PY 2022 PROMOTION CURRICULUM VITAE

LCDR 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: Dental Staff Clinical Specialist

Billet Grade: O5 non-supervisory

Date: 7/2016-present

Agency: U.S. Coast Guard (USCG) Air Station Clearwater, FL

Duties & Responsibilities:

* Dental Staff Clinical Specialist

Impact/Accomplishments:

* Provide diagnostic, restorative and emergency dental services for USCG Active Duty Members to maintain member’s dental readiness for unrestricted worldwide deployment.
* Prevent and control dental disease, ensure follow-up care, conduct monthly peer reviews, oversee dental assistant and dental hygienist
* Provide 24-hour emergency on-call coverage

USPHS ASSIGNMENT COLLATERAL DUTIES

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| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| Dental Standard Operating Procedure (SOP) Officer | Update and format clinic’s dental SOP, coordinate with employees to ensure their reading and understanding of the SOP and obtain annual clinic signatures. | 2019-present |
| Digital Dental Radiology Officer | Ensure proper storage of all digital dental radiology equipment and supplies in clinic, inspect all radiology supplies including: sensors, aprons, lead shields, and associated record keeping: patient log, repeat analysis, dental imaging reports. Train staff in dental radiology procedures as needed, review and update dental radiology protocol and cleaning of equipment. | 2016-present |
| 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 Quality Improvement Focus Group (QIFG) meetings and all monitoring and evaluation activities, advise senior health services officer on all quality improvement related matters. | 2018-present |
| Medical Sterilization Monitoring Officer | Ensure autoclaves are maintained in accordance with manufacturer specifications; notify supply petty officer when autoclaves due to routine preventive maintenance; ensure weekly biological indicator testing, maintain log of biological monitoring and results. Notify clinic supervisor of any positive test results and ensure sterilizers testing positive are taken out of service until repaired. | 2019-present |
| 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 proper storage of infectious waste and maintain clinic infectious waste disposal log; perform regular risk assessments ensuring quarterly inspections documented and coordinate with clinical training officer to provide annual refresher training. | 2018-present |

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Current Agency Title: Dental Staff Clinical Specialist

Billet Grade: O4 non-supervisory

Date: 4/2011-6/2016

Agency: U.S. Coast Guard (USCG) Training Center Cape May, NJ

Duties & Responsibilities:

* Staff Dental Officer

Impact/Accomplishments:

* Provide diagnostic, restorative and emergency dental services for USCG Active Duty Members to maintain member’s dental readiness for unrestricted worldwide deployment.
* Prevent and control dental disease, ensure follow-up care, conduct monthly peer reviews, oversee dental assistant and dental hygienist
* Provide 24-hour emergency on-call coverage

USPHS ASSIGNMENT COLLATERAL DUTIES

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| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| Medical Sterilization Monitoring Officer | Ensure autoclaves are maintained in accordance with manufacturer specifications; notify supply petty officer when autoclaves due to routine preventive maintenance; ensure weekly biological indicator testing, maintain log of biological monitoring and results. Notify clinic supervisor of any positive test results and ensure sterilizers testing positive are taken out of service until repaired. | 2011-2016 |
| 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 proper storage of infectious waste and maintain clinic infectious waste disposal log; perform regular risk assessments ensuring quarterly inspections documented and coordinate with clinical training officer to provide annual refresher training. | 2011-2016 |

**AWARDS HISTORY**

|  |  |  |
| --- | --- | --- |
| **Type of Award/Recognition** | | **Year(s) Awarded** |
| **USPHS** | Presidential Unit Citation | 2018 |
| National Defense Service Medal | 2013 |
| Global War on Terrorism Service Medal | 2013 |
| Regular Corps Ribbon | 2011 |
| Commissioned Corps Training Ribbon | 2011 |
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| **Uniformed Services** | Achievement Medal (U.S. Coast Guard) | 2019 |
| Unit Commendation Award (U.S. Coast Guard) | 2017 |
| Meritorious Team Commendation (U.S. Coast Guard) | 2015 |
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| **Other** | N/A |  |
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| **Letters/Certificates of Appreciation** | DePAC Letters of Appreciation (x5)  JOAG Letter of Appreciation  PHS/COA Letter of Appreciation  Non-PHS Letter of Appreciation (x4) | 2016-2019  2014  2015  2015-2016 |

PRECEPT 2: EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

CREDENTIALS

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| --- | --- | --- | --- |
| **Degree** | **Specialty** | **College/University** | **Year Received (Actual/Projected)** |
| **Qualifying Degree:** |  |  |  |
|  | Doctor of Dental Surgery (DDS) | Indiana University School of Dental Medicine | 2009 |
| **Additional Degree(s):** |  |  |  |
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**CERTIFICATIONS, REGISTRATION & ADDITIONAL TRAINING PROGRAMS**

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| --- | --- | --- |
| **Description** | **Organization** | **Date(s)** |
| 1-year Advanced Education in General Dentistry (AEGD) | Indiana University School of Dental Medicine | 2009-2010 |
| Dental Public Health Residency | Western University  School of Medicine | 2018-2020 |
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LICENSURE

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Expiration Date** | **# of CE Hours Required per years (indicate licensing period)** |
| General Dentist | Indiana | July 2021 | 50 CE hours per 2 years |

CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)

|  |  |  |
| --- | --- | --- |
| **Type of Activity** | **Role** | **Date(s)** |
| USPHS Dental Category Day | Event Coordinator | July 2020-June 2021 |
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PUBLIC HEALTH TRAINING & EXPERIENCE

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| --- | --- | --- | --- |
| **Description** | **Organization** | **Role** | **Date Completed** |
| Incident Response Coordination Team Training | FEMA | Participant | 2020 |
| FEMA Online Independent Study Courses | FEMA | Participant | 2019 |
| Health Fair Project Officer | USPHS | Educate on role of oral health to overall health | 2016 |

PRECEPT 3: CAREER PROGRESSION & POTENTIAL USPHS CAREER PROGRESSION OVERVIEW

| Date | Temporary Rank & Grade | Billet Grade | Agency Position Type | Agency Position Title | Agency & Location | Mission Priority Factor |
| --- | --- | --- | --- | --- | --- | --- |
| 7/1/2016-present | O4/LCDR | O5 non-supervisory | Dental Team | Dental Staff Clinical Specialist | U.S. Coast Guard (USCG) Air Station  Clearwater, FL | MP 2,3 |
| 4/1/2011-6/30/2016 | O3/LT | O4 non-supervisory | Dental Team | Staff Dental Officer | USCG Training Center Cape May, NJ | MP 2,3 |

PRECEPT 4: PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS COMMISSIONED CORPS (OFFICERSHIP)

HONOR/INTEGRITY/DUTY (Deployments)

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| --- | --- | --- | --- |
|  | **Mission** | **Role & Impact** | **Year(s)** |
| **USPHS** | Remote Area Medical (RAM)  Deployment | Provide dental care to underserved populations | 2020 |
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| **Agency** | TDY to any other clinics |  |  |
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OTHER COMMISSIONED CORPS AND PROFESSIONAL CONTRIBUTIONS

***Category Collateral Duties***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| DePAC Women’s Issue Subcommittee (WIS) Workgroup | Work group Chair. Coordinate with 12 other members to plan quarterly continuing education courses | 2018 |
| DePAC Voting Member | Three year special assignment. Participate in monthly meetings and set goals/projects for WIS workgroup. | 2017-2019 |
| DePAC Newsletter Co-Editor | Procure articles for quarterly newsletter distributed to entire Dental Category | 2014-2018 |

***USPHS Collateral Duties***

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| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| JOAG Communications and Publications Committee | Member | 2013-2014 |
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***Professional Organizations***

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| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| American Association of Public Health Dentistry | Member | 2017-2018 |
| American Academy of General Dentistry | Member | 2017-2018 |
| Commissioned Officers Association | Member | 2014-2016 |
| American Dental Association | Member | 2011-2016 |
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***Mentoring Activities***

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| --- | --- | --- |
| **Official Category Program** | **Role** | **Year(s)** |
| *(Program Name and Role)* |  |
| Mentor for new PHS/Coast Guard Accession | 2013 |
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| **Other PHS/Agency Program** | Partners in Education (PIE) Participant | 2018 |
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***Publication(s)***

1. N/A

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| --- | --- | --- | --- | --- |
| **Title of Presentation** | **Title of Meeting** | **Type of Activity** | **Location** | **Date(s)** |
| Oral Health Instruction | School Fair | Education | El Paso, TX | 2019 |
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***Presentation(s)***

1. N/A

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

|  |  |
| --- | --- |
| **Type of Activity** | **Date(s)** |
| Partners in Education (PIE) project | 2018 |
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***Continuing Education (Plans, Develops, Leads)***

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| --- | --- | --- |
| **Type of Activity** | **Role** | **Date(s)** |
| N/A |  |  |
|  |  |  |