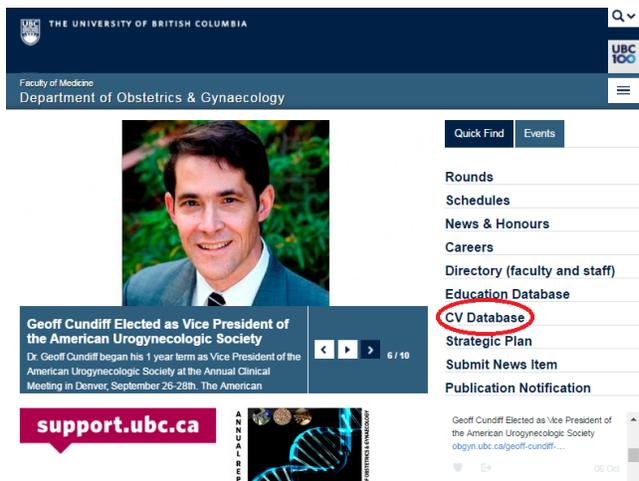


## **OBGYN CV Database - Getting Started**

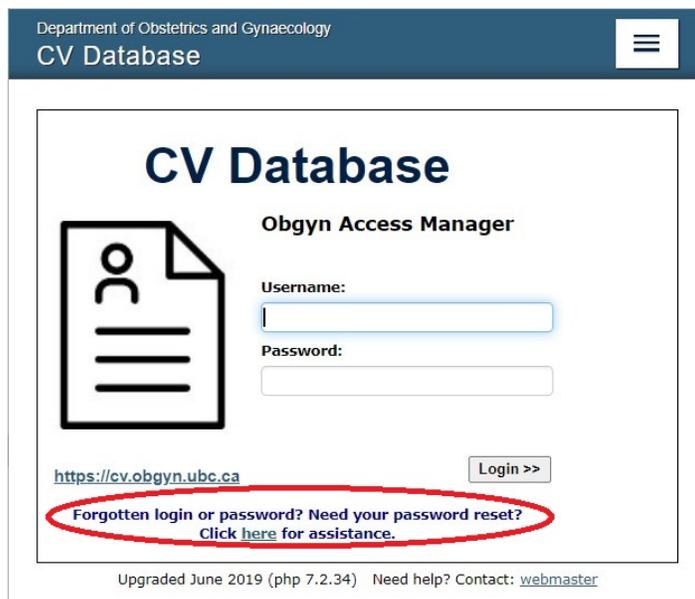
The OBGYN CV database follows the UBC CV definitive guidelines  
<http://cv.obgyn.ubc.ca/helpdocs/Curriculum Vitae - UBC.pdf>  
[http://cv.obgyn.ubc.ca/helpdocs/Completing the CV\\_brief.pdf](http://cv.obgyn.ubc.ca/helpdocs/Completing the CV_brief.pdf)  
 (found under **Help**).

The OBGYN CV Database is the replacement for the FOM STAR database. If you previously had data in STAR – it was transferred from March 2016. All UBC OBGYN physicians will have an OBGYN login created on arrival which allows access to both Education Database & CV Database (attached to your registered email).

1. You can access the database via our website <http://obgyn.ubc.ca/> or by direct link <http://cv.obgyn.ubc.ca/>.



2. **Login**  
 Enter your Username and Password or request assistance for login help.



A physician is responsible for the content of their own CV using their own login or may have access to an operator.

3. **Home Screen**

From the **Home** screen you can navigate to all parts of the CV and return ‘**Home**’ at any time.

The screenshot shows the 'CV Database' interface. At the top, there is a navigation bar with tabs: Home, Education, Employment, Teaching, Research, Service, Awards, and Publications. The 'Home' tab is circled in red. A dropdown menu is open under 'Research', with '9b, 9c Grants and Contracts' circled in red. Below the navigation bar, a welcome message for 'Helen' is displayed, along with 'Today's Date' (Oct 12, 2016) and 'Last Login' (Oct 12, 2016 @ 12:22:27 PM, 0 day(s)). A message states 'The New Obgyn CV Database is LIVE - we're happy to receive your feedback (Helen E...)'. The main section is titled 'CV Overview' and includes a note '(Click [icon] below to expand)'. The 'Education/Career' section lists items 4a, 5a, 5b, 5c, 5d, and 5e, each with an 'ADD/EDIT' link. The 'Employment' section lists items 6a, 6b, and 7. The 'Teaching' section lists items 8a, 8b, 8c, 8d, and 8e, 8f. The 'Research & Scholarly Activities' section lists items 9a, 9b, 9c, 9d, 9e, and 9f, 9g. The 'Service' section lists items 10.1 a,b and 10.2 a,b, and 11a-i. The 'Awards/Other' section lists items 12a-d and 13. The 'Publications' section lists 'Publications and Patents'.

4. **Add a CV Record to a section**

- Select correct section for the data
- Include dates – Start Date cannot be null, null End Date implies ‘present’ (may appear as 12/31/1969).
- Include Details **as specified** - data sections which contain a separate column for dates do **NOT** require them repeated in the Details

Department of Obstetrics and Gynaecology  
CV Database

Home Education Employment Teaching Research **Service** Awards Publications Grids Reports

10.1, 10.2 Service to University/Hospital  
11 Service to Community

10.1 a,b & 10.2 a,b Service to University/Hospital - Committees, other

Physician: Aatest, aPerson Start Date (mm/dd/yyyy): 10/12/2016 End Date: [ ]

Type: University Committee

Other: [ ]

Details (Role, Details, Organisation, Date)  
Chair, A University Committee, UBC Faculty of Medicine, Oct 2016 - present

Add Record >>

Records

3 Service to University/Hospital - Committees, other Records (Data Entry View)

|         | Physician       | Start Date | End Date | Type                 | Details        |
|---------|-----------------|------------|----------|----------------------|----------------|
| [M] [D] | Aatest, aPerson | 10/12/2016 | present  | University Committee | xxx            |
| [M] [D] | Aatest, aPerson | 06/01/2016 | present  | University Committee | live - sdgdgd  |
| [M] [D] | Aatest, aPerson | 05/29/2016 | present  | Hospital Committee   | live - acidaha |

**5. Modify/Delete a CV Record in a section**

Throughout the system for each individual record click for 'Modify' or 'Delete'  
Make your changes then 'Update Record'

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Home Education Employment Teaching Research Service Awards Publications Grids Reports

10.1 a,b & 10.2 a,b Service to University/Hospital - Committees, other - **Modify**

Physician: Aatest, aPerson Start Date (mm/dd/yyyy): 10/12/2016 End Date: 12/31/1969

Type: University Committee

Other: [ ]

Details (Role, Details, Organisation, Date)  
Chair, A University Committee, UBC Faculty of Medicine, Oct 2016 - present

Update Record >>

Records

3 Service to University/Hospital - Committees, other Records (Data Entry View)

|         | Physician       | Start Date | End Date | Type                 | Details                                      |
|---------|-----------------|------------|----------|----------------------|--|
| [M] [D] | Aatest, aPerson | 10/12/2016 | present  | University Committee | Chair, A University Committee, UBC Faculty.. |
| [M] [D] | Aatest, aPerson | 06/01/2016 | present  | University Committee | live - sdadada                               |

**6. Report Writer - Format & View UBC Standard CV and UBC Publications**

Once the data has been entered we can format in various different ways using Report Writer



Select your report style and adjust the Date Range appropriately. (All Dates implies 100 years). Items spanning the date range are automatically included



- UBC Standard CV – will format ALL sections 1-13 of the CV
- UBC Activity Report – will produce a subset from section 8-12. Amend the 'Date Range' to produce 'Annual' Activities.
- UBC Publications – formats Publications as required by UBC
- Publications – produces Annual Report format (Note names are bolded when possible)



**Report:** UBC Standard CV (Dec 19, 1916 to Dec 19, 2016)



University of British Columbia  
Curriculum Vitae for Faculty Members

|    |                    |                          |                     |
|----|--------------------|--------------------------|---------------------|
|    |                    | Date:                    | Dec 19, 2016        |
|    |                    | Verification Initial:    |                     |
| 1. | SURNAME:           | Aatest                   | FIRST NAME: aPerson |
| 2. | DEPARTMENT/SCHOOL: | Obstetrics & Gynaecology | MIDDLE NAME(S):     |

Click 'Generate a Word document' to open in MS Word.

7. **Report Writer – Save CV in MS Word**

‘Open’ the downloaded document (it may open automatically dependent on your settings)

Department of Obstetrics and Gynaecology  
CV Database

**Report Writer**

**Reports**

First select a report you will use.  
Based on your selection your options will change.

Available Reports  
Select a Report

**Report: UBC Standard CV (Dec 19, 1916 to Dec 19, 2016)**

Generate a Word document.

University of British Columbia  
Curriculum Vitae for Faculty Members

|             |        |                       |              |
|-------------|--------|-----------------------|--------------|
|             |        | Date:                 | Dec 19, 2016 |
|             |        | Verification Initial: |              |
| 1. SURNAME: | Aatest | FIRST NAME:           | aPerson      |
|             |        | MIDDLE NAME(S):       |              |

CV\_DATA\_2016\_1....doc

Open

Always open files of this type

Show in folder

Click ‘Enable Editing’ in order to Save or Edit

CV\_DATA\_2016\_12\_19\_09.07.08 (Protected View) - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins Acrobat

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

University of British Columbia  
Curriculum Vitae for Faculty Members

|                       |                          |                       |              |
|-----------------------|--------------------------|-----------------------|--------------|
|                       |                          | Date:                 | Dec 19, 2016 |
|                       |                          | Verification Initial: |              |
| 1. SURNAME:           | Aatest                   | FIRST NAME:           | aPerson      |
|                       |                          | MIDDLE NAME(S):       |              |
| 2. DEPARTMENT/SCHOOL: | Obstetrics & Gynaecology |                       |              |
| 3. FACULTY:           | Medicine                 |                       |              |
| 4. PRESENT RANK:      |                          | SINCE:                |              |

5. EDUCATION AND CAREER

**8. Grids Data Display**

All data sections can be displayed as grids.  
 Choose dates, status, types and 'Begin Search'  
 This selection could 'Export to Excel'.

(Note publication shown in Yellow are not yet 'Published' and will be excluded from some reports.

Department of Obstetrics and Gynaecology  
CV Database

Home Education Employment Teaching Research Service Awards Publications **Grids** Reports Help Log Out

Grid View - Publications

**Search**

Physician: All Physicians | From: 01/01/2016 | To: 10/12/2016 | All Dates

Publication Status: Select a Publication Status | Publication Type: Select a Publication Type | **Begin Search >** | **Export to Excel**

14 Publication Records (Reporting View)

| Physician | Date       | Status      | Type     | PeerR | Role         | Authors                        | Title                               |
|-----------|------------|-------------|----------|-------|--------------|--------------------------------|-------------------------------------|
| M         | 03/03/2016 | Published   | Journals | Yes   | Author       | Christians JK, Beristain AG    | ADAM12 and PAPP-A: Candidate        |
| M         | 10/01/2016 | In Progress | Journals |       | Author       | Dunham C, McFadden D, Dalgre.. | Congenital hypothalamic hamartoma   |
| M         | 09/05/2016 | Published   | Journals | Yes   | Collaborator | Stephen P. Emery, MD; Steve .. | North American Fetal Therapy Net    |
| M         | 05/18/2016 | Published   | Journals | Yes   | Author       | Yang S and Hutcheon JA.        | Identifying outliers and implausibi |
| M         | 05/18/2016 | Published   | Journals | Yes   | Author       | Bodnar LM, Siminerio LL, Him.. | Maternal obesity and gestational v  |
| M         | 05/18/2016 | In Press    | Journals | Yes   | Author       | Hutcheon JA, Savitz DA.        | Influenza illness, immunization, a  |
| M         | 05/18/2016 | In Press    | Journals | Yes   | Author       | Hutcheon JA, Oken E.           | Towards defining optimal gestatio   |
| M         | 05/18/2016 | In Press    | Journals | Yes   | Author       | Hutcheon JA, Fell DB, Jackso.. | Detectable risks in studies investi |
| M         | 03/23/2016 | Published   | Journals | Yes   | Lead Author  | Johansson K, Hutcheon JA, St.. | Pregnancy weight gain by gestatio   |
| M         | 03/21/2016 | Published   | Journals | Yes   | Author       | Pugh SJ, Hutcheon JA, Richar.. | Gestational weight gain, prepregn   |

**9. Help** – the help system will contain all the latest instructions on usage

Department of Obstetrics and Gynaecology  
CV Database

Home Education Employment Teaching Research Service Awards Publications Grids Reports **Help**

General CV Instructions

- [Curriculum Vitae - UBC](#)
- [Completing the CV](#)
- [OBGYN CV Database Getting Started](#)

News and Updates

Oct 2016 - continuing to improve formatting

14 Sept 2016 - Added Sections 5-7, 13 from UBC CV