eFilePlus Guidelines

A section by section guidance booklet with helpful hints to assist the School of Medicine Faculty & Academics on how to enter information from their CV’s into the eFilePlus system

University of California, Riverside
School of Medicine – Office of Academic Affairs

Please contact your Academic Affairs Analyst directly with any questions and/or feel free to email our role account at: aa@medsch.ucr.edu
# Table of Contents

- **Publications** .......................................................... 3
- **Creative Activities** .................................................. 6
- **Patents** ................................................................. 7
- **Professional Service** .................................................. 8
- **University and Public Service** ..................................... 10
- **Teaching Information** ................................................ 12
- **Student Instruction and Sponsorship** ........................... 14
- **Fellowship/Grant, and Gift Activities** .......................... 15
- **Membership/Certificates/Licensures** ............................ 18
- **Honors and Awards** .................................................. 19
- **Employment History** .................................................. 20
- **Education** .............................................................. 21
- **Self-Statements** ....................................................... 22
- **Other Information** .................................................... 24
For all new publications, indicate the category (Tech/Semi/Other) and include the type of article (common selections are identified above)

Definitions:

- **Technical Journal Article**
  - Articles directed to other experts in the field.

- **Semi-technical Journal Article**
  - Articles directed to non-experts
    - *Informed “audience”, who are not experts*. For example, an audience which has some technical background in a given field but not at the expert level.
    - Physician vs. medical student.

- **Refereed**
  - Articles written by experts and are reviewed by several other experts in the field before the article is published in the journal in order to ensure the article's quality.

- **Non-refereed**
  - Not peer reviewed articles.
    - May be self-published, such as certain books and opinion pieces. Or when the judgment of the editor is the sole determinant of acceptance for publication.

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A) Citation must **reflect ALL authors**. List by authors by their last names and initials. Separate author names with a comma, use the ampersand instead of "and", add, journal title, volume, and complete page numbers:

B) Indicate if article has been REFEREED or is NON-REFEREED.

C) Include doi or website of article publication section under the “additional info tab”
   - If DOI is entered, eFilePlus will generate the citation. The generated citation should be reviewed and edited as needed.

D) Indicate if you are the corresponding author for the citation

E) Identify students in comments section under the “additional info tab”:
   - For example: Tim Curry is a PhD student, Lucy Ma is a Resident, Madeline Kahn is an undergraduate student

F) If the publication is multi-authored, you should provide a description of your contribution to the article under the “additional info tab”
   - Example: “In addition to being corresponding author, the bulk of the manuscript was written by me.” Or “I wrote half of the manuscript and the data came from my research.”

G) A-F are also required for “Commentary”.
   - Letters to the Editor, Editorials, Editorial Comments, and/or Clinical Communications should be listed as “Commentary” (identify the type of article in “comments” section under the “additional info tab”)

I) A-F are also required for “Other Publications”
   - Case Reports should be listed as “Other Publications” (Identify as “CASE REPORT” under the “additional info” tab)
J) Abstracts should reflect complete list of authors, identification of students under the “additional info tab”. Referee status, website, and faculty contribution are optional.
   • If selecting the “electronic” option in the drop down, add the online link in the “additional info” tab

Footnotes:
- “SUBMITTED” citations should include: date of submission and PDF copy of manuscript
- “IN PRESS” citations should include: uploaded manuscript, along with copy of journal/editor acceptance letter/email
  - In Press = unconditionally accepted.
- If your article is more technical, and not an opinion piece, identify it as “Semi-Technical Publications”, using the “Other Publications” drop down.
- If the article is more of an opinion piece, identify it as a “Semi-Technical – Commentary”.
- For additional assistance for citations, visit: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html
Creative Activities

*Limited activities applicable for School of Medicine*

Possible Contributions Include:

A) Musical Performances by Candidate

B) Art - Solo Exhibitions

C) Multi-Discipline Activities:
   - Blog
   - Podcast
   - Broadcast Interviews (with Candidate as Interviewee)

A) Musical Performances by Candidate:

   o Citation should reflect faculty name, year of performance, and performance information

B) Art – Solo Exhibitions:

   o Citation should include faculty name, exhibit year, title, location, and website of reference (if applicable)

C) Multi-Discipline Activities:

   o Blog = online posts, which derive from personal experience to relate to readers
   o Podcast = audio episodes, all focused on a particular topic or theme
   o Broadcast Interviews (with Candidate as Interviewee) = live or recorded interviews for distribution

Footnote:

- Ensure all citations include, faculty name, date/year of activity, and title of activity, and website of reference (if applicable).
Patents

A) There are three primary stages in the pursuit of a patent: (a) UC Disclosure of Invention; (b) Patent Application Filing with US Patent and Trademark Office; and (c) Issuance of a US Patent by US Patent and Trademark Office.

B) Under University policy, all potentially patentable inventions must be disclosed to the University. This is accomplished by submitting a Record of Invention Form. Upon receipt, the record of invention is assigned a UC Case Number. Technically, this constitutes a filing within the UC system, but is often referred to as "Patent Disclosure". This should be listed on the bibliography.

C) Patent Application Filing with US Patent & Trademark Office: If it is decided to proceed with filing a patent application, the completed patent application is submitted in the inventor's name to the United States Patent and Trademark Office. The official status at this stage is "Patent Pending".

D) Issuance of Patent by US Patent and Trademark Office: Once a patent is issued, it is given a public patent number.

E) Required Fields in Patent Details in eFilePlus: Title, Patent Status, UCR Status (Check Active or Inactive no matter whether filed through UCR or another institution), UC Case Number (Provide Case Number from UCR or Other Institution), Date Disclosed. Most helpful if all areas applicable are filled in with detail.
There are a variety of Professional Services/Scholarly Activities that can be added to your eFilePlus file:

1. Add as much information for each activity (if applicable)
2. Add the effective date/end date if applicable (or mark present)
3. Add Location if applicable (City, State or City, Country)
4. Provide detailed comments where possible to help reviewers understand the time commitment and depth work you perform

A) **Clinical Trials:** This activity is used to identify any previous or on-going medical trials you are involved in. *If on-going, add notes to comments.*

B) **Conference Organizing:** This activity is used when scholar has organized or participated in the organization of a national/international conference for professionals.
   - Indicate if the conference is **National** or **International** (an international conference is identified when its location is international or if much of the audience is worldwide)

C) **Consulting:** This activity is used when the scholar is providing a service of their expertise.
   - Examples: *Consultant, Expert Writer, Expert Witness, Technical Advisor, Advisor, or Other*

D) **Editorial Boards:** This review activity is used when the scholar serves on an editorial board of a professional journal/publication.

E) **Education Materials/Outreach:** This activity is used when the scholar has created or participated in the creation of education material/outreach serving other professionals and/or the public.
   - *Note: Upload pdf of pamphlets/solicitation to “Other Information” section of eFilePlus*

F) **Meetings Attended:** This activity is used when the scholar has attended a professional meeting which has contributed to their scholarly work or specialty. If you have already listed a presentation you completed at this meeting in your file, do not add this as a duplicate in this section.
G) **Presentations:** This activity is used when the scholar has made a presentation to professional audience/students at professional meetings/conferences. This section should identify presentations made with students at professional meetings/conferences.

- **Identify your role:**
  - Evidence of Plenary, Keynote or Distinguished roles can be provided and uploaded into the “Other Information” section of the eFilePlus or a web-link identifying your role in the comments section.
  - Co-Author – this role is used to identify your mentor work with a student that has presented a poster/presentation at a conference/meeting. *The students name should be identified in the comment section of the entry.*

H) **Professional Boards/Societies:** This activity is used when the scholar serves on a professional board/society.

- **Note:** If this is a paid membership it should be added to the “Membership” section of eFilePlus
- **Examples:** President, Vice President, Board Member, Member, Chair, Co-Chair, or Other)

I) **Professional Committee Service:** This activity is used when the scholar serves on a professional committee and/or societal.

- **Note:** If this is a service for a UCR department/College/Campus/ or UC System, this activity should be added to the “University Service” section of eFilePlus

J) **Reviewer Activities:** This activity is used when the scholar serves as a reviewer of professional work completed by others in the field/specialty.

- Letter of Recommendation - Due to confidentiality, do not disclose the name of the individual for which you wrote the letter of recommendation.

K) **Webpage Development:** This activity is used when the scholar has developed and/or maintains a webpage for use by other professionals or the public.

L) **Workshops:** This activity is used when the scholar has organized or participated in a workshop for professional development. Note: Stanford Series participation should be added in this section.

M) **Other:** This activity is used when the scholar has participated in a professional service/scholarly activity but the system does not have a category to identify the activity.

- **Note:** IRB’s - If scholar is the lead for a study not yet resulting in publication, then it should be added to “Professional Activities” > “Other” section of eFilePlus
- **Examples of “Other” activities:**
  - Administrative activities
  - Interviews (such as: magazines, newspapers)
  - Research activity that does not include funding
  - Quality improvement projects
A) When adding a University service activity, use the pull down menu to select the type of service:
- Department, College, Campus, Senate, or Systemwide:
  - Department service is a committee your Chair has requested you serve on
  - College Service is a committee the Dean or senior leadership in SOM have asked you to serve on
  - Campus service is service perhaps the Chancellor or delegate have requested you serve on
  - Senate service is Academic Senate service (rare for HS faculty)

B) Systemwide service is at the request of UC President or delegate for project for all campuses.

C) Use pull down to select your role. Best to provide as much information as possible, including name of Committee, Service dates, Description of Service and any helpful comments which will assist the reviewer in understanding the work and the time commitment you put in. Be sure to put an end date for service that has ended. Please make a comment in comment section if service is ongoing.
A) Fill in all fields, including Comments providing frequency or more context if possible to help reviewers understand the depth of work you have put into the service activity.

- Since the system is date driven, dates should be filled in and end dates should be inserted if service is complete.
  - If service is ongoing, make a comment in comment section.
- Don’t delete any activities if they’re complete, just put end date.
### A) TEACHING RECORDS:
- Upload graduate students and clinical trainees teaching evaluations
  - Teaching evaluations related to UME & Residents/ Fellows are categorized as “Off-Site Clinical Teaching” (i.e: Clerkships, rotations, resident, and fellows evaluations)
  - Completion of “Team Taught” is required for off-site clinical teaching
  - To obtain your evaluations:
    - Contact your UCR SOM coordinator for your medical students (block courses or clerkships) and resident/fellowship evaluations
    - OR
    - Contact the coordinator at the hospital you are training the medical students, residents/fellows to obtain your evaluations for other programs (i.e. Loma Linda University, RCH, RUHS, Presenter for workshops, etc..)

- Block or Graduate Courses (i.e: MDCL/BMSC) indicate the quarter, year, whether the course was taught by a team, class subject, class number, class title, unit, and enrollment. If unsure about whether course is cross listed, inquire with your Academic Affairs analyst.

### ENTERING A NEW TEACHING RECORD:

**SAMPLE 1 – UCR Block Courses or Catalog courses**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Quarter</th>
<th>Year</th>
<th>Team Taught</th>
<th>Subject</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Enrollment</th>
<th>Cross Listed</th>
<th>Subject &amp; Number</th>
<th>Attachments</th>
<th>Evaluation Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Riverside</td>
<td>Spring</td>
<td>2016</td>
<td>No</td>
<td>MS 4th Year Clerkship (2016-2017)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Combined</td>
</tr>
<tr>
<td>UC Riverside</td>
<td>Spring</td>
<td>2015</td>
<td>Yes</td>
<td>BMSC</td>
<td>235</td>
<td>Clinical Neurosciences I</td>
<td>5.0</td>
<td>4</td>
<td></td>
<td>Foundation of Medicine II</td>
<td></td>
<td>View Numerical</td>
</tr>
</tbody>
</table>

*Can provide an explanation if no evaluations for course*
### SAMPLE 2 – Off-Site Teaching (i.e. RCH, RUHS, LLU, educational conferences)

**B) TEACHING RELEASES:**
- For senate faculty, not applicable for Health Sciences or Adjunct Faculty
  - Do not complete this section, if applicable the Academic Affairs analyst fill in

**C) TEACHING STATEMENTS:**
- For senate faculty, not applicable for Health Sciences or Adjunct Faculty
  - Do not complete this section, the Academic Affairs analyst will partner with the Division Chair to complete for the senate faculty

**D) OTHER TEACHING INFO:**
- Clinical Teaching can be reported with the “OTHER” drop down option:
  - Input noon conferences, ward rounds, and clinical case scenario lectures
- Identify clinical trainees, rotating students, visiting scholars, visiting under/graduate students by name.
- If mentoring a student on an IRB activity, the involvement should identified in this section (example: faculty mentor for Student X on project XYZ, IRB123).
- List start dates and end dates, if the activity has ended.
- Describe your role thoroughly.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Subject &amp; Course Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developed</td>
<td>07/2016</td>
<td></td>
<td></td>
<td>Cardiology, AOSME</td>
<td>Fellowship Training Program</td>
<td></td>
<td>I started as the founding director; working with hospital affiliates and community faculty. Designed the curriculum, daily conferences, various clinical rotations, research. This is a 3 year training program sponsored by UCR with 4 fellows per year (approved for a total of 12).</td>
</tr>
<tr>
<td>Other</td>
<td>07/2013 - 09/2019</td>
<td></td>
<td></td>
<td></td>
<td>Resident - Ward Rounds: Attending physician on ward rounds at RUHS, 3-4 resident residents/rotation, 12 hours/day, 10 weeks/year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>07/2013 - 09/2019</td>
<td></td>
<td></td>
<td></td>
<td>Medical Students - Ward Rounds: Attending physician on ward rounds at RUHS, 1 medical student and 1 PA student/rotation, 12 hours/day, 10 weeks/year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>07/2010 - 09/2019</td>
<td></td>
<td></td>
<td></td>
<td>Resident - Noon conference lectures, 15 residents/lecture hour/day, 1-2 lectures/month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>07/2018 - 06/2019</td>
<td>Lindsay</td>
<td>Short</td>
<td>Clinical Fellow</td>
<td>Mentor in her cardiology training as well as guide for research in my role as cardiology fellowship director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>07/2017 - 09/2019</td>
<td>Mandira</td>
<td>Patel</td>
<td>Resident</td>
<td>Research mentor and guide for her clinical research projects. She is a resident in medicine. Six of her abstracts were presented at the National ACC meeting 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>03/2010 - 04/2010</td>
<td>Olivia</td>
<td>Sakphon</td>
<td>Other Supervision/Advising</td>
<td>BMSC - rotating graduate student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>07/2010 - 09/2019</td>
<td>Julio</td>
<td>Wood</td>
<td>Other Supervision/Advising</td>
<td>SPAB mentor on Research Training in Molecular and Genetic Basis of Human Diseases, WSNH-W-15-4-0326</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Student Instruction And Sponsorship

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Degree</th>
<th>Department/Degree Program</th>
<th>Committee</th>
<th>Roles</th>
<th>Notes</th>
<th>Date</th>
<th>Reason Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nabjot</td>
<td>Sandhu</td>
<td>PhD</td>
<td>Biomedical Sciences</td>
<td>Oral Exam</td>
<td>Member</td>
<td></td>
<td>08/2017 - 09/2017</td>
<td>Completed</td>
</tr>
<tr>
<td>Parima</td>
<td>Udompholokul</td>
<td>PhD</td>
<td>Biomedical Sciences</td>
<td>Advisory Committee</td>
<td>Chair, Thesis Advisor</td>
<td></td>
<td>08/2017 - Present</td>
<td></td>
</tr>
<tr>
<td>Maham</td>
<td>Rais</td>
<td>PhD</td>
<td>Division of Biomedical Sciences SOM</td>
<td>Qualifying Exam</td>
<td>Member, Thesis Advisor</td>
<td></td>
<td>08/2017 - Present</td>
<td></td>
</tr>
<tr>
<td>Alex</td>
<td>Aronson</td>
<td>PhD</td>
<td>CNAS</td>
<td>Advisory Committee</td>
<td>Chair, Thesis Advisor</td>
<td></td>
<td>06/2017 - Present</td>
<td></td>
</tr>
<tr>
<td>Jenny Thuy</td>
<td>Mac</td>
<td>PhD</td>
<td>Biotechnology</td>
<td>Oral Exam</td>
<td>Member</td>
<td></td>
<td>05/2017 - 09/2017</td>
<td>Completed</td>
</tr>
</tbody>
</table>

A) All **Graduate Student Committees** served on must be listed here *(i.e. Masters and PhD)*.

B) Fill out each column and **put an end date or check “To Present”**, where indicated.

C) **Choose a Reason** from the pull down menu for those with end dates.

### Student Instruction And Sponsorship

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Degree</th>
<th>Department/Degree Program</th>
<th>Graduate/Undergraduate</th>
<th>Type of Support</th>
<th>Agency/ Source</th>
<th>Affiliation to Student</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah</td>
<td>Kabbasa</td>
<td>Other</td>
<td>BS</td>
<td>Undergraduate</td>
<td>Training And Grant</td>
<td>NSF</td>
<td>CAMP Director</td>
<td>$1000</td>
<td>04/2020 - 04/2020</td>
</tr>
<tr>
<td>Andrea</td>
<td>Polonijs</td>
<td>Other</td>
<td>SMPH</td>
<td>Graduate</td>
<td>Other</td>
<td>UC Chancellors Postdoc</td>
<td>Faculty Mentor/Sponsor</td>
<td>$120000</td>
<td>09/2019 - 06/2021</td>
</tr>
<tr>
<td>Angela</td>
<td>Olvares</td>
<td>Other</td>
<td>BS</td>
<td>Undergraduate</td>
<td>Research Grant</td>
<td>Office of Undergraduate Education</td>
<td>Faculty Mentor</td>
<td>$1000</td>
<td>07/2019 - 03/2020</td>
</tr>
<tr>
<td>Jericha</td>
<td>Vidaja</td>
<td>Other</td>
<td>MD</td>
<td>Graduate</td>
<td>Student Grant</td>
<td>Ernst A. Nolmann Memorial Award</td>
<td>Primary Mentor</td>
<td>$1000</td>
<td>04/2017 - 12/2017</td>
</tr>
</tbody>
</table>

A) Use the student sponsorship section to show students you have mentored or supervised who have received special funding or grants to do the research.

B) For example if your mentee received a travel award, it should go here versus in your Grant section.

C) Please fill out each column including dates.
Grant/Fellowship:

A) Determine if funding is a multi-investigator grant. If yes, then the following must be provided:
   - Names of Co-PI’s (UCR Affiliated or non-UCR Affiliated)
   - Complete Candidates contribution with specifics on your role of the grant proposal and/or research portion.

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<table>
<thead>
<tr>
<th>Granting Agency</th>
<th>Title</th>
<th>Date</th>
<th>Total Award</th>
<th>UCR Amount</th>
<th>Amount to Candidate</th>
<th>Role</th>
<th>Status</th>
<th>Is Multi-Investigator Grant</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institutes of Health, National Institute of Allergy and Infectious Diseases</td>
<td>R21AI135500-81 Endocannabinoid control of host: helminth interactions; Diversity Supplement</td>
<td>08/01/2019</td>
<td>$81,118.00</td>
<td>$81,118.00</td>
<td>$81,118.00</td>
<td>Co-PI</td>
<td>Current</td>
<td>Yes</td>
<td>Diversity Supplement to grant R21AI135500, for Piedad Perez in the Biomedical Sciences PhD program.</td>
</tr>
<tr>
<td>National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Disorders</td>
<td>RS6DK1219490 Gut-brain endocannabinoid signaling in feeding behavior and obesity</td>
<td>08/19/2018 - 05/31/2019</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>PI</td>
<td>Expired</td>
<td>No</td>
<td>The major goal of this project is to identify roles for endocannabinoid signaling in the gut-brain control of feeding behavior and its dysregulation in diet-induced obesity.</td>
</tr>
</tbody>
</table>
A) Enter your role on grant (ex. PI, Co-PI, Senior Personnel, Collaborator, or Other)

B) Enter status of grant/proposal (Pending, Awarded, Current, Expired, Declined, Not Awarded)
   - As grant status changes, do not create a new entry. Edit the current grant in eFilePlus and change the status and save.
   - Awarded – When a grant is awarded a pdf copy of the letter/email must be uploaded into the entry.
   - Declined – When the scholar has been awarded the grant, however, has decided to decline the award.
   - Not Awarded – When the grant agency has declined the award of the grant funds to the scholar.

C) Enter Grant Awarded Date (pdf copy of letter/email must be uploaded into the entry).

D) Enter the name of Granting Agency (ex. NIH, Foundation, UC)

E) Enter Title of Grant Proposal

F) Enter Dates of Project Period from/to (proposed project dates; period when funding will be awarded)

G) Enter Total Award

H) Enter UCR Amount

I) Enter Amount to Candidate (amount candidate receives from grant to perform the research)
   - Note: If only one PI (non-multi-investigator) there is no need to add UCR amount and PI amount, but if added it should be the same as total amount.
A) The gift section captures any funding received by scholar that a proposal/application was not submitted.
B) Enter **Organization name**
C) Enter **Donor Name**
D) Enter a **description** of award/gift
E) Enter **date Award was received**
F) Enter **Award amount**
Memberships

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Date From</th>
<th>Date To</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Academy of Pediatrics</td>
<td>06/2008</td>
<td>Present</td>
<td>Fellow</td>
<td></td>
</tr>
<tr>
<td>American Academy of Pediatrics, Chapter 2, California</td>
<td>06/2019</td>
<td>Present</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Council on Medical Student Education in Pediatrics (COMSEP)</td>
<td>03/2018</td>
<td>Present</td>
<td>Member</td>
<td>An international community of educators advancing the art and science of medical student education in pediatrics.</td>
</tr>
</tbody>
</table>

A) List all memberships or organizations you have currently or belonged to in the past.
   • *This section is not date driven and will appear in all snapshots regardless of review period*

B) Do not list any Professional Memberships you have been invited to serve on such as professional committees.
   • *These types of invited memberships/committees should be added to “Professional Services” > “Professional Committees Service” or “Professional Boards & Societies”*

C) Memberships in this area are typically committees or organizations *you have paid a fee* to obtain membership status.

Certifications/Licensures

<table>
<thead>
<tr>
<th>Name of Organization/Agency</th>
<th>Date From</th>
<th>Date To</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Board of Nuclear Cardiology</td>
<td>2018</td>
<td>Present</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>American Board of Internal Medicine (USA)</td>
<td>2017</td>
<td>Present</td>
<td>Diplomate</td>
<td>Board Certification in Adult Congenital Heart Disease</td>
</tr>
<tr>
<td>American Society of Echocardiography</td>
<td>2014</td>
<td>Present</td>
<td>Fellow</td>
<td>FASE</td>
</tr>
<tr>
<td>Certification Board in Cardiac Computed Tomography</td>
<td>2012</td>
<td>Present</td>
<td>Diplomate</td>
<td>Board Certification in Cardiac CT</td>
</tr>
<tr>
<td>National Board of Echocardiography (USA)</td>
<td>2003</td>
<td>Present</td>
<td>Diplomate</td>
<td>Board certification in echocardiography</td>
</tr>
<tr>
<td>American College of Cardiology (USA)</td>
<td>1994</td>
<td>Present</td>
<td>Fellow</td>
<td>FACC</td>
</tr>
<tr>
<td>Royal College of Physicians of Edinburgh</td>
<td>1993</td>
<td>Present</td>
<td>Fellow</td>
<td>FRCP (Edinburgh)</td>
</tr>
<tr>
<td>American Board of Internal Medicine (USA)</td>
<td>1993</td>
<td>Present</td>
<td>Diplomate</td>
<td>Board Certification in Cardiology</td>
</tr>
</tbody>
</table>

A) **Certifications** - List all current and past certifications
   • *This section is not date driven and will appear in all snapshots regardless of review period*

B) **Licensures** – Medical Licensures (current/past) and Board Certifications (current/past) and sub-specialties should be added to this section.
## Honors and Awards

<table>
<thead>
<tr>
<th>Year</th>
<th>Type</th>
<th>Location</th>
<th>Society/Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Teaching</td>
<td>Riverside, CA</td>
<td>UCR School of Medicine</td>
<td>Golden Lung Award named by the UCR Medical Students. For “Providing a Breath of Fresh Air to an Otherwise Stale Topic,” Class of 2018</td>
</tr>
<tr>
<td>2017</td>
<td>Teaching award</td>
<td>Riverside, CA</td>
<td>UCR School of Medicine</td>
<td>Golden Heart award for teaching</td>
</tr>
<tr>
<td>2016</td>
<td>Best Clinical Skills Instructor</td>
<td>Riverside, CA</td>
<td>UCR School of Medicine</td>
<td>Best Clinical Skills Instructor Year 2 Class of 2016 UCR SOM</td>
</tr>
<tr>
<td>2015</td>
<td>Top Doctor</td>
<td>Inland Empire Magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>Bertram H. Eckmann, MD</td>
<td>Riverside, CA</td>
<td>Riverside University Health System</td>
<td>Emerging Leadership Award</td>
</tr>
</tbody>
</table>

**A)** Insert the **year** of Award/Honor

**B)** Indicate **type** of award/honor

**C)** Include location (city, state) of where award was provided/presented

**D)** Identify what institution/society/association/company provided the award/honor

**E)** **Provide a description** for the type of award received and its prestige

**Footnotes:**
- At times the type of award may also be provide the description of award, if this is the case – do not duplicate information in the description section (i.e. Teacher of Year).
- Monetary awards should be indicated under the Fellowship section.
- Nominations for faculty development courses/certificates should be identified in “professional service” section – under “workshops”.
# Employment History

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Organization/Institution/Firm</th>
<th>Location</th>
<th>Rank, Title or Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/2016</td>
<td>Present</td>
<td>University of California, Riverside</td>
<td>Riverside, CA</td>
<td>Health Sciences Assistant Clinical Professor, Step II</td>
</tr>
<tr>
<td>08/2017</td>
<td>08/2018</td>
<td>Sharp Rees Steely</td>
<td>San Diego, CA</td>
<td>Urgent care per diem Physician</td>
</tr>
<tr>
<td>01/2013</td>
<td>06/2013</td>
<td>University of California, Los Angeles</td>
<td>Los Angeles, CA</td>
<td>Medical Student Researcher- degenerative disc disease project</td>
</tr>
<tr>
<td>06/2011</td>
<td>07/2011</td>
<td>University of California, Los Angeles</td>
<td>Los Angeles, CA</td>
<td>Medical Student Researcher- Summer research, oxidative stress on cardiac myocytes</td>
</tr>
</tbody>
</table>

**A)** Make sure current Step is reflected and dates are correct

**B)** Provide *individual rank/step*

**C)** Not required to list salary (please *indicate if appointment is without salary*)

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Organization/Institution/Firm</th>
<th>Location</th>
<th>Rank, Title or Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2019</td>
<td>Present</td>
<td>UCR, SOM - Dept of Pediatrics</td>
<td>Palm Springs, CA</td>
<td>Health Sciences Assistant Professor, Step I (WOS)</td>
</tr>
</tbody>
</table>

**D)** *Include the location* of institution
## Education

<table>
<thead>
<tr>
<th>Date of Attendance</th>
<th>School/ College/ University/ Hospital</th>
<th>Major Subject/ Field</th>
<th>Degree/ Certificate</th>
<th>Year Degree Received/ Planned</th>
<th>Location</th>
<th>Still in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 - 2020</td>
<td>UC Irvine</td>
<td>Business Administration</td>
<td>Masters</td>
<td>2020</td>
<td>Irvine, CA</td>
<td>Yes</td>
</tr>
<tr>
<td>2011 - 2012</td>
<td>Harbor-UCLA</td>
<td>Therapeutic Endoscopy</td>
<td>Advanced Fellowship</td>
<td>2012</td>
<td>Los Angeles, CA</td>
<td>No</td>
</tr>
<tr>
<td>2008 - 2011</td>
<td>Scripps Hospital</td>
<td>Gastroenterology</td>
<td>Fellowship</td>
<td>2011</td>
<td>San Diego, CA</td>
<td>No</td>
</tr>
<tr>
<td>2007 - 2008</td>
<td>Thomas Jefferson University Hospital</td>
<td>Internal Medicine</td>
<td>Chief Resident</td>
<td>2008</td>
<td>Philadelphia, PA</td>
<td>No</td>
</tr>
<tr>
<td>2005 - 2007</td>
<td>Thomas Jefferson University Hospital</td>
<td>Internal Medicine</td>
<td>Residency</td>
<td>2007</td>
<td>Philadelphia, PA</td>
<td>No</td>
</tr>
<tr>
<td>2004 - 2005</td>
<td>Thomas Jefferson University Hospital</td>
<td>Internal Medicine</td>
<td>Internship</td>
<td>2005</td>
<td>Philadelphia, PA</td>
<td>No</td>
</tr>
<tr>
<td>1999 - 2004</td>
<td>Temple University School of Medicine</td>
<td>Medicine</td>
<td>Medical Degree (MD)</td>
<td>2004</td>
<td>Philadelphia, PA</td>
<td>No</td>
</tr>
<tr>
<td>1995 - 1999</td>
<td>Dartmouth College</td>
<td>Biochemistry</td>
<td>Bachelors in Arts with Honors</td>
<td>1999</td>
<td>Hanover, NH</td>
<td>No</td>
</tr>
</tbody>
</table>

**K)** Insert the **years** of attendance

**L)** Provide **full name** of academic institution

**M)** Write out major/subject of study

**N)** Identify the type of degree or certification accomplishment:

- *UCR Extension certificate programs should be identified here (i.e. Medical Education)*
- *Separate out the various clinical training programs:*
  - i. Internship
  - ii. Residency
  - iii. Chief Residency
  - iv. Fellowships
    - List individually

**O)** Identify the year of completion

- *If still ongoing, click on the box for “still in progress”:* ✔️ Degree/Certificate Still in Progress

**P)** Add the **City AND State** of academic institution

---

**Footnotes:**

- There is a specific section for Honors and Awards and those distinctions should be listed in that section and not be listed in the education section.
- Individual training courses, workshops, or faculty development classes should not be listed under the education section. These types of courses should be identified in the “Professional Service” section under “Workshops”.

---
A Self Statement is a statement covering your accomplishments during the review period. While it is optional, a candidate is strongly encouraged to submit a brief statement describing and evaluating, in language understandable to a general audience, their achievements and recognition within the review period. Accuracy of the self-statement is the responsibility of the candidate. The self-statement may not contain comments on procedures/processes used to assemble the file and this is not the place for personal information.

- If there are discrepancies between facts stated on the self-statement and the review file (or eFilePlus snapshot), the reviewing bodies will defer to the snapshot as the true/accurate record.

A) Page limitations:
- Merit and Quinquineals files:
  - Two-page maximum
- Advancements to Professor VI, Professor Above-Scale, within Professor Above Scale, Promotions, Career Reviews, Reappointments, and Appraisals
  - Not limited in length but candidates are encouraged not to exceed five-pages in length when submitting self-statements for on campus review process.

B) Applicable Date: Always 9/30/xx – cut off year for current review

C) Action Type: Choose from Pull Down Menu (Merit, Promotion, Quinquinneal, etc.)

D) Provide your self-statement by:
- Input by Text directly into eFilePlus
- Uploaded by PDF attachment – preferred method
Teaching
Candidate should discuss their involvement in teaching medical students, residents, or other teaching such as serving on Master’s or PhD committees or mentoring undergraduate students during review period. Contributions to course or curricular development during the review period can be discussed here. Any major block of time spent during review period where you have mentored or directed students should be detailed. Reference a commitment to excellence in teaching through your evaluations and student/clinical trainee feedback, as well as innovative methods used. Teaching recognition or awards during review period should be tied in here.

Professional Competence and Activity
Clinical trials, workshops organized, presentations given, professional committees served on, etc. during the review period should be discussed here. Particular emphasis on the most important items, such as a Keynote speaker role, chair or co-chair of a major committee, an international presentation, a groundbreaking clinical trial, etc. during the review period.

Scholarly and/or Research
In this section, published works, blogs, published clinical trials, development or contributions to a curriculum, contributions or development of clinical programs, development of outreach materials or informational programs, etc. during review period should be highlighted. A description of the most significant activities in more detail than is enumerated in eFilePlus is needed; help your reviewers understand why these works are important, what their impact is, how they led to perhaps a grant, other recognition, or additional studies.

University and Public Service
Let your reviewers understand the important department, School, University, or public service activities you have contributed to during the review period. If you were a chair, co-chair, organizer, then describe your leadership role. Time spent on certain activities is important to note as some committees might meet three times a month, while others only meet twice a year.

Contribution to Diversity in Review Period
Provide a statement addressing contributions to diversity through teaching, research, professional activity and/or service during the review period.

REMEMBER — ITEMS MENTIONED HERE SHOULD BE ADDED TO YOUR EFILEPLUS RECORD. IN ADDITION, MERIT SELF-STATEMENTS CAN BE UP TO 2 PAGES, PROMOTIONS TO NEXT RANK CAN BE UP TO 5 PAGES.

THIS IS YOUR TIME TO SHINE!
Other Information

For All Documents - Include:

A) Type of Document
B) Document Date
C) If received from an individual, identify the sender’s first and last name

Examples:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Acceptance Letter</td>
<td>06/2019</td>
</tr>
<tr>
<td>Vitals.com Review</td>
<td>09/2019</td>
</tr>
<tr>
<td>List of IRB studies</td>
<td>09/2019</td>
</tr>
<tr>
<td>Invitation Letters</td>
<td>09/2019</td>
</tr>
<tr>
<td>News Articles</td>
<td>09/2019</td>
</tr>
<tr>
<td>Thank-you Letter</td>
<td>02/2018</td>
</tr>
<tr>
<td>Unsolicited Letter (Non-Confidential)</td>
<td>01/2019</td>
</tr>
</tbody>
</table>

- Invited Presentation, abstract oral presentation acceptance
- Online patient reviews
- Could include confirmation of clinical trials participation or list of IRB’s reviewed
- Chancellor’s program, organizing a retreat, or presentation announcements
- Links or copies of interviews and/or articles that include your quotes
- Appreciation certifications, patient letters, workshop participation gratitude note, or mentor appreciation acknowledgment
- Letter of support or nomination

Footnotes:

- Uploads in the “Other Information” section must be identified within eFilePlus (i.e):
  - Attachments related patient reviews (clinical competency) can be identified in self-statement but must also be presented within the “Professional Service – Other” section.
  - Faculty role, description, and dates of service for IRB reviews should be identified within the “Professional Service – Other” section as a reference of the “other information” attachment.
  - Interviews and quotes presented on news articles must be identified within the “Professional Service – Other” section.