

## OBGYN CV Database - Getting Started

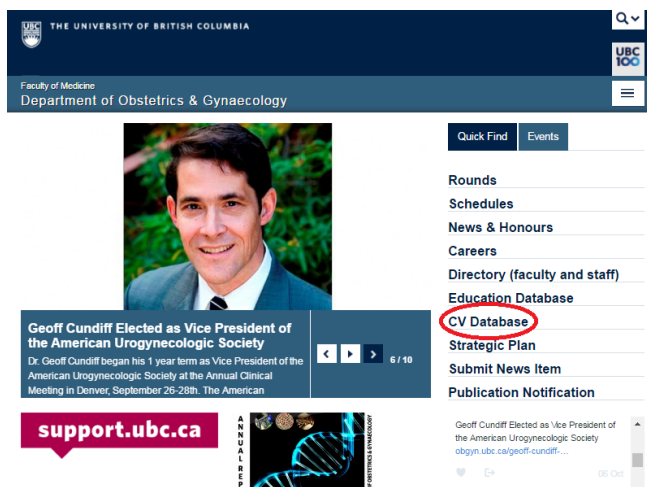
The OBGYN CV database follows the UBC CV definitive guidelines

<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**).

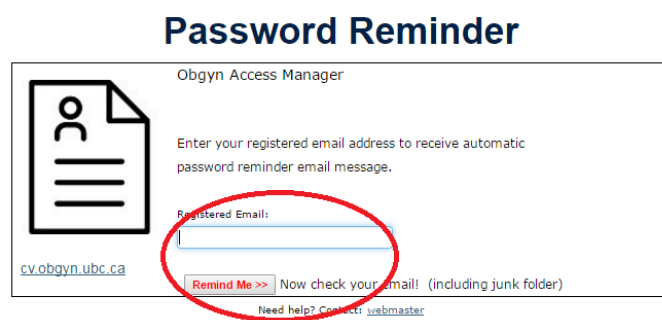
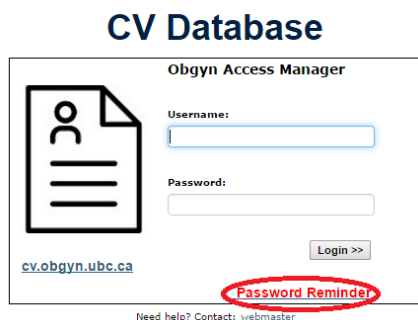
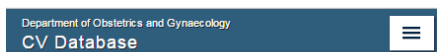
The OBGYN CV Database is the replacement for the FOM STAR database. If you previously had data in STAR – it was transferred from March 2016. All UBC OBGYN physicians will have an OBGYN login created on arrival which allows access to both Education Database & CV Database (attached to your registered email).

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 'Password Reminder'



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 'Department of Obstetrics and Gynaecology CV Database' interface. At the top, there is a navigation bar with tabs for 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' highlighted in a dark blue bar and circled in red. Below the navigation bar, a 'Welcome Helen' message 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 content area is titled 'CV Overview' and includes a note '(Click [icon] below to expand)'. The sections are:
 

- Education/Career**:
  - 4a, 5a, 5b Post Secondary Education [ADD/EDIT](#) (circled in red)
  - 4c Continuing Education or Training [ADD/EDIT](#)
  - 4d Continuing Medical Education (received) [ADD/EDIT](#)
  - 4e Professional Qualifications, Certifications and Licenses [ADD/EDIT](#)
- Employment**:
  - 6a, 6b Positions Held and Leadership Experience [ADD/EDIT](#)
  - 7 Leaves of Absence [ADD/EDIT](#)
- Teaching**:
  - 8a Teaching Interests [ADD/EDIT](#)
  - 8b UBC Courses [ADD/EDIT](#)
  - 8c Supervisory Experience [ADD/EDIT](#)
  - 8d Continuing Education Activities [ADD/EDIT](#)
  - 8e 8f Visiting Other Teaching [ADD/EDIT](#)
- Research & Scholarly Activities**:
  - 9a Special Interests [ADD/EDIT](#)
  - 9b, 9c Grants and Contracts [ADD/EDIT](#)
  - 9d, 9e Presentations [ADD/EDIT](#)
  - 9f, 9g Other Professional Activities [ADD/EDIT](#)
- Service**:
  - 10.1 a,b and 10.2 a,b Service to University/Hospital - Committees, other [ADD/EDIT](#)
  - 11a-i Service to Community - Peer review and Academic Community Service [ADD/EDIT](#)
- Awards/Other**:
  - 12a-d Awards and Distinctions [ADD/EDIT](#)
  - 13 Other Noteworthy Activity [ADD/EDIT](#)
- Publications**:
  - Publications and Patents [ADD/EDIT](#)

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
<input type="checkbox"/>	Aatest, aPerson	10/12/2016	present	University Committee	xxx
<input type="checkbox"/>	Aatest, aPerson	06/01/2016	present	University Committee	live - sdgdgd
<input type="checkbox"/>	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'

Department of Obstetrics and Gynaecology  
CV Database

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)

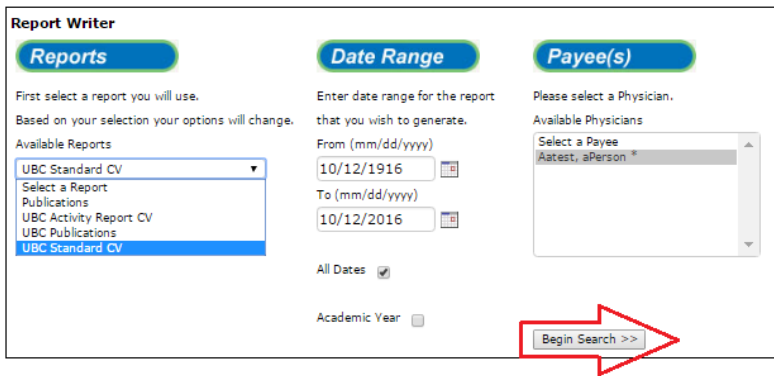
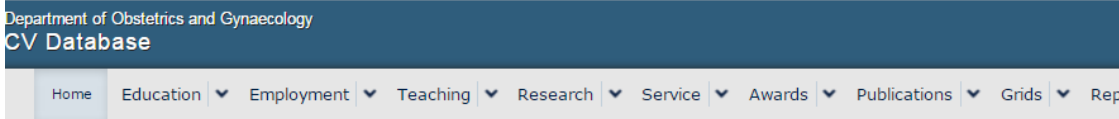
	Physician	Start Date	End Date	Type	Details
<input type="checkbox"/>	Aatest, aPerson	10/12/2016	present	University Committee	Chair, A University Committee, UBC Faculty..
<input type="checkbox"/>	Aatest, aPerson	06/01/2016	present	University Committee	live - sdadada

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

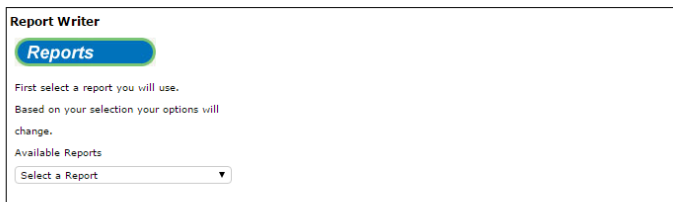
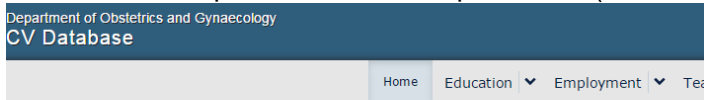
Once the data has been entered we can format in various different ways using Report Writer



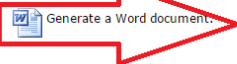
Select your report style and adjust the Date Range appropriately. (All Dates implies 100 years). Items spanning the date range are automatically included



- 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)

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**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):	
2. DEPARTMENT/SCHOOL:			
3. FACULTY:			
4. PRESENT RANK:		SINCE:	

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

Open

Always open files of this type

Show in folder

Show all

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.

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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