

# Developing & Maintaining Your Curriculum Vitae (CV)

*Elizabeth Ness, MS, BSN, RN  
Nurse Consultant, Education  
Center for Cancer Research, NCI*

# Objectives

- Discuss the importance for a nurse to have a CV.
- Describe the components of a CV.
- Discuss strategies to maintain you CV.
- Discuss the use of a professional development log as an adjunct to a CV.

# Curriculum Vitae (CV)

- Derived from Latin
  - Curriculum “Course of action”
  - Vitae “life”
- Provides detailed description of an individual's educational background and professional accomplishments

# Why Should a Nurse Have a CV?

- Nursing practices may differ among job titles in different practice settings
  - One job title may not always accurately reflect the role and responsibilities
- CV provides clear descriptions of professional accomplishments and showcase knowledge, skills, and expertise.
- CVs are used in academic, scientific, teaching, medical/nursing, and research settings

# American Nurses Association (ANA) Standards of Professional Performance

7. Ethics

**8. Education**

9. Evidence-Based  
Practice and Research

10. Quality of Practice

11. Communication

12. Leadership

13. Collaboration

14. Professional  
Practice Evaluation

15. Resource Utilization

16. Environmental  
Health

# **ANA Standard #8 - Education**

The registered nurse attains knowledge and competency that reflects current nursing practice

# Sample Education Competencies

1. Participates in ongoing educational activities related to appropriate knowledge bases and professional issues.
4. Acquires knowledge and skills appropriate to the role, population, specialty, setting, role, or situation.
5. Seeks formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge.
10. Maintains professional records that provide evidence of competence and lifelong learning.

# Recommended CV Categories

- Demographics
- Educational Experiences
- Licensure & Certification
- Computer and Language Skills
- Awards & Honors
- Professional Work Experience
- Publications/Abstracts
- Presentations
- Professional Organizations



# Demographics

## DO's

- Use name and credentials as the document title and is centered and in bold
- Include contact information including address, e-mail, phone
  - Can use business or personal

## DON'Ts

- Use Curriculum Vitae as title
- Use compromising e-mail address
- Include SSN, DOB, children, citizenship

# Credentials

- Highest earned academic degree
  - Highest non-nursing first, then nursing
- Licensure
- State designations or requirements
- National Certifications
  - Order of relevance to practice
  - Order they were obtained with most recent first
  - Non-nursing certifications last
- Awards and honors
- Commas to separate name from credentials

Elizabeth Ann Ness, MS, BSN, RN

# Educational Experiences

- Education information including:
  - School
  - Year graduated
  - Degree
  - Specialty
- Formal specialty educational training

Boston College, B.S.N., Nursing (1980)

University of Maryland Baltimore, M.S., Nursing Education (1993)

# Licensure and Certification

- Nursing license
  - State
  - Expiration date
- Professional certifications which match credentials

Registered Nurse: Maryland, #R099847, expires 8/28/16

Certified Oncology Nurse OCN<sup>®</sup>, *Oncology Nursing Certification Corporation* since 2011

# Computer & Language Skills

- Software: Microsoft Word, Excel, PowerPoint
- Proficiency in other languages
  - Verbal
  - Written
  - Read

Proficient in Microsoft Word, Excel and PowerPoint

# Awards & Honors

## DO's

- Include:
  - Name
  - Brief description, if not self-explanatory
  - Date awarded

## DON'Ts

- Include performance awards such as money or time off

2012: NIH Individual Merit Award (for education)

1993: Excellence in Nursing Education, University of Maryland, School of Nursing, Graduate Program

1993: National Dean's List

1993: Commendation for Nursing Care, Georgetown University Hospital Department of Nursing

# Professional Work Experience

- Current and previous employment positions in reverse chronological order
- Each position includes:
  - Date range
  - Position title
  - Employer name
  - Employer's city and state
  - Description of skills and competencies
    - Use bullet points to communicate responsibilities, skills and professional core competencies
    - Start with present tense verb for current position
    - Use past tense verb for past positions
    - For positions greater than 10 – 15 + years ago, may summarize in a paragraph

# Types of Publications

- Patient education materials
- Learning modules
- Policies and/or procedures developed or co-developed
- Newsletters
- Journal articles
- Book chapters
- Published abstracts not accepted for poster or oral presentation



# Publications

- Consistent format used (e.g., APA)
- Use subsections used when larger numbers of publications

# Publications:

## Journal or Book Chapter

- Ness, E. & Cusack, G. (in press). Types of Clinical Research – Experimental. In A.D. Klimaszewski, M.A. Bacon, E.A. Ness, J.G. Westendorp, & K. Willingberg (Eds.), *Manual for Clinical Trials Nursing* (3<sup>rd</sup> edition). Pittsburgh, PA: Oncology Nursing Society.
- Ness E, Parreco LK, Galassi A, O'Mara A. (2012). Career Sphere: Consider a Career in Clinical research. *American Nurse Today*, 7(11), 39-42

# Publications: Abstracts

- Lubejko, B., Ness, E., Young, A.M. *Bringing Clinical Trials Awareness to an International Nursing Audience*. Inaugural Commonwealth Nurses Conference. London, UK. March 10-11, 2012. (Oral presentation by Young)
- Wojtowicz, S., Ness, E., Dickson R., Low, J., Barter, J., McCann, P., and Hawkins, M. Pharmacokinetics (PK) of batimastat (BB-94), a novel matrix metalloproteinase inhibitor (MMPI) administered intraperitoneally. *Proceedings of the American Society of Clinical Oncology*, 14:472 (#1536), 1995

# Presentations

- Lectures/oral presentations
- Workshops
- Poster sessions
- Use subsections when larger numbers of presentations
  - Can subdivide into local, regional, national , international, invited, oral poster presentation
- Include information about the presentation:
  - Title
  - Venue/Location
  - Date(s)

# Presentations: Poster

- VanUmmersen, L., Ness, E., Goldstein, D.J., Disbrow, G., Metlay, G. Shawver, L., Hannah, A.L., and Marshall, J.L. *A phase I trial of SU101 in patients with solid tumors.* Annual Meeting of American Society of Clinical Oncology, Los Angeles, May 1997 (abstract #740).

# Presentations: Invited/Oral

- *What Do I Need to Report and To Whom: Demystifying Adverse Event Reporting.* Central Northeast PA ACRP Chapter Meeting. Hershey, PA, November 19, 2014.
- *Moving from Novice to Expert: Growing Professional Clinical Research Nurse Portfolio.* International Association of Clinical Research Nurses 6<sup>th</sup> Annual Conference. Boston, MA. November 5, 2014.
- *Lifelong Learning: Establishing Roots and Branching Out to Enhance Professional Development.* International Association of Clinical Research Nurses Webinar Series. April 2, 2014.
- *Clinical Trials Awareness on a Global Level (presented: Role of the direct care nurse in clinical trials: supporting the informed consent process and Role of the direct care nurse in clinical trials: patient management.* 17th International Conference on Cancer Nursing ISNCC/ONS Pre-conference Workshop. Prague, Czech Republic. September 9, 2012.

# Professional Affiliations

- Membership in professional organizations
  - Full name
  - Include date range of membership
- Subgroups or committees within the organization
  - Include date(s)
- Associated responsibilities (e.g., member, member of education committee, newsletter editor)

# Example

- Oncology Nursing Society (ONS), Member, 1990 - present
  - May 2005 – present: Clinical Trials Nurse Special Interest Group
    - Education Coordinator, 2006 – present
    - Contributor to newsletter (standing items Education Corner and Feature a Member, feature article as needed), 2006 – present
    - Virtual Community Administrator, 2007-2012
  - August 2012 – present: Co-editor for 3<sup>rd</sup> edition of ONS *Manual for Clinical Trials Nursing*
  - September 2009 – present:
    - Member of the National Capital Chapter (formerly DC Chapter) of ONS
    - Nurse planner for CNE activities, 2012 – present
  - Surgical Oncology Special Interest Group, Positions held: ex-officio 1996-1997, Coordinator 1994-1996, Coordinator-elect 1993-1994
- Sigma Theta Tau International, Member, May 1991 - present
- Society of Clinical Research Professionals (SoCRA), Member, 2003 - present



# Additional Content

- Teaching experience
- Community service

# Standard Formatting Tips

- Avoid shading
- Avoid bold, italics, underlining, All CAPS
- Use headings and subheadings
- Use only white or off-white paper
- Make sure name is on all pages
- Paginate if more than one page

# Organization and Maintenance

- Electronic or paper
- Update periodically, every 3-4 months
- How to start
- Visual appeal:
  - Use white space and breaks between sections and subsections
  - Heading in bold and larger font size
  - Font size for non-headings 10-12
  - Avoid using color
  - Use same style bullets throughout

# Reminders: Do

- Use spell check
- Use brief text, short paragraphs or bullet points for descriptions of employment or professional organization involvement
- Use correct verb tense
- Use reverse chronological order for all categories
- Use consistent format for publications and presentations (e.g., APA format)

# Reminders: Don't

- Write Curriculum Vitae at top of document
- Use email address that may be compromising
- Use Social Security Number
- Use “I” or “we”
- Use abbreviations or acronyms
- Include:
  - Other personal information such as DOB, children
  - Articles under development or in review
- Misrepresent expected workplace activities as scholarly activities
- Avoid shading
- Avoid bold, italics, underlining, All CAPS

# Comparison of Resume and CV

## Resume

- 1-2 pages, health care resumes may be longer
- Brief listing of work and skills
- Chronological, functional or combined format
- Education and work appear early
- Industry, jobs outside of academia, medicine or sciences
- No personal data

## Curriculum Vitae

- Multiple pages
- Comprehensive, detailed information
- Chronological
- Education-first section
- Academia, medicine, nursing, sciences
- May include personal data for outside U.S.

# CV Self-Assessment

# Professional Development Log

- Tracks:
  - Continuing Nursing Education
  - Continuing Medical Education
  - Academic Education
  - Publications
  - Presentations
  - Volunteer Leadership Service
- Adapted with Permission from *Oncology Nursing Certification Points Renewal Option (ONC-PRO)*



# Continuing Nursing Education Log

Program Date(s)	Program Title	Provider	Accrediting or Approval Organization	Contact Hours/ Length of Program
January 28, 2014	Clinical Trial Seminar Series: Obtaining Proper Approval for Research that does not Require IRB Approval	NIH IRP	N/A	1 hour
March 10, 2014	Oncology Nursing Brown Bag Lunch: How are Targeted Therapies Linked to Personalized Medicine?	NIH Oncology Nursing	N/A	1 hour
April 8, 2014	Oncology Nursing Grand Rounds: Constipation: Concept, Model & Measurement	NCI CCR	MNA/ANCC	1.0 contact hour
October 23, 2014	Compassionate Care: Fundamental Imperative for Today's Changing Health Care System	UMSON	N/A	1 hour
October 24, 2014	What the CTN Needs to Know about Clinical Trial Billing Compliance – Part 2	ONS CTN SIG	ONS/ANCC	1.25 contact hours
November 6-7, 2014	5th Annual International Association of Clinical Research Nurses (IACRN)	IACRN	Georgia Nurses Association/ ANCC	11 contact hours

Total # of Hours: 98.5

Total # of Contact Hours Awarded: 29.75

Total # of non-contact hours: 68.75

ANCC: American Nurses Credentialing Center

MNA: Maryland Nurses Association

NCI CCR: National Cancer Institute Center for Cancer Research

NIH IRP: National Institutes of Health Intramural Research Program

ONS NCC: Oncology Nursing Society National Capital Chapter

ONS CTN SIG: Oncology Nursing Society Clinical Trials Nurse Special Interest Group

UMSON: University of Maryland School of Nursing

# Continuing Medical Education Log

Program Date(s)	Program Title	Provider	Accrediting or Approval Organization	Contact Hours/# Credits Awarded
				Total # of Hours:
				Total # of Credits:
				Total # of Contact Hours:

# Academic Education Log

Dates of Course(s)	Course Title	College or University	Final Grade Achieved	Number of Credits

# Publication Log

<b>Date of Publication</b>	<b>Title of Work/Title of Publication</b>	<b>Type of Work (e.g., book, chapter, journal, newsletters)</b>	<b>Indicate if lead Author/Editor; or number of Co-authors/Editors</b>	<b>Number of pages or words (for newsletters)</b>
January 2014	Education Corner	ONS CTN SIG Newsletter	Lead	245 words
	Member Spotlight	ONS CTN SIG Newsletter	Lead	250 words
May 2014	Education Corner	ONS CTN SIG Newsletter	Lead	360 words
	Member Spotlight	ONS CTN SIG Newsletter	Lead	520 words
July 2014	Clinical Research Education: Perspectives of Nurses, Employers, and Educators	Journal	Co-author	7 pages
September 2014	Education Corner	ONS CTN SIG Newsletter	Lead	400 words
	Member Spotlight	ONS CTN SIG Newsletter	Lead	480 words

# Presentation Log

Date(s) of Presentation	Title of Conference or Program	Title of your presentation(s)	Audience	Length of your presentation or CE awarded for your part
February 5, 12, & 19, 2014	Clinical Trial Orientation Series	Overview of NIH, Good Clinical Research Practice and Humans Subject Protection; Clinical Trial Design; Protocol Development, Review and Approval Process; Documentation and Document Management in Clinical Research; U.S. Drug Development and Regulatory Oversight of IND Clinical Trials; Role of the Sponsor; Role of the Research Team; Adverse Events and Unanticipated Problems; Clinical Trial Jeopardy; Overview of the Center for Cancer Research; RECIST: Applying the Rules	NIH Intramural Research Program staff	14.5 hours
April 2, 2014	IACRN Webinar	Lifelong Learning: Establishing Roots and Branching Out to Enhance Professional Development	IACRN members	1 hour
November 5, 2014	IACRN Pre-conference session	Moving from Novice to Expert: Growing Professional clinical Research Nurse Portfolio	Clinical Research Nurses attending IACRN conference	2 CEs awarded
November 17, 2014	GHUCCTS Clinical Research Administration Course	Adverse Events	Master of Science students in Clinical and Translational Research	1.5 hours
November 19, 2014	ACRP Chapter Meeting	What Do I Need to Report and To Whom: Demystifying Adverse Event Reporting	Clinical Research Professionals from the Central Northeast PA Chapter of ACRP	1 hour

Total # of Hours: 66.5

Association of Clinical Research Professionals (ACRP)

Georgetown-Howard Universities Center for Clinical and Translational Science (GHUCCTS)

International Association of Clinical Research Nurses (IACRN)

Society for Clinical Research Associates (SoCRA)

# Precepting Log

<b>Dates of Precepting (From/To)</b>	<b>Name of Institution &amp; Unit Where Precepting Completed</b>	<b>Name of Student's College, University or Nursing School</b>	<b>Number of Hours Precepting Completed</b>
June-August 2012	N/A	Drexel University	80 hours
September-September 2012	N/A	University of Maryland	120 hours

# Volunteer Leadership Service Log

<b>Dates</b>	<b>Organization</b>	<b>Name of Board/Committee/ Task Force</b>	<b>Leadership Capacity in which you served (e.g., member, vice president)</b>
May 2005 - Ongoing	Oncology Nursing Society (ONS)	Clinical Trials Nurse Special Interest Group (CTN SIG)	Member, Education Coordinator, Newsletter contributor
September 2009 - Ongoing	Oncology Nursing Society (ONS)	National Capital Chapter Programs Committee	Member, CEU application coordinator
August 2013 - ongoing	Oncology Nursing Society (ONS)	ONS Approver Unit	Peer reviewer for CEU applications
November 2009 - Ongoing	International Association of Clinical Research Nurses (IACRN)	Education Committee	Member, Chair: continuing education subcommittee, abstract reviewer
February 2014	International Society of Nurses in Cancer Care	18th International Conference on Cancer Nursing	Abstract reviewer
July 2012 - Ongoing	University of Maryland School of Nursing	Alumni Association	President

# References

- American Nurses Association. (2010). *Nursing: Scope and standards of Practice (2<sup>nd</sup> ed.)*. Silver Spring, MD: Nursesbooks.org
- American Nurses Credentialing Center. (2013). *How to Display Your Credentials*. Retrieved from <http://www.nursecredentialing.org/DisplayCredentials-Brochure.pdf>
- Gallagher, JC and Wodlinger Jackson, AM. (2010). How to Write a Curriculum Vitae. *American Journal Of Health-System Pharmacy*, 67 (6), pp. 446-447.
- Medford, A. (2013). How to Improve Your Curriculum Vitae. *British Journal of Hospital Medicine*, 74 (7), C98-C101.
- Shellenbarger, T. & Chunta, K. (2007). The Curriculum Vitae Sending the Right Message. *Nurse Educator*, 32 (1), 30-33.
- Welton, R. (2013). Writing an Employer-Focused Resume for Advance Practice Nurses. *American Association of Critical Care Nurses* 24 (2), 203-217.

# Questions?



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National Cancer Institute

### Professional Development

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#### Research Nurse Professional Development

##### Education Series

#### January 23, 2013 - Lifelong Learning: Establishing roots and branching out

- [Announcement](#)
- [Lifelong Learning: Professional Development](#)
- [Professional Development Activities](#)
- [Professional Development Tracking Log](#)

#### April 29, 2013 - Developing & Maintaining Your Curriculum Vitae

- [Announcement](#)
- [Developing & Maintaining Your Curriculum Vitae](#)

#### December 3 & 6, 2013 - Writing a Conference Abstract: Tips for Success

- [Announcement](#)
- [Writing a Conference Abstract: Tips for Success](#)

##### Resources

[Common Curriculum Vitae \(CV\) Heading and Content](#)

[Curriculum Vitae \(CV\) Checklist](#)

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<https://ccrod.cancer.gov/confluence/display/CCRCRO/Professional+Development>