**PROMOTION CURRICULUM VITAE COVER PAGE (CDR Example**)

PHS # 12345 O5

First Name Last Name, Credential Month Year

**PERFORMANCE**

Area Regional Dental Clinical Specialist (O-6) Billet: Provided orthodontic services for Albuquerque Indian Health Service (IHS) Dental Clinic (17 Dental and 11 orthodontic chairs). Chief of Orthodontic Department-manage/direct care for administration, orthodontic assistants, front desk, support services, and orthodontist. Serve and advise the executive staff to develop policies and procedures. Improve quality initiatives through competencies and customer service questionnaires as a regional referral center for IHS.

Provided access to care and seeing patients is a high priority for IHS. My individual numbers are FY14= 3,887 patient visits, FY15=3,895 patient visits, FY16= 3,861 patient visits, FY17=3,856 patient visits.

In 2018, of 30+ consecutive orthodontic specific surveys collected on every case completion, the highest survey ratings (excellent overall experience and very satisfied orthodontic result) were achieved at an 84% threshold. The two highest survey ratings (including above average overall experience and satisfied orthodontic result) were found at a 99% threshold. One patient surveyed thought the overall experience was average. There were 0 negative ratings (below average, poor, undecided, dissatisfied, very dissatisfied).

* Achievement Medal for exemplary accomplishments completed to strengthen the quality and productivity of the Orthodontic Program
* Unit Commendation for Excellent program performance. Best overall dental program in the Albuquerque Area

**EDUCATION, TRAINING, and PROFESSIONAL DEVELOPMENT**

Albuquerque Area IHS Orthodontic Consultant- Coordinate and provide orthodontic care for 20+ dental facilities with a target orthodontic population of 50,000. Develop orthodontic policies to maintain excellent hygiene in orthodontic patients.

National IHS Specialty Consultant (2016-2018)- Serve as a subject matter expert and advisor to the IHS Division of Oral Health. Completed electronic transition from paper charts to Orthodontic management software, Dentrix and Orthodontic records (Vistadent). Staff were trained and transitioned to digital protocols and processes.

**CAREER PROGRESSION and POTENTIAL**

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| **Area Regional Dental Clinical Specialist** | IHS Albuquerque, NM | Position Billet O-6 | 9/17 - present |

America Dental Association Standards Committee on Dental Informatics (SCDI) PHS Representative: Vote and speak on behalf of PHS electronic dental standards. Only one representative in USPHS currently; National IHS Orthodontic and Dentofacial Orthopedic Consultant for IHS: Provide standards of care, continuing education and training; National Health Scholarship Corps External Review Board: review applications that will influence acceptance of health providers into the National Health Scholarship Corps (NHSC); Executive Committee member at Albuquerque IHS Dental Clinic: to refine policies through POLICYSTAT

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| **Dental Staff Clinical Specialist** | IHS Albuquerque, NM | Position Billet O-5 | 5/10 – 9/17 |

Executive Committee member atAlbuquerque IHS Dental Clinic: to refine policies through policy management software. Improve management principles, issues, and accessibility. Maintain and improve accreditation standards and all administrative paperwork.

QICC Committee member at AIDC: to improve existing processes and enhance outcomes of surveys and feedback.

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| **Long Term Training Orthodontic Specialist** | University of Illinois Chicago | Position Billet O-4 | 8/07 – 5/10 |

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 Example Three from UIC to work at the Gallup Indian Medical Center

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| **Advanced Staff Dentist** | Tohatchi, NM | GS-11 | 3/04 – 8/07 |

**PROFESSIONAL CONTRIBUTIONS and SERVICES to the PHS COMMISSIONED CORPS**

**DePAC Awards Work Group Co-Chair**: Reformatted collaboration and award review strategy using MAX.GOV to co-edit and developed 8 excel worksheets to enhance communication and collaboration across all agencies of PHS.; **National Health Scholarship Corps External Review Board**: review applications for NHSC; **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; **DePAC Mentoring Program**: Recruitment and mentoring of an Albuquerque IHS Dental Clinic Dentist throughout the first 2 years in the commissioned corps.