

NP Program Admissions
Preparing an Annotated Curriculum Vitae (cv)

Candidates applying to the NP Program must submit an annotated cv, designed to provide deeper insights into the applicant beyond what a traditional CV offers. Each heading includes annotations summarizing the entries, similar to an annotated bibliography.

To promote a fair and inclusive review of applicants, this cv offers a chance to hi-light various types of work, service and contributions. It aims to recognize the diverse identities, backgrounds, and experiences that enrich the NP workforce and shape candidates' opportunities. In an optional personal paragraph, we invite applicants to highlight their strengths and to share any experiences that they feel may have impacted their academic or professional journeys, including 'gaps' in their cv.

Relevant headings to be included in the annotated cv and annotation examples (list in reverse chronological order, with most recent entry first):

Heading	Description	Annotation Examples
Personal Information	Your first name and last names and contact information (mailing address, phone number, e-mail address).	Annotation not required.
Education	List all post-secondary institutions attended, including their location, dates attended and the degrees, diplomas or certificates obtained or expected to be obtained.	Annotation not required.
Work Experience	List the employer/organisation, department, title and description of work responsibilities, including leadership responsibilities (formal and informal), teaching, committee membership, involvement in special projects, etc. (NB. Past student clinical rotations should not be included in the cv)	MUHC, Medicine In-Patient unit, Montreal, Quebec 2020-present <i>Nurse Clinician</i> <ul style="list-style-type: none"> • Provide nursing care, including patient and family assessment, plan of care development, evaluation and patient teaching. • Provide orientation to newly hired nurses. • Precept nursing students during their clinical stages. • Member of the department's wound care committee.
Honors, Awards & Nominations	List of honors, awards, nominations or other recognitions received, including the date received and a brief description.	January 2022. <i>Academic Growth Award</i> . Given to students who demonstrate improvement in their academic studies since the start of their undergraduate program. May 2020. <i>Public Acknowledgement</i> in hospital newsletter for work on equity initiatives in the hospital. June 2019. <i>Forces Avenir Leader Nomination</i> . Nominated by Peers for recognition of student leadership qualities.

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<p>Presentations and Publications</p>	<p>List of academic and non-academic presentations (e.g. rounds, teaching sessions, conference presentations, etc.) and publications (peer-reviewed journals, association journals, community newsletters, etc.), including the date.</p>	<p>Name of the authors. <i>Title of the presentation</i>, Name of the Conference or Event. October 8, 2023. Presentation on the results of a new patient assessment tool completed on a medicine in-patient unit.</p> <p>Name of the authors. <i>Title of the publication</i>, Name of the Journal, Volume: Page Numbers, Year. Article describing the development of a patient education series for individuals with type 2 diabetes.</p>
<p>Research and Quality Improvement Experience</p>	<p>List of research and quality improvement (QI) experience (academic or community-based), including title, role and dates.</p>	<p>Name of Organisation. <i>Title of Project</i>. May-August 2023 Conducted community consultations on the health services offered by the organisation.</p> <p>Name of Academic Institution. <i>Title of research project</i>. Feb. 2021- March 2023 Assisted in preparing grant documents, consent forms and in collection of data.</p>
<p>Community or volunteer work or service</p>	<p>List of paid or unpaid contributions, describing your role and dates. This can include community organizations, church/religious group(s), political work, professional associations, caregiving responsibilities, coaching/organising sports events, etc.</p>	<p>Hope & Cope, Outreach volunteer, 2021-2023 Helped to recruit volunteers and connect with supporters.</p> <p>Community Library, Homework Tutor, 2010-2015 Helped adolescents, ages 12-15, with completing mathematics homework and assignments.</p>
<p>Professional Development</p>	<p>List of any professional development, continuing education and/or certifications within the last 3 years. This can include self-learning activities. Include name of activity or certification and date.</p>	<p>San'yas Indigenous Cultural Safety Training, January 2024</p> <p>Canadian Association of Perinatal and Women's Health Nursing National Conference, October 2024</p> <p>Code Blue Training, November 2023</p> <p>Self-Learning Module (ACFA), Perspective infirmière, "Stenose aortique sévère", Déc. 2022.</p>
<p>Personal Paragraph (optional)</p>	<p>We invite you to share any experiences that you feel may have impacted your academic or professional success. This is an opportunity for you to comment on any strengths and/or gaps in your cv.</p>	