

**Virginia Apgar Academy of Medical Educators  
Application 2015**

**DEADLINE: SEPTEMBER 15, 2015**

**NAME** \_\_\_\_\_  
**DEPARTMENT OF** \_\_\_\_\_  
**Your Academic Title** \_\_\_\_\_

**TABLE OF CONTENTS**

<b>Summary Statement (1 page)</b>	<b>p.2</b>
<b>How I would like to contribute to the Academy (1 page)</b>	<b>p.3</b>
<b>Enhanced Curriculum Vitae</b>	<b>p.4</b>
<b>Letter of nomination</b>	<b>p.5</b>
<b>Supporting document – evidence of excellence</b>	<b>p.8</b>

## **Summary Statement – 1 page, 12 pt, 1 inch margins**

This one-page document should guide your reviewers through your enhanced CV. Remember that you are demonstrating your excellence, experience, and evidence of engagement in at least two areas of medical education:

- Direct teaching
- Instructional Development and Curricular Design
- Advising and Mentorship
- Educational Administration and Leadership
- Educational Research or Publication

Please refer to the Criterion-Based Matrix for specifics. Use this statement to highlight your accomplishments in the areas of your greatest strengths.

**How I would like to contribute to the Academy – 1 page, 12 pt, 1” margins**

Your willingness to become an active, contributing member of the Academy is very important to us in our selection process. Please use this essay to describe to us the ways that you would like to contribute to the Academy. You can highlight your expertise, interests, enthusiasm, past experiences etc. We are also interested in ways that you have already been engaged in a community of educators, either here at P&S or on a national/international level.

## **Enhanced CURRICULUM VITAE**

**Your name**

Local Address

Telephone

e-mail

Current Date

### **Personal Data**

Name:

Birthdate:

Birthplace:

Citizenship:

### **Field of Specialization**

#### **Academic Training (in descending order)**

19XX Post-doctoral training (if any, including fellowship)

19XX MD license (year, number, state)

19XX Undergraduate

#### **Traineeship (in descending order)**

19XX-19XX Residency

19XX-19XX Internship

#### **Board Certification**

Specialty, year, number

#### **Professional Organizations and Societies (in descending order, including years of membership, and any leadership positions)**

20XX-20XX Organization

Etc.

#### **Academic Appointments (in descending order)**

20XX-20XX Associate Clinical Professor

19XX-19XX Assistant Clinical Professor

19XX-19XX Instructor

Etc.

#### **Hospital Positions/Appointments (in descending order)**

19XX-19XX Attending Physician, New York-Presbyterian Hospital, NY, NY

Etc.

#### **Honors (in descending order) for example:**

2009 Teacher of the Year Award

1992 Alpha Omega Alpha, Gold Humanism Award

1988 Phi Beta Kappa  
Etc.

**Fellowship and Grant Support (in descending order)**

**Past Support**

19XX            Title of Grant  
Grant giving organization  
Brief description  
Role on project: Principal Investigator  
Total direct support - \$XX,000

**Current Support (as above)**

**Departmental and University Committees (in ascending order, including leadership positions)**

19XX-20XX Curriculum Committee, P&S  
Etc.

**Educational roles**

**1. Direct teaching/precepting/supervising experiences (in descending order)**

Academic Year(s)	Title of course/mentoring relationship	Type of learner	Your role	Contact with learners in hours/year	Mean Number of Learners/year
19XX-20XX	Teaching Interviewing	1 <sup>st</sup> year medical students	Instructor	6	50
Etc.					

**2. Instructional Development and Curricular Design (in descending order)**

Academic Year(s)	Course/educational innovation	community	Your role	Brief description
2006	New instructional videotapes for team-based learning	P&S – department of XX	Primary developer	I led a team that conceptualized and created 5 videotapes for enhancing this learning in our clerkship.
Etc.				

Etc.

**3. Advising and Mentorship (in descending order)**

Academic Year(s)	Name of mentee	Status	Accomplishments	Contact with mentee in hours/year
2006-present	Sam Jones	Medical student	Co-published paper in Academic medicine	20+
Etc.				

Etc.

**4. Educational Administration and Leadership (in descending order)**

Academic Year(s)	Leadership role	Community	Major accomplishments

2006-present	Residency Training Director	Columbia University Dept of XX	Recent site visit (2008) with 5 year accreditation; new curriculum instituted 2009; new advances in technology 2010; 2011 grant to study outcomes related to new evaluation methods
Etc.			

**Other Professional Activities (editorial boards, private practice)**

19XX-present Private Practice

19XX-19XX Member, Editorial Board, Academic Medicine

**Academic Presentations and Workshops (in descending order, include role)**

19XX “Giving Feedback to Medical Students  
Grand Rounds, Department of Medicine, XXXXX University

Etc.

**Publications (in order)**

**Original Peer Reviewed Articles**

\* denotes first author or primary contributor

**1993**

1. \*Smith, D: Teaching Medical Students. Academic Psychiatry 1993: 26:130-131.

**1994**

2. \*Smith, D: Novel approaches to bedside teaching. Academic Psychiatry 1994; 22(4): 609- 621.

Etc.

**Books**

1. Smith, D., Jones, P; Medical Student Teaching Today, 2002, Wiley, Oxford.

**Book Reviews**

**2001**

1. \*Smith, D; Education in Medicine by John Cooper, Academic Medicine 2001; 49(1): 721-725.

Etc.

**Book Chapters**

**1998**

1. Smith, D., Tanner, R (1997), Clinical Evaluation and Treatment Planning: A Multimodal Approach, in Tinker E, (ed): Clinical Medicine. Saunders, Philadelphia, PA.

Etc.

**Other****2005**

1. \*Smith, D; Ask the Expert –Pulmonary Disorders. Medical Newsletter 2005; III (3): 383-384.

**2008****Abstracts and Posters****2004**

1. \*Smith, D, Taylor, K: Giving Feedback to Medical Students. AAMC, New Orleans. Etc.

**Personal**



## **Letter of Nomination**

This should be from your chair, program director, or the person who you think can best describe your excellence and accomplishments in medical education.

**Supplemental Document – Evidence of Excellence**  
**1-2 pages, 12 pt, 1” margins**

Please use these 1-2 pages to document your excellence in the 2 areas of medical education that you are highlighting. You may include quantitative and qualitative evidence. If you are including narratives from students or mentees, please excerpt the material rather than including individual letters, e-mails etc.