PY 2022 PROMOTION CURRICULUM VITAE

CDR Example O. One

Degree(s) & Certificate(s)

OPDIV Name

Work Mailing Address

Work Email Address

Work Phone Number

|  |  |
| --- | --- |
| **Last Temporary Promotion Date** | MM/DD/YYYY |

PRECEPT 1: PERFORMANCE RATING AND REVIEWING OFFICIAL’S STATEMENT (PERFORMANCE)

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Current Agency Title: Area Regional Dental Clinical Specialist

Billet Grade: (O-6) Billet, Supervisory

Date: 9/17 - present

Agency: Indian Health Service (IHS)

Duties & Responsibilities:

* Manage and supervise an orthodontic staff of 8 employees in an 11-chair Orthodontic Department as Chief Orthodontist.
* Establish and evolve orthodontic processes for all orthodontic operations.
* Audit and evaluate all orthodontic equipment log and processes for improvement.
* Hone all orthodontic functions to improve flow of patients using efficiency as a guideline for different procedures and protocols.
* Develop orthodontic 3D workflow using Planmeca 3D Cone Beam Computed Tomography and its integration with Dolphin 3D and Romexis.

Impact/Accomplishments:

* Albuquerque Area IHS Orthodontic Consultant- Coordinate and provide orthodontic care for 20+ IHS dental facilities with a target orthodontic population of 50,000. Develop orthodontic policies to maintain excellent hygiene in orthodontic patients. Communicate with referral sources to improve overall treatment outcome and services.
* National IHS Specialty Consultant (2016-2018)- Serve as a subject matter expert and advisor to the IHS Division of Oral Health. Assist in the development of training and continuing dental education at the national level. Provide presentations and standards of care on the specialty of Orthodontics and Dentofacial Orthopedics.

USPHS ASSIGNMENT COLLATERAL DUTIES

|  |  |  |
| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| **ADA Standards Committee on Dental Informatics (SCDI) PHS Representative** | Attend all American Dental Association meetings (2/year) at my own expense. Vote and speak on behalf of PHS electronic dental standards. Only one representative in USPHS currently. | 2015-2018 |
| **National IHS Orthodontic and Dentofacial Orthopedic Consultant for IHS DOH** | Provide standards of care, continuing education and training. Provide one to one consultation for general dentists in the field. Only one National IHS Consultant per specialty. | 2015-2017 |
| **National Health Scholarship Corps External Review Board** | Review applications that will influence acceptance of health providers into the National Health Scholarship Corps (NHSC) | 2014-2016 |
| **Albuquerque Area IHS Orthodontic and Dentofacial Orthopedic Consultant** | Receive consultations from 20+ IHS dental facilities and provide Interceptive and Phase 1 Limited Orthodontic Treatment. Primary role provides comprehensive orthodontics to all referrals for full treatment. | 2017- present |

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Agency Title: Dental Staff Clinical Specialist

Billet Grade: (O-5) Billet, Supervisory

Date: 5/10 - 9/17

Agency: Indian Health Service (IHS)

**Duties/Accomplishments:**

* Manage and supervise an orthodontic staff of 10 employees in an 11-chair Orthodontic Department as Chief Orthodontist.
* In FY17, addressed patient access by seeing 3856 patient visits with a total of 7,854 patient visits (2 orthodontists) for the Orthodontic Clinic.
* Develop 10+ orthodontic competencies, 2 customer specific surveys and 1 performance appraisal solely to improve quality of care in the Orthodontic Clinic. Competencies are given on a routine basis to ensure quality controls.
* Establish quality improvement through 10+orthodontic competencies given annually.
* Improve quality of care through focused surveys on every finished orthodontic case and general surveys obtained quarterly.
* Develop new positions descriptions for the Orthodontic Assistant from GS 4-7. Ensure roles and duties are clearly defined while cross training assistants providing versatility and redundancy when human resources are lacking.
* Initial digitization of orthodontic data into management software (IMS) and records (Vistadent). Hone processes to improve workflow of patients, and accountability of different procedures and protocols.
* Creation of 30+ Orthodontic fillable templates (letters) to improve communication with patients, parents, and health care providers in an efficient, effective and personalized manner.
* Provide direct orthodontic services to treat Native Americans in a culturally responsible manner. Use Master’s research to cue in on Native American Preferences for lip position and its relation to tooth movement. Provide 3D Norms for Native American kids with Craniofacial Anomalies and treat kids to a Native American specific facial esthetic.

USPHS ASSIGNMENT COLLATERAL DUTIES

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| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| **National Health Scholarship Corps External Review Board** | Review over 90 applications that will influence acceptance of health providers into the National Health Scholarship Corps (NHSC) | 2015-2017 |
| **DePAC Member, Minority Issues Subcommittee** | Helped establish a Memorandum of Agreement with University of New Mexico Hygiene Program in an effort to recruit for PHS as a primary goal for DePAC. | 2015-2017 |
| **DePAC “Specialty Article” Winter 2017** | Promoted my career path in the USPHS and appreciation to the PHS for its excellent leadership and opportunities. | 2014-2016 |
| **IHS National Dental Updates Conference Planning Committee, Table Clinic Deputy Consultant** | Worked with table committee to develop 3 subthemes (Improving Oral Health Through Community Networks and Oral Health Initiatives, Improving Oral Health Through Dental Alternatives and Techniques, Improving Oral Health Through Innovation and Technology). Almost 30 table clinics presented topics including support centers, community networks and dental professionals. Among those exposed to the USPHS/IHS include University of New Mexico Residency Program and Hygiene Program (around 35 in number). | 2016 |
| **Executive Committee member at Albuquerque IHS Dental Clinic** | Refine policies through policy management software - Improve management principles, issues, and accessibility. Maintain and improve accreditation standards and all administrative paperwork. | 2012-2016 |
| **Committee member at Albuquerque IHS Dental Clinic** | Improve existing processes and enhance outcomes of surveys and feedback. | 2013-2015 |

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Agency Title: Long Term Training Orthodontic Specialist

Billet Grade: (O-4) Billet, Non-supervisory

Date: 8/07 – 5/10

Agency: Indian Health Service (IHS)

**Duties/Accomplishments:**

* Learn and develop critical and didactic skills as an Orthodontist
* Obtain a specialty certification in Orthodontics and Dentofacial Orthopedics.
* Enroll in a diverse course load necessary to receive a Master of Science in Oral Sciences.
  + Attained a cumulative overall GPA of 3.95
* Engage in research, formulate and defend a master’s Thesis in Oral Science
  + Received a prestigious International Award (Charles Schultz Award) at the Annual Meeting of the American Association of Orthodontists (AAO) in 2010.
  + Received a Clinical Research Award at the University of Illinois at Chicago, Annual Clinic and Research Meeting (2010)

USPHS ASSIGNMENT COLLATERAL DUTIES

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| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| **Recruit and share knowledge of the IHS and USPHS** | Interviewed for the front page of the University of Illinois College of Dentistry Newsletter (2008).  Recruited three officers to work at the Gallup Indian Medical Center (2010-2014) | 2008-2009 |
| **Teaching Assistant** | Teach and instruct about 30 undergraduate dental students in Orthodontics course | 2007 |

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Agency Title: Advanced Staff Dentist

Billet Grade: GS -11, Non-supervisory

Date: 3/04 – 8/07

Agency: Indian Health Service (IHS)

**Duties/Accomplishments:**

* Supervise and manage the Sealants Program at Tohatchi (3+ schools in the area).
* Supervise continuous quality assurance in the Tohatchi Dental Clinic
* Provide comprehensive dental care to the Native American Population

USPHS ASSIGNMENT COLLATERAL DUTIES

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| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| **Medical Executive Meeting Alternate** | Attend medical meetings as alternate voting on policy changes | 2005-2006 |
| **Acting Dental Program Supervisor** | Supervised staff of 10 assistants and two receptionists. | 2004-2006 |
| **Presenter** | Provide in-service presentations on Oral Health, Diabetes and Oral cancer to Tohatchi Health Facility. | 2004-2005 |

AWARDS HISTORY

|  |  |  |
| --- | --- | --- |
| **Type of Award/Recognition** | | **Year(s) Awarded** |
| **USPHS** | Achievement Medal | 11/13 |
| PHS Citation | 9/15 |
| Unit Commendation | 11/13 |
| Unit Commendation | 11/15 |
| PHS Regular Corps Ribbon | 2010 |
| Commissioned Corps Training Ribbon | 2010 |
| Certificate of Appreciation | 2010 |
| **Letters/Certificates of Appreciation** | Certificate of Appreciation | 2018, 2017, 2016, 2010, 2007 |
|  | Albuquerque IHS Area Dental Awards | 2017 |
|  | National IHS National Government Performance and Results Act (GPRA) Awards | 2016 |
|  | Clinical Research Award at the University Of Illinois at Chicago Clinic and Research Annual Meeting | 2010 |

PRECEPT 2: EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

CREDENTIALS

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| --- | --- | --- | --- |
| **Degree** | **Specialty** | **College/University** | **Year Received (Actual/Projected)** |
| **Qualifying Degree:** | Master of Science in Oral Sciences | University of Illinois at Chicago | 2010 |
|  | Doctor of Dental Surgery | University of Michigan at Ann Arbor | 2003 |
|  | Bachelor of Science in Biology | University of Michigan at Ann Arbor | 1999 |
| **Additional Degree(s):** | Orthodontics and Dentofacial Orthopedics Residency | University of Illinois at Chicago | 2010 |

CERTIFICATIONS, REGISTRATION & ADDITIONAL TRAINING PROGRAMS

|  |  |  |
| --- | --- | --- |
| **Description** | **Organization** | **Date(s)** |
| Orthodontics Specialty Certificate | Western Regional Examination Board Certification | 05/10 |
| Diplomate | American Board of Orthodontics- Board Eligible | 05/10 |

LICENSURE

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Expiration Date** | **# of CE Hours Required per years (indicate licensing period)** |
| Dental license | NM | 2023 | 20 |

**CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)**

|  |  |  |
| --- | --- | --- |
| **Type of Activity** | **Role** | **Date(s)** |
| Helped establish an externship (MOU) with University of New Mexico (UNM) Hygiene Program | Accomplished from recruitment objectives of DePAC | 2016-2017 |
| IHS National Dental Updates Conference, Albuquerque NM, Table Clinic Co-Deputy | Invited and exposed dental professionals to USPHS through DePAC’s recruitment goals | 2016 -2018 |

PUBLIC HEALTH TRAINING & EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Role** | **Date Completed** |
| Long Term Training Orthodontic Specialist | University of Illinois at Chicago, IL | resident | 2010 |

**PRECEPT 3: CAREER PROGRESSION & POTENTIAL**

**USPHS CAREER PROGRESSION OVERVIEW**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Temporary Rank & Grade** | **Billet Grade** | **Agency Position Type** | **Agency Position Title** | **Agency &**  **Location** | **Mission Priority Factor** |
| 9/17 - present | O5 | O6, Supervisory | Indian Health Service (IHS) | Area Regional Dental Clinical Specialist | Albuquerque, NM | 1,2,3,5 |
| 5/10 – 9/17 | O5 | O5, Supervisory | IHS | Dental Staff Clinical Specialist | Albuquerque, NM | 1,2,3,5 |
| 8/07 – 5/10 | O4 | O4, Non-supervisory | IHS | Long Term Training Orthodontic Specialist | University of Illinois at Chicago, IL | 1,2,3 |

PRECEPT 4: PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS

COMMISSIONED CORPS (OFFICERSHIP)

HONOR/INTEGRITY/DUTY (Deployments)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mission** | **Role & Impact** | **Year(s)** |
| **USPHS** | RAM Durant OK, HHS | Clinical Dentistry | 2018 |

OTHER COMMISSIONED CORPS AND PROFESSIONAL CONTRIBUTIONS

*Category Collateral Duties*

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| Albuquerque IHS Dental Clinic (AIDC) Governing Board | Member: decided the future of Albuquerque IHS Dental Clinic through management decisions | 2017-present |
| National IHS Specialty Consultant for Orthodontics and Dentofacial Orthopedics | Member: Provide standards of care, continuing education and training | 2016-2018 |
| IHS National Dental Updates Conference Planning Committee | Table Clinic Deputy: worked with table committee to develop 3 subthemes (Improving Oral Health Through Community Networks and Oral Health Initiatives, Improving Oral Health Through Dental Alternatives and Techniques, Improving Oral Health Through Innovation and Technology). | 2017 |
| Medical Executive Committee member at Albuquerque IHS Dental Clinic | Member: to refine policies through policy management software. Improve management principles, issues and accessibility. Maintain and improve accreditation standards and all administrative paperwork. | 2014-present |
| Regional IHS Consultant and Referral Center for Orthodontics and Dentofacial Orthopedics | Consulting: Refine policies and protocols to increase efficiency and quality of treatment within the Orthodontic Department and regionally with 20+ Dental Programs | 2010-present |

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| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| America Dental Association Standards Committee on Dental Informatics | USPHS representative | 2018-2021 |
| DePAC Voting Member | Member: Reformatted collaboration and award review strategy (in place for many years) using MAX.GOV to co-edit and review all documents with team members. | 2018-present |
| DePAC Member, Minority Issues Subcommittee | Member: helped establish a memorandum of agreement with University of New Mexico Hygiene Program in an effort to recruit for PHS as a primary goal for DePAC | 2016-2017 |
| DePAC Mentor | Member: Recruitment and mentoring of new Junior Dental Officers | 2015-2017 |

***USPHS Collateral Duties***

***Professional Organizations***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| National Health Service Corps (NHSC) External Review Board | Scholarship Reviewer | 2017-2018 |
| American Association of Military Orthodontists | Immediate Past President | 2014 - 2015 |
| American Association of Military Orthodontists | President | 2012 - 2014 |
| American Association of Military Orthodontists | Vice President | 2011 - 2012 |
| American Association of Military Orthodontists | Member | 2007 – 2015 |
| American Association of Orthodontists (AAO) | Member | 2007 – present |
| Commissioned Officers Association (COA) | Member | 2007 – present |
| American Dental Association (ADA) | Member | 1999 – present |

***Mentoring Activities***

|  |  |  |
| --- | --- | --- |
| **Official Category Program** | **Role** | **Year(s)** |
| *(Program Name and Role)* |  |
| DePAC Mentor: Recruited Example Four (Dentist-Commissioned 12/15) | 2015 -2017 |
|  |  |

***Publication(s)***

***N/A***

***Presentation(s)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Presentation** | **Title of Meeting** | **Type of Activity** | **Location** | **Date(s)** |
| Study of Native American Facial Esthetics in the Southwest Population | International: American Association of Orthodontics (AAO) Annual Meeting, | Presentation | Washington DC | 5/16 |
| Study of Native American Facial Esthetics in the Southwest Population | International: University of Illinois at Chicago (UIC) Annual Research Meeting | Presentation | Chicago IL | 2/15 |
| Implementing Interceptive Orthodontics into your Program | Albuquerque Area Dental Chiefs | Presentation | Albuquerque, NM | 6/14 |
| Standards of Care for Orthodontics in the IHS | National IHS Dental Challenges, Annual Conference | Presentation | Chicago, IL | 3/13 |

***Outreach (Civic, community, and volunteer/Outside Activities)***

|  |  |
| --- | --- |
| **Type of Activity** | **Date(s)** |
| Mission of Mercy: volunteered to provide dental treatment | 05/12 – 05/13/2016 |