

**Methodist University Cape Fear Valley Health
School of Medicine
Curriculum Vitae**

First Name Last Name, Degree

Professional Street Address

City, State zip code

(Area code) phone number

email@address.com

Last updated: include today's date

GENERAL INSTRUCTIONS: Please do not change the font style or font size in this template. Examples or instructions have been included in each section of this CV. Remove the instructions when you add your own information. Delete sections where you do not have any information, or it is not applicable to academic work. Lastly, please delete this instruction section before saving or printing the CV.

Education

Degree(s) - (other than M.D., D.O., **Ph.D.(field) or equivalent**) Your University, City, State MM/YYYY - MM/YYYY

Fellowship or Postdoctoral Fellowship, Your University, Specialty, City, State MM/YYYY - MM/YYYY

Residency (if applicable), Your University, City, State MM/YYYY - MM/YYYY

Internship (if applicable), Your University, City, State MM/YYYY - MM/YYYY

M.D. or relevant terminal degree, Your University, City, State MM/YYYY - MM/YYYY

B.S. in Discipline (magna cum laude), Your University, City, State MM/YYYY - MM/YYYY

Military Service (if applicable) MM/YYYY - MM/YYYY

Academic Appointments [Note: in reverse chronological order.]

Associate Professor MM/YYYY - MM/YYYY

Department of

Your University

City, State

Assistant Professor MM/YYYY - MM/YYYY

Department of

Your University

City, State

Current Administrative Position [Note: this is a current administrative position you may hold within the institution.]

Director, Center/ Institute of MM/YYYY - present

or Dean for (i.e. Assistant Dean of Assessment)

or Division Chief of

Your medical school or university

City, State

Other Administrative/leadership Positions [Note: these are any administrative/ leadership positions you held in local, regional, national institutions, affiliated hospitals, organizations or agencies. e.g., Chair, Vice-Chair, President, Treasurer. List in reverse chronological order.] MM/YYYY - MM/YYYY

Professional Experience and Other Employment *[Note: in reverse chronological order list all professional experiences (i.e. any administrative positions you have held inside/ outside MCFV, physician assistant in Naval Station; private clinical practice; chief resident). These are **Non-Academic Appointments**]*

Position Held MM/YYYY - MM/YYYY
Employer/Organization
City, State

Chief Resident MM/YYYY - MM/YYYY
Department of
Your University
City, State
[Note: Chief Resident: Include only if it is an appointed position requiring an extension of the residency]

Certification and Licensure (if applicable)

Diplomate, Your ABMS Board MM/YYYY - MM/YYYY
Subspecialty Certification, Your Subspecialty Board
State Medical License (active and inactive, without numbers)

Honors and Awards (National, Regional, Local, Institutional) Years

[Note: In addition to regular awards and honors, you may also list selective fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process. List in reverse chronological order]

Professional Memberships

[Note: List memberships in societies, in groupings by professional organization, in reverse chronological order, noting leadership positions held in these organizations.] Years

Professional Service

Service on Committees

*[Note: These are **university and non-university activities** and may include* Years
*Committee assignments, task forces, search committees and interview of candidates, accreditation review groups, strategic planning initiatives (e.g., Chair of search committee, co-chair of committee X, work with NIH study groups, Member of a Program or Steering Committee). Indicate by an asterisk *, if you became a Member by Nomination. List in reverse chronological order]*

International/National

Regional/Local

School of Medicine

Institutional (e.g., Methodist University, Cape Fear Valley Health)

Educational Activities *[Note: This is a large category and includes all the following: teaching, learner assessment, curriculum development, advising and mentoring of trainees or junior faculty, and educational leadership and administration. You can create subtitles to list them separately. All activities should be listed in reverse chronological order.]*

Teaching

List all the teaching activities you have been involved. Remember to include teaching of graduate students as well as teaching in clinical settings or laboratory. Years

Curriculum Development

List any involvement you may have had in the development of curricula and specify your role (i.e. Developer, contributor, etc.). Years

Learner Assessment

List any new assessment tools you developed associated with measuring of knowledge, skills, attitudes that had a significant impact on learners. Years

Advising/ Mentoring

Consider using a table for advising/ mentoring, as it provides a concise, visual way to identify role, types of activities clinical, research, education, and outcomes (i.e. title of project, career development, etc.) Consider the differences of advising (short involvement to provide strategies for a specific event) versus mentoring (long- term relationship that impacts career) as you complete this section. Participation on Junior Investigator panels is a form of mentoring and should be included. *[Note: Include the years you undertake each activity]*

Name	Type of activity	Outcome(s) of the activity	Year(s)

Educational Leadership and Administration

These are educational types of positions. i.e. course director, module clerkship director, residency director or any other administrative title that relates to Education. Years

Research Activities

[Note: This is a large category and includes all the following: grants/awards, editorial assignment, reviews, peer publications and presentation (both peer and non-peer reviewed) and any other creative products including patents.]

Peer-reviewed

Grants and Contract Awards

- List under sections of pending, current, and past in reverse chronological order. Include the dates of each award
- Include the title of grant.
- Identify the granting agency and grant number.
- Note award total
- State your role, also identifying the PI if you are not the PI, and percent of effort.
- If you include contracts use two subheadings, separating contracts from grant awards.
- If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.
- Consider using a table, as it provides a concise, visual depiction of this material.
- TEAM SCIENCE:** please provide a brief statement that shows your contributions for Grants and Contracts that are a result of Team Science/Multi-Disciplinary efforts explaining your role and contributions.

Publications

1. List your publications in reverse chronological order for easy updating Include relevant dates
2. Number these and highlight your name in bold
3. Follow this order: peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress, complete articles published in conference proceedings, book chapters, review articles, editorials (as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials
4. [*Note: if you're not listed as first author on publications for which your mentored student is listed, note that role with an asterisk(*) or other indicator*]
5. **TEAM SCIENCE**: please provide a brief statement that shows your contributions for publications that are a result of Team Science/Multi-Disciplinary efforts explaining your role and contributions (see below).

For example:

Ghasemi M; Azeem MU; Chu F; **Muehlschlegel S**; Henninger N. Prescription patterns for routine EEG ordering in patients with intracranial hemorrhage admitted to a neurointensive care unit. J Crit Care. 2019 Apr;50:262-268. doi:10.1016/j.jcrc.2019.01.006. Epub 2019 Jan 11. PubMed PMID: 30660914. *Provided neurocritical care perspective, revised manuscript.*

Selim M, Foster LD, Moy CS, Xi G, MD, Morgenstern LB, Greenberg SM, James ML, Singh V, Clark WM, Norton C, Palesch YY, Yeatts SD; **i-DEF Investigators**. Deferoxamine mesylate in patients with intracerebral haemorrhage (i-DEF): a multicentre, randomised, placebo-controlled, double-blind phase 2 trial. Lancet Neurol. 2019 May;18(5):428-438. doi: 10.1016/S1474-4422(19)30069-9. Epub 2019 Mar 18. PMID: 30898550; PMCID: PMC6494117. *I was site-PI for this multicenter trial, recruited multiple patients at my site.*

Mikati AG, Flahive J, Khan MW, Vedantam A, Gopinath S, Nordness MF, Robertson C, Patel MB, Sheth KN, **Muehlschlegel S**. Multicenter Validation of the Survival After Acute Civilian Penetrating Brain Injuries (SPIN) Score. Neurosurgery. 2019; Nov 1;85(5): E872-E879. doi: 10.1093/neuros/nyz127. PMID: 31065707; PMCID: PMC6904849. *I was study PI, supervised mentee, collected data, initiated, and led collaboration, co-wrote manuscript, revised manuscript.*

Published Abstracts [List in reserve chronological order]

Oral Presentations, Symposia [List in reverse chronological order. Use an asterisk (*) or other explained notation to demarcate invited talks and meetings that you helped to organize.]

International/National Meetings

Date

Regional/Local Meetings

Date

Posters

Patents and Technology Transfer

[List in reverse chronological order to permit each updating. Include and patent pending or patent applications – with dates of filing. List any technologies licensed to industry or others (military, etc.) with dates of licensure or filing]

Date

Other

[List anything else that was not captured in the categories above]

Date

Non-peer Reviewed

Invited Presentations *[including keynote-speaking engagements]*

Date

Grand Rounds Presentations

Date

Other

[List anything else that was not captured in the categories above]

Date

Editorial Board Appointments or Serving on Boards

[Note: List in reverse chronological order]

Include relevant dates

Manuscript Reviewer *[Note List in reverse chronological order]*

Include relevant dates

Social Media *[Note: List professional activities utilizing social media. List in reverse chronological order]*

Include relevant dates

Other Creative Products

[Note: List CDs, simulations, films, websites, study guides, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]

Include relevant dates

Other Scholarly Products

[Note: Include activities in which you have participated but did not result in authorship e.g. member of a practice network, participated in an expert panel, etc. List in reverse chronological order]

Include relevant dates

Professional Development

[Note: List most significant CME and other professional development activities you have participated in. List in reverse chronological order]

Include relevant dates

Professional Community Service

[Note: List most significant community service activities aligned with your professional role as well as any military assignment you wish to include]

Include relevant dates

Signature

(A signature on the CV indicates that the content is verified and accurate)

Date

