

SAMPLE BIOGRAPHICAL REPORT

Detailing your experiences helps the Health Professions Committee learn about how you spend your time and what matters to you. For each experience that you wish to share, we ask that you begin by selecting an experience category, and then completing the template below. You'll need to cut and paste the following table for each experience you list. Please select your TOP THREE most meaningful experiences and reflect upon them in the "Remarks" section. *We understand that the experience categories are often blurred and ask that you use your best judgement for how to categorize an experience when questions arise.*

The Experience Categories that you will use are as follows:

- Extracurricular Activities
- Intercollegiate Athletics
- Community Service/Volunteering (non-medical/clinical)
- Community Service/Volunteering (medical/clinical)
- Paid Employment (non-medical/clinical)
- Paid Employment (medical/clinical)
- Teaching, Tutoring, Teaching Assistant
- Presentations/Posters
- Publications
- Conferences Attended
- Physician Shadowing/Clinical Observation

Experience Category:

COMMUNITY SERVICE/VOLUNTEERING (MEDICAL/CLINICAL)

Experience Name:

Emergency Department Volunteer

Contact Name & Title:

Jane Doe, *Volunteer Program Coordinator*

Contact Email:

jdoe@pleasantview.org

Organization Name:

Pleasantview Hospital

City/State/Country:

Pleasantview, AL, USA

Experience Description:

I volunteer three hours per week in the Emergency Department (ED) at Pleasantview Hospital. I provide support to ED staff by transporting patients to and from radiology, making frequent rounds to waiting rooms to assess patient needs, and supplying patients with blankets and water. Additionally, I converse with patients and transmit messages between patients and staff in the ED. By working in this chaotic environment, I have witnessed the stresses on patients who are ill as well as the demands on physicians. Patients are often frustrated when they meet a doctor after waiting for an extended period of time and I've learned that I need to be sensitive to these emotions and frustrations when I am a practicing physician.

Dates:

3/2015-6/2016

Total Hours:

180

Most Meaningful Experience? Y/N

No

Most Meaningful Experience Remarks:

N/A

Experience Category:

PAID EMPLOYMENT (MEDICAL/CLINICAL)

Experience Name:

Clinical Research Coordinator, Center for Reproductive Medicine

Contact Name & Title:

Jane Doe, *Director and Principal Investigator*

Contact Email:

jdoe@pleasantview.org

Organization Name:

Pleasantview Hospital

City/State/Country: Pleasantview, AL, USA

Experience Description: I serve as the lead research coordinator on a Phase IIb clinical trial investigating the efficacy of progesterone receptor antagonists as a treatment for polycystic ovarian disease and infertility. I run each study visit by collecting primary data (vital signs, EKG, Phlebotomy, urine hormone levels and menstrual data) as well as administer psychological assessments (questionnaires, WACS and neurocognitive computer tasks). I order prescriptions from the research pharmacy and dispense them during visits. I maintain all regulatory documentation including safety tracking and IRB documents. I also recruit and screen subjects for study eligibility.

Dates: 6/2014-6/2016

Total Hours: 4000

Most Meaningful Experience? Y/N Yes

Most Meaningful Experience Remarks: Since graduating from University of Pleasantview in 2014, I have worked 40 hours per week as a research coordinator. In addition to learning tangible clinical skills that will be valuable as a medical student and future physician, I have developed strong interpersonal skills by interacting with study participants and study staff at our center. I work closely with physicians, regulatory personnel and other research coordinators and I have developed the skills necessary to work well on a team with the shared goal of helping become attain good health. I am also the key liaison between our center and the Institutional Review Board, the pharmaceutical company that supplies the drug, and the Pleasantview Lab and pharmacy. Interacting with a wide range of individuals has honed my oral and written communication skills.

Perhaps the greatest skill I learned over the past year is the ability to navigate unpredictable situation with poise and professionalism. As will be the case when I am physician, there is never a “typical day” at my job. A participant might arrive late for a visit, the pharmacy might send up the wrong drug, the exam room might be in use because a previous visit ran over, etc. I’ve learned to remain calm, and adapt my plans with good humor and grace when these sorts of situations arise.

Experience Category:

Experience Name:

Contact Name & Title: John Doe, *Professor of Biochemistry*

Contact Email: jdoe@pleasantview.org

Organization Name: University of Pleasantview

City/State/Country: Pleasantview, AL, USA

Experience Description:

PRESENTATIONS/POSTERS

Poster Presentation at Society of Reproductive Medicine

John Doe, *Professor of Biochemistry*

jdoe@pleasantview.org

University of Pleasantview

Pleasantview, AL, USA

I helped prepare and present a poster entitled, “*Administration of progesterone as a selective agonist for the HER2 ligand receptor in a rat model of endometriosis*”

For the 2014 Society for Reproductive Medicine Conference in Chicago, IL. This poster was based on my research in Professor John Doe’s Endometriosis and Infertility Lab. In addition to presenting my findings, I spent four days at the conference attending lectures and

Dates: poster presentations.
11/2016
Total Hours: 20
Most Meaningful Experience? Y/N No
Most Meaningful Experience Remarks: N/A

Experience Category: **PHYSICIAN SHADOWING/CLINICAL OBSERVATION**
Experience Name: Physician Shadowing
Contact Name & Title: John Doe, *Pediatrician*
Contact Email: jdoe@pleasantview.org
Organization Name: Pleasantview Hospital
City/State/Country: Pleasantview, AL, USA
Experience Description: I have shadowed several physicians in order to answer the question if medicine is the right field for me. Through observing an OB-GYN, two pediatricians, getting to see outpatient surgery and attend a weekly Pediatric Development Clinic, I am convinced that it is. I have learned that there are many rewarding aspects to the practice of medicine and that many physicians are deeply frustrated with their careers. I have also shadowed during my semester abroad in Chile and back in high school when my church youth group went on a mission to Guatemala
Dates: 1/2013-1/2013 Total Hours: 16; 9/2014-9/2014 Total Hours 16; 10/2014-10/2014 Total Hours 8; 4/2015-10/2015 Total Hours 35
Total Hours: 75
Most Meaningful Experience? Y/N No
Most Meaningful Experience Remarks: N/A