

OBGYN CV Database - Getting Started

The OBGYN CV database follows the UBC CV definitive guidelines

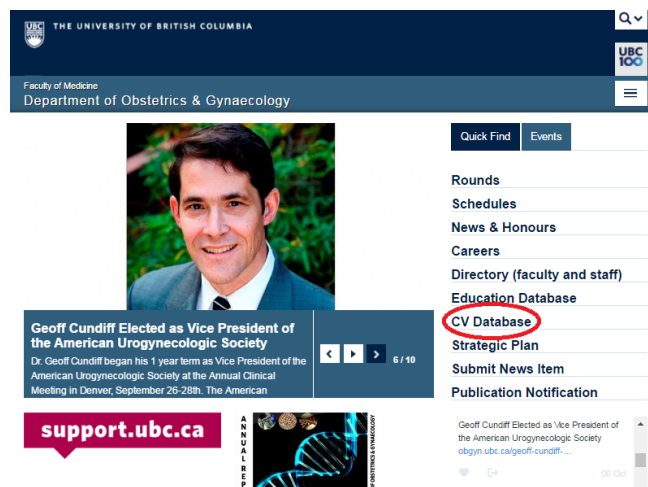
<http://cv.obgyn.ubc.ca/helpdocs/Curriculum Vitae - UBC.pdf>

http://cv.obgyn.ubc.ca/helpdocs/Completing the CV_brief.pdf

(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 screenshot of the OBGYN CV Database login page. The header shows 'Department of Obstetrics and Gynaecology' and 'CV Database'. The main content area is titled 'CV Database' and 'Obgyn Access Manager'. It features a login form with fields for 'Username:' and 'Password:'. Below the form is a 'Login >>' button. A red circle highlights the text: 'Forgotten login or password? Need your password reset? Click here for assistance.' At the bottom, it says 'Upgraded June 2019 (php 7.2.34) Need help? Contact: webmaster'.

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.

Department of Obstetrics and Gynaecology
CV Database

Home Education ▼ Employment ▼ Teaching ▼ Research ▼ Service ▼ Awards ▼ Publications ▼

9a Special Interests
9b, 9c Grants and Contracts
9d, 9e Presentations
9f, 9g Other Professional Activities

Welcome Helen

Todays Date Oct 12, 2016 **Last Login** Oct 12, 2016 @ 12:22:27 PM. 0 day(s)

The New Obgyn CV Database is LIVE - we're happy to receive your feedback ([Helen E...](#))

CV Overview

(Click below to expand)

Education/Career

6a, 5b Post Secondary Education [ADD/EDIT](#)

5c Continuing Education or Training [ADD/EDIT](#)

5d Continuing Medical Education (received) [ADD/EDIT](#)

5e 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 Help

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	xxxc
M D	Aatest, aPerson	06/01/2016	present	University Committee	live - sdgdgd
M D	Aatest, aPerson	05/29/2016	present	Hospital Committee	live - acidabc

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 Help

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="button" value="M"/> <input type="button" value="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

Department of Obstetrics and Gynaecology
CV Database

Home Education Employment Teaching Research Service Awards Publications Grids Reports Help

Report Writer

Reports

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

Available Reports
Select a Report

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

Department of Obstetrics and Gynaecology
CV Database

Home Education Employment Teaching Research Service Awards Publications Grids Reports

Report Writer

Reports

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

Available Reports
Select a Report
Publications
UBC Activity Report CV
UBC Publications
UBC Standard CV

Date Range

Enter date range for the report that you wish to generate.

From (mm/dd/yyyy) 10/12/1916
To (mm/dd/yyyy) 10/12/2016

All Dates ☒
Academic Year ☐

Payee(s)

Please select a Physician.

Available Physicians
Select a Payee
Aatest, aPerson *

Begin Search >>

- 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)

Department of Obstetrics and Gynaecology
CV Database

Home Education Employment Teaching

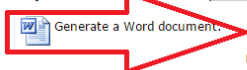
Report Writer

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)



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	

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):	
2. DEPARTMENT/SCHOOL:			

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.

The screenshot shows the 'Department of Obstetrics and Gynaecology CV Database' interface. The 'Grids' menu is open, showing a list of data sections including '5a, 5b Post Secondary Education', '5c Continuing Education or Training', '5d Continuing Medical Education', '5e Professional Qualifications', '6a, 6b Positions Held and Leadership Experience', '7 Leaves of Absence', '8a Teaching Interests', '8b UBC Courses', '8c Supervisory Experience', '8d Continuing Education Activities', '8e, 8f Visiting Other Teaching', '9a Special Interests', '9b, 9c Grants and Contracts', '9d, 9e Presentations', '9f, 9g Other Professional Activities', '10.1, 10.2 Service to University/Hospital', '11 Service to Community', '12 Awards and Distinctions', '13 Other Noteworthy Activity', and 'Publications'. The 'Publications' option is highlighted with a red circle. Below the menu, the 'Grid View - Publications' search interface is shown. It includes fields for 'Physician' (All Physicians), 'From' (01/01/2016), 'To' (10/12/2016), 'Publication Status' (Select a Publication Status), and 'Publication Type' (Select a Publication Type). The 'Begin Search >' button is circled in red, and the 'Export to Excel' button is also circled in red. Below the search fields, there is a table titled '14 Publication Records (Reporting View)' with columns: Physician, Date, Status, Type, PeerR, Role, Authors, and Title. The table contains 14 rows of publication records, with some rows highlighted in yellow.

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

The screenshot shows the 'Department of Obstetrics and Gynaecology CV Database' interface. The 'Help' button is circled in red. Below the navigation bar, the 'General' section is visible, containing links for 'Curriculum Vitae - UBC' and 'Completing the CV'. The 'CV Instructions' section is also visible, containing a link for 'OBGYN CV Database GettingStarted'. The 'News and Updates' section is visible, containing a link for 'Oct 2016 - continuing to improve formatting' and a link for '14 Sept 2016 - Added Sections 5-7 13 from UBC CV'.