acronyms:

1. Please spell out any initials or acronyms the first time they are used followed by the initials or acronym within parentheses. (This is at the discretion of the officer to be used, when appropriate).
2. After the initial disclosure, acronym usage is permitted.
3. **Tables:** Tables are formatted with center alignment and center cell vertical alignment. Column widths may be adjusted as needed.
   1. If you do not have information to add into a table, still list the table in the CV. State “N/A” in the first cell of the table. You do not need to list N/A in every cell.
4. **Bolding:** Bold face text is only for headings and as displayed in the sample CV. Do not bold face words for impact.

# Nurse Category CV Content and Section Instructions

**SECTION 1: TITLE**

1. The first page of your CV begins with your rank and name, degree(s)/certification(s), duty station operating division (OPDIV) name (ex: IHS, FDA, etc.) and work mailing address, work email and work phone number.
2. Under your title information, include your USPHS Call to Active Duty (CAD) date (found in your PIR) and the date of your last temporary promotion (found under the Personnel Orders section of the eOPF).

# SECTION 2: USPHS CAREER PROGRESSION OVERVIEW

1. Use the table format with the below listed seven columns
2. List all current and past USPHS active duty assignments

# Only list your significant temporary duty (TDY) and details outside of your normal job duties that demonstrate your leadership and impact on public health.

# List TDY’s and concurrent details in a separate column from your primary duty position.

1. Do not list TDY’s or deployments that should be captured under *Response* in Section 10.
2. If unsure of agency position status, verify with direct supervisor or agency liaison.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date(s)** | **Temporary Rank & Grade** | **Billet**  **Grade** | **Agency Title** | **Title in Personnel Orders** | **Agency Position Status** | **Agency** |
| MM/DD/YYYY -MM/DD/YYYY | Your current temporary rank and grade | List billet grade and if  position was  supervisory or non- supervisory | This is the job title at your agency | This is the title that is listed on your personnel orders | *List one or more of the following which applies to your position:* TDY,  Mission Critical, Isolated  Hardship, Hazardous Duty, Foreign Duty or (-) if none of the above criteria | List agency name |

# SECTION 3: WORK EXPERIENCE PRIOR TO USPHS (CAD)

1. Use the table format with the below listed four columns.
2. List in reverse chronologic order up to five (max) prior positions relevant to your USPHS career.

| **Date(s)** | **Position** | **Institution/Facility/Agency** | **Location** |
| --- | --- | --- | --- |
|  |  |  |  |

# SECTION 4: EDUCATION

In table format with the below listed fivecolumns, document the degrees/diplomas obtained.

1. Start with your most recent degree/diploma. Ongoing programs can be included in this section with an anticipated completion date, included under the “Year Received”. Ensure that all transcripts are submitted to DCCPR and are visible in your eOPF.
2. If you are working on a degree/diploma, a transcript should be submitted after completion from the program
3. Add Honors in parentheses next to degree/diploma, if applicable
4. Indicate the academic institution and include the year the degree/diploma was received. Indicate qualifying degree/diploma; there should only be ONE “Yes” for the degree/diploma that you were commissioned with.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree**  **/Diploma** | **Specialty** | **College/University** | **Year Received** | **Qualifying Degree (Y/N)** |
|  |  |  |  |  |

# SECTION 5: USPHS ASSIGNMENT(S), DUTIES & IMPACT

1. List all USPHS assignments (full time and temporary) with details
2. USPHS assignments should not be listed in this section. All other duties beyond your key position related responsibilities should be captured in the Collateral Duties section.

# Position Title:

**Billet Grade: *(****Indicate in addition to billet grade, whether position is supervisory or managerial.)*

# Date(s): Agency:

**Duties & Responsibilities:** Duties and responsibilities are not included in an officer’s eOPF. The CV is often the only document in the eOPF that describes an officer’s level of responsibility.

* + Summarize your key responsibilities and duties in bullet format. Do not include extraneous duties that are not meaningful or associated with impact. Be concise.

o Example: Serve as the Team Lead for the National Nurse Corps Scholarship and Loan Repayment Programs that provide monies to students and clinicians dedicated to providing primary care in underserved communities.

# Limit bullets to no more than 10.

# Impact/Accomplishments: Identify major accomplishments associated with the position in bullet format

* + - Your impact should mirror the corresponding duty listed above and demonstrate your contributions and the difference you made as an officer to your organization. You can include impacts of your agency collateral duties.

o Example: As a result of successfully leading 12 complex emergency cases with positive outcome for all 12 cases, I was selected to lead the agency’s quality work group.

# Limit bullets to no more than 10.

**USPHS ASSIGNMENT Collateral Duties**

In table format with the below listed threecolumns **list ONLY collateral duties under duty station/assignment.** Collateral duties are those in which you have been assigned that are above your primary job responsibilities. Examples of collateral duties:

* Assignment to an agency workgroup
* Instructor for a class required by your agency (BLS, etc.)
* Appointment to an agency board or advisory group
* Selected or volunteered to take on an additional project or assignment
* Represented your agency as a SME

|  |  |  |
| --- | --- | --- |
| **Role** | **Description** | **Date(s)** |
| Identify your role (member, lead, etc.) | Provide description of duty |  |

## (Repeat Section 5: USPHS ASSIGMENT(S), DUTIES, IMPACT & Collateral Duties for each assignment as an officer in the USPHS at the end of each assignment section)

**SECTION 6: CONTRIBUTIONS TO NURSE CATEGORY, USPHS & PROFESSIONAL ORGANIZATIONS**

This section includes support activities such as involvement in the USPHS, N-PAC, Nurse Category, Professional Advisory Group (PAG) and other professional organizations. Include the group/committee name, then list the any type of role whether it is general membership or a designated/formal role in the group. This would be the actual “work” you are doing in this group. Examples of this may be reviewer, lead, member, etc. Organize by priority and then reverse chronological order***.*** Use the below tables.

## Nurse Category

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| *Start with N-PAC followed by Nurse Category PAG* |  |  |

***USPHS***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| *Start with RedDOG response team, followed by groups in USPHS, & PAG workgroups* |  |  |

***Professional Organizations***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role** | **Year(s)** |
| *List in reverse chronological order* |  |  |

# SECTION 7: CONTINUING EDUCATION

In this section, list your continuing education **from the past calendar year.**

* + - Record continuing education as CEU, CE, CNE, or CME as appropriate.
    - Add the total number of hours in the last row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Date(s)** | **Hours**  **(CEU, CE, CNE, or CME)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

# 

# SECTION 8: TRAININGS

In this section list up to 15 of your most significant trainings completed since USPHS CAD. Required is defined per officer’s agency/OPDIV. Provide the hours or days it took to complete the training; this is not an pre-determined amount. Fellowships, internships and conferences (i.e. USPHS symposium) are recorded here.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | | **Organization** | **Required/ Optional** | **Year(s)** | **Hour(s)/ Day(s)** |
| **Public Health/Response** | List up to 15 public health trainings |  |  |  |  |
|  |  |  |  |
| **Non-Public Health/Response** | List up to 10 non- public health trainings |  |  |  |  |

# SECTION 9: CERTIFICATIONS

Document your certifications in table format below. Indicate the certifying organization and whether the certification was required and the date obtained. List expiration date also, if applicable. The certifications could be for your discipline, position(s) or the USPHS. Required is defined per your agency/OPDIV

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Required/Optional** | **Date(s)** |
|  |  |  |  |

# SECTION 10: LICENSURE

Please indicate your current license(s) in a table format with the below listed four columns. Include the type, state in which you are licensed, expiration date, the required number of continuing education credits. If CMEs/CEs are not required, enter N/A in the last box. For example, if your license requires 40 hours of CME/CE every two years, the licensing period is two years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Expiration Date** | **# of CE Hours Required per Licensing Period** |
|  |  |  |  |

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# SECTION 11: AWARDS & RECOGNITION

In this section you will list awards and recognition by importance, then date received in a table format with the below listed threecolumns. USPHS awards must be on your PIR prior to listing on the CV. If there are duplicate award types, but received in different years, list in reverse chronological order.

# USPHS Awards

* Awards should be listed in order of importance in the following order with the date received: 1) Surgeon General Awards 2) Individual Honor Awards, 3) Unit Honor Awards, 4) Service Awards, 5) Campaign Medals, 6) Other Ribbons, 7) Badges and Insignia.

# Uniformed Service Awards

# May include awards prior to USPHS CAD

# Other Awards

# May include awards received by OP/DIV agency, professional organizations, etc.

# Letters/Certificates of Appreciation

|  |  |  |
| --- | --- | --- |
| **Type of Award/Recognition** | | **Year(s) Awarded** |
| **USPHS** |  |  |
| **Uniformed Services** |  |  |
| **Other** |  |  |
| **Letters/Certificates of Appreciation** |  |  |

# SECTION 12: RESPONSE

List your USPHS and agency deployments with your role in table below. Deployment related training activities do not go in this section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mission** | **Role** | **Year(s)** |
| **USPHS** |  |  |  |
|  |  |  |
| **Agency** |  |  |  |
|  |  |  |

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# SECTION 13: MENTOR/MENTEE PROGRAM ACTIVITIES

Officers are encouraged to have mentors; both N-PAC formal mentors and other professional mentors that may be in other categories, agencies or professions. List your N-PAC mentor/mentee relationship first, followed by any other mentor(s)/mentee(s).

| **Official N-PAC Category** | **Mentor(s)/Mentee(s) Name** | **Year** |
| --- | --- | --- |
| Mentor: |  |
| Mentee: |  |
| **Other** | Mentor: |  |
| Mentor: |  |
| Mentor: |  |
| Mentee: |  |

# SECTION 14: PUBLICATION(S)

List up to 15 of your most significant publications (examples: journal articles, books/book chapters, guidelines, newsletters, grant applications)

1. **BOLD** your last name only in the publications.
2. Number the publications on the left side in reverse chronological order
3. The URL: <https://www.ncbi.nlm.nih.gov/books/NBK7274/> includes formats for bibliographic citation of Internet resources; references for journals are located here: <https://www.ncbi.nlm.nih.gov/books/NBK7282/>.

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# SECTION 15: PRESENTATION(S)

# List up to 15 of your most significant presentations at meetings, conferences and workshops in which you provided significant organization support or other professional activities that reflect leadership, organization, and professional abilities

| **Title of Presentation** | **Title of Meeting** | **Type of Activity** | **Location** | **Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

# SECTION 16: CIVIC, COMMUNITY, AND VOLUNTEER/OUTSIDE ACTIVITIES: (OPTIONAL)

List up to 15 community and civic activities. Include organization, role, and length of service. Do not repeat officership highlights under this section.

| **Activity Type** | **Date(s)** |
| --- | --- |
|  |  |
|  |  |
|  |  |