

**LCDR Example O. One, DDS, MPH
PHS #12345
Dec 2018**

CV Promotion Summary

Precept #1: Performance

Current Leadership Role and Contribution to Agency/PHS Mission

- Dental Staff Clinical Specialist (O-5 billet)
- Dental Standard Operating Procedure (SOP) Officer
- Digital Dental Radiology Officer
- Quality Improvement Coordinator (QIC)
- Medical Sterilization Monitoring Officer
- Infectious Waste, Prevention and Control Officer

Uniformed Service Decorations and Awards (in order of precedence per CC512.01)

- Achievement Medal (USCG) 2016
- Presidential Unit Citation (PHS) 2015
- Unit Commendation Award (USCG) 2016
- Meritorious Team Commendation (USCG) 2015
- National Defense Service Medal 2013
- Global War on Terrorism Service Medal 2013
- Regular Corps Ribbon 2011
- Commissioned Corps Training Ribbon 2011

Other Awards

- DePAC Letters of Appreciation (x5) 2014-2017
- JOAG Letter of Appreciation 2014
- PHS/COA Letter of Appreciation 2015
- Non-PHS Letters of Appreciation (x4) 2015-2016

Publications and Oral Presentations

- Career Fair Presenter, Pleasantville Middle School, Pleasantville, NJ 2015
- Dental Health Education Presenter, Child Development Center, Cape May, NJ 2015, 2016
- PHS/CG New Accession Information Manual, USCG Headquarters 2011
- Caries, Diet and Fluoride Exposure in Mayan Children, MPH Presentation, Indianapolis, IN 2011
- Assessment of Participation for Treatment in a Seal Mobile Program, *J Dent Res* 88 (Spec Iss A):1149; *International Association for Dental Research (IADR) Meeting Abstract* 2009
- Latino Participation in a Mobile Sealant Program, IUSD Research Day, Indianapolis, IN 2009

Precept #2: Education, Training, and Professional Development

Professional Degree, Specialty Training, Graduate Degrees with Oral Health/Public Health Emphasis

- Master of Public Health, Indiana University School of Medicine 2009-2011
- Doctor of Dental Surgery, Indiana University School of Dentistry 2005-2009

Board Certification

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Advanced Certificates and Fellowships in Dentistry or Public Health

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Public Health Training

- Incident Response Coordination Team Training 2011
- FEMA Online Independent Study Courses 2011

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Continuing Education

Year:	2014	2015	2016	2017	2018
Total Credit Hours:	32	37	34	61.2	28

Precept #3: Career Progression and Potential

Position Title	Agency and Location	Pay Grade	Billet Level	Supervisory	Dates
Dental Staff Clinical Specialist	USCG AIRSTA Clearwater, Clearwater, FL	O-4	O-5	Local	2016-2018
Staff Dental Officer	USCG TRACEN Cape May, Cape May, NJ	O-3	O-4	Local	2011-2016

Collateral Duties

- Project Officer for PHS CAPT Retirement Ceremony 2016
- Project Officer for Civilian Retirement Ceremony 2014
- Peer Review Officer 2012-2016
- Quality Assurance Focus Group Member 2012-2016
- Health Services Training Coordinator 2012-2016
- Dental Social Coordinator Officer 2012-2016
- Aide-de-camp for RADM Site Visit 2012
- Project Officer for CAPT Site Visit 2012
- Dental SDS Officer 2011-2016

Public Health Experience

- Career Fair Presenter, Pleasantville Middle School, Pleasantville, NJ 2015
- Dental Health Education Presenter, Child Development Center, Cape May, NJ 2015, 2016
- Incident Response Coordination Team Training 2011
- FEMA Online Independent Study Courses 2011
- Caries, Diet and Fluoride Exposure in Mayan Children, MPH Presentation, Indianapolis, IN 2011
- International Service Learning Program, Dental Volunteer & Coordinator 2009-2011
- SEAL INDIANA, Statewide Dental Sealant Program Volunteer 2009-2011
- Latino Participation in a Mobile Sealant Program, IUSD Research Day, Indianapolis, IN 2009
- Oral Health Community Project Team Member, Indiana's Center for Health Policy 2009
- Student Outreach Clinic Volunteer Program, Indianapolis, IN 2009-2010
- Health Fair Volunteer Member, Indiana, Statewide 2007-2011
- Wishard Hospital Dental Clinic Volunteer (Marion County) Indianapolis, IN 2004

Field Medical Readiness Badge

- Completed all required training modules

Precept #4: Professional Contribution and Service to the Corps (Officership)

Dental Professional Advisory Committee (DePAC) and Other Advisory Groups

- DePAC WIS Workgroup, Member 2018
- DePAC Voting Member 2017-2019
- DePAC Newsletter Co-Editor 2015-2017
- DePAC Awards Workgroup, Member 2014-2018
- DePAC Communications Workgroup, Member 2014-2018
- JOAG Communications and Publications Committee, Member 2013-2014

Recruitment Activities

- Career Fair Presenter, Pleasantville Middle School, Pleasantville, NJ 2015

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Mentoring Activities

- Partners in Education (PIE) Participant 2013
- Mentor for new PHS/CG Accession 2013

Professional Contributions and Outreach

- American Association of Public Health Dentistry, *General Member* 2017-2018
- American Academy of General Dentistry, *General Member* 2017-2018
- Commissioned Officers Association, *General Member* 2014-2016
- American Dental Association, *General Member* 2011-2016

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CV Body

Award Accomplishments

Coast Guard Achievement Medal (CGAM)

Superior performance of duty while assigned to the Health, Safety, and Work-Life Division onboard CG Training Center, Cape May, NJ from SEP 2011 to JUL 2016

PHS Presidential Unit Citation (PHSPUC)

In recognition of PHS officer support during the Ebola response, 2015

Coast Guard Unit Commendation Award (CGUC)

Excellence in training, dedication to improving infrastructure and spearheading the BPR project and notable strides in community connections 2016

Coast Guard Meritorious Team Commendation (CGMTC)

Standard of professionalism and selfless service as successfully completed HPAP, Work-Life Quality assurance inspection, CMS and AAAHC accreditations, from AUG 2014 to AUG 2015

National Defense Service Medal (NDSM)

Served on active duty in the USCG during a designated time period, 2013

Global War on Terrorism Medal Service Medal (GWOT)

Performed duty in a designated anti-terrorism operation for a period of 30 consecutive days of duty, 2011

PHS Regular Corps Ribbon (RCR)

Member of the U.S. Public Health Service Regular Corps

PHS Commissioned Corps Training Ribbon (CCTR)

Completion of Officer Basic Course, 2011

Duties and Collaterals

Dental Staff Clinical Specialist, USCG AIRSTA Clearwater, Clearwater, FL

Provide diagnostic, restorative and emergency dental care for USCG Active Duty members in order to maintain members' dental readiness for unrestricted worldwide deployment. Prevent and control dental disease, promote dental health, refer to specialists, prioritize delivery of care in order to meet operational readiness requirements, ensure follow up care when needed, conduct monthly peer reviews, oversee dental assistant and hygienist, provide 24 hour emergency on-call coverage, and conduct collateral duties as assigned.

Staff Dental Officer, USCG TRACEN Cape May, Cape May, NJ

Provide diagnostic, restorative and emergency dental care primarily for US Coast Guard Recruits and some Active Duty members in order to maintain members' dental readiness for unrestricted worldwide deployment. Prevent and control dental disease, promote dental health, refer to specialists, ensure follow up care when needed and prioritize delivery of care in order to meet operational readiness requirements, provide 24 hour emergency on-call coverage on a rotating basis, conduct monthly peer reviews and assist in overseeing duties of Dental Assistants (8) and Dental Hygienists (3).

Digital Dental Radiology Officer

Ensure proper storage of all digital dental radiology equipment and supplies in clinic, inspection of all radiology supplies including: sensors, lead shields, and aprons for any defects, associated record keeping: patient log, repeat analysis, dental imaging reports, train staff in dental radiology procedures as needed, review and update dental radiology protocol, cleaning of radiology equipment.

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Quality Improvement Coordinator (QIC)

Ensure health care problems in clinic are identified and resolved, develop and promulgate annual Quality Improvement calendar, direct activities for the quarterly QIFG meetings and all monitoring and evaluation activities, advise senior health services officer on all QI related matters.

Medical Sterilization Monitoring Officer

Labeling all autoclaves to be monitored by name, date, number and location; ensure autoclaves are maintained in accordance with manufacturer specifications; notifying supply petty officer when autoclaves due for routine preventive maintenance; ensure weekly testing using biological indicator tests performed on all sterilization equipment, maintain a log documenting all biological indicator testing performed with dates and test results; notify clinic supervisor of any positive test results and ensure sterilizers testing positive are taken out of service until repaired; assure adequate test supplies are procured and maintained in stock

Infectious Waste, Prevention and Control Officer

Maintain compliance with state infectious waste management policies and regulations; develop and maintain a clinic infectious waste management protocol; ensure clinic employees understand and comply with basic principles and practices of infection control; ensure proper storage of infectious waste and maintain clinic infectious waste disposal log; perform regular risk assessments ensuring quarterly inspections documented and coordinate with the clinic training officer to provide annual refresher training

Dental Standard Operating Procedure (SOP) Officer

Update and format Clinic's Dental SOP, coordinate with employees and ensure their reading and understanding of the SOP and obtain annual clinic signatures

Quality Assurance Records and Peer Review Officer

Maintain monthly peer review records, review data trends in peer review to identify areas of improvement, provide data to Senior Dental Executive

Quality Assurance Focus Group Member

Attend quarterly meetings with medical & dental providers and staff to identify areas of improvement in the clinic, provide committee reports to QA director for updates each quarter

Health Services Training Coordinator

Coordinate weekly trainings for entire USCG unit medical/dental clinic, organize and track mandatory trainings contributing towards accreditation (AAAHC, HPAP) preparedness

Social Coordinator Officer

Coordinate morale events for dental clinic employees (ie. assistant appreciation lunch, birthdays, retirements, etc.), coordinate special events with dental officers for transfers or retirements, and serve as POC for outside venues

Safety Data Sheet (SDS) Officer

Oversight of SDS binder in clinic, ensure new SDSs added to binder, ensure emergency numbers for all materials up-to-date