

# SUGGESTED TEMPLATE FOR CV

## Name and Credentials Curriculum Vitae

**TITLE & EMPLOYMENT** (title, current place of employment, department, address, phone number)

**LICENSES & CERTIFICATIONS** (license(s) and certification(s), licensing or certifying body, expiration date)

**EDUCATION** (graduation month and year; earned degree(s); formal post-doctoral education, and/or degrees in progress; university name, department, city, state; area of focus)

**EMPLOYMENT & PROFESSIONAL EXPERIENCE** (title, date of employment [month/year to month/year] facility, city/state)

**HONORS & AWARDS** (list date and honor/award)

**PUBLICATIONS & SELECTED WRITTEN WORKS** (data-based articles and peer-reviewed journal articles, research monographs, books, book chapters, newsletters, patient tools, newsletters, patient tools, etc. Use reverse chronological order, newest first)

**SPEAKING ENGAGEMENTS & TEACHING** (workshops, keynotes, media interviews, seminars, conference presentations, posters or abstract presentations etc. – segregated into international, national, state, local categories, if appropriate. Use reverse chronological order, newest first)

**RESEARCH/EVIDENCED BASED PRACTICE** (funded and unfunded research, EBP initiatives, translation into practice. Use reverse chronological order, newest first)

**PROFESSIONAL SERVICE** (voluntary, appointed, or elected leadership roles in nursing, healthcare, or other organizations outside of employments, international, national, regional, state, local categories if appropriate with dates and activities)

**PHILANTHROPY** (community involvement – note any relations to perioperative nursing)

**ADDITIONAL EXPERIENCES/CATEGORIES AS APPROPRIATE** (optional, if related to perioperative services and demonstrate impact)

## Example of describing the area of impact in your CV:

Within the selected area of focus (Clinical Practice, Education, Administration/Leadership, or Research/Evidence-based Practice) list contributions and impact to perioperative nursing. An example of that impact is described below.

Facilitator for the system's Professional Development Council. Key achievements include: **143% increase** of recognizing certified nurses during celebrating week; revamping nursing grand rounds with **128% increase** of attendance; **\$9,000** cost avoidance with free continuing education offered for nursing grand rounds; and developing strategy for 2024 face to face peer review process.

*Perioperative Impact: My department organizes and supports CNOR take two and provides reimbursement for initial certification and recertification. In 2021 our OR was recognized as CNOR strong and in 2022 Regional Medical Center OR was recognized as CNOR strong.*