

## Activity #3: Writing Bullet Points for Clinical Experiences

Include the following points:

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| <b>Setting</b>                         | What type of department, facility, or system is it, e.g. inpatient or outpatient? |
| <b>Population</b>                      | What is the patient population?   |
| <b>Clinical Issues</b>                 | What types of chronic and/or acute conditions did you help manage?                |
| <b>Clinical Skills</b>                 | What breadth of clinical skills did you perform?                                  |
| <b>Teamwork</b>                        | What specific activities did you collaborate on?                                  |
| <b>Optional:<br/>Leadership/Impact</b> | Did you proactively engage in any impactful projects?                             |

### Examples of Clinical Bullet Points

1. **Setting**
2. **Population**
3. **Clinical Issues**
4. **Clinical Skills**
5. **Teamwork**

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| <b>Medicine</b> | <p><b>San Francisco Chinatown Public Health Clinic, CA</b> <span style="float: right;">00/20xx – 00/20xx</span></p> <p><i>Volunteer Provider</i></p> <ul style="list-style-type: none"> <li>● Interpreted and communicated complex medical information about <b>hepatitis B screening and vaccinations</b> to <b>monolingual Cantonese-speaking patients</b> to improve patient decision-making.</li> <li>● <b>Coordinated a monthly interprofessional working group for clinic staff</b> to discuss <b>treatment plans</b> for medically and socially complex patients including <b>diabetes, Alzheimer's</b> and <b>unhoused</b> wraparound services and referrals.</li> <li>● Organized weekend events to assist patients with housing lotteries and medical insurance re-application.</li> </ul> |
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| <p><b>Nursing</b></p>          | <p><i>Obstetrics/Gynecology, UCSF Women's Health Center</i> 00/20xx – 00/20xx</p> <ul style="list-style-type: none"> <li>• Provided accessible prenatal, family planning, and gynecological services to diverse patients seeking affordable women's healthcare services in collaboration with attending physicians and midwives</li> <li>• Conducted gynecological and obstetric evaluations and provided treatment for adolescent, child-bearing and post-menopausal women</li> <li>• Collaborated with Reproductive Endocrinologists in the assessment, diagnosis, and treatment of endometriosis in child-bearing women, including taking detailed histories, physical examinations, performing D&amp;Cs, and referrals</li> </ul>   |
| <p><b>Pharmacy</b></p>         | <p><i>Infectious Diseases: Lake Tahoe General Hospital, CA</i> 00/20xx – 00/20xx<br/>Preceptor: Kizzmekia Korbit, Pharm.D.</p> <ul style="list-style-type: none"> <li>• Evaluated antimicrobial therapy and formulated recommendations during rounds for the Infectious Diseases Consult Team, carrying 10-20 geriatric patients daily</li> <li>• Formulated initial dosage of vancomycin or aminoglycosides and performed pharmacokinetic calculations to adjust and optimize therapy</li> <li>• Screened patients eligible for IV to PO conversion per pharmacy protocol</li> <li>• Performed a thorough literature review on XYZ medication dosing in skin and soft tissue infections and prepared a summary of results and recommendations</li> </ul>   |
| <p><b>Dentistry</b></p>        | <p><i>Free Dental Clinic, San Francisco, CA</i> 00/20xx – 00/20xx<br/><i>Volunteer Student Provider / Preceptor: Jasmine Smiles, MD, MPH</i></p> <ul style="list-style-type: none"> <li>• Conducted free dental treatment on a weekly basis for the San Francisco unhoused population, including initial visits, crowns, fillings, and deep cleaning</li> <li>• Interpreted for monolingual Spanish-speaking patients in order to better communicate treatment options and facilitate informed decision-making</li> <li>• Collaborated with colleagues to create patient education pamphlets on brushing technique and healthy eating habits</li> </ul>   |
| <p><b>Physical Therapy</b></p> | <p><i>University of California, Berkeley (UCB), Athletics Department</i> 00/20xx – Present<br/><i>Student Physical Therapist</i></p> <ul style="list-style-type: none"> <li>• Treat student population on an outpatient basis for medical diagnoses that included acute ankle sprains, patellofemoral pain, post-orthopedic surgery, lumbar disc herniation, rheumatoid arthritis, and scleroderma.</li> <li>• Collaborate with the head team physician in Athletics to screen patients at a weekly sports medicine clinic, which involves performing agility tests such as the hop test, vertical jump test, and Agility T-Test.</li> <li>• Host a running analysis focused on gait pattern, cadence, speed, and shoe wear to improve running mechanics.</li> <li>• Conducted an in-service on research evidence supporting ACL reconstruction graft options to the staff physical therapists, athletic trainers, and physicians of the UCB Athletics Department.</li> </ul> |

## Activity #4: Using the ACE Formula to Craft Bullet Points

Create ACE bullet points using your superpowers and the action verb word bank on page 2.

| Subskill of Superpower<br><i>What are some subskills of your superpowers? Are there any other clearly transferable skills you want to emphasize?</i> | Action Verb<br><i>What is the strongest word you could use to accurately convey the skill?</i> | Context<br><i>How did you demonstrate the skill? Include any helpful details.</i> | Evaluation (Goal/Result)<br><i>What evidence is there that you did the skill well? What were you trying to accomplish, and how does that relate to your "why"?</i> |
|--|--|---|--|
| <i>Superpower: Teaching<br/>Subskill: Presentation</i>   | <i>Presented biweekly lectures</i>   | <i>on _____, _____, and _____ to approximately 20-30 _____ students</i>           | <i>resulting in a 15% increase in pass rates for the _____ exam</i>  |
| <i>Superpower: Leadership<br/>Subskill: Initiative</i>   | <i>Spearheaded</i>   | <i>the creation of a peer mentorship group for first-generation students</i>      | <i>in order to promote the success of historically underrepresented students and build community</i>   |
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### Action Verb Sample Word Bank

| RESEARCH | TEACHING & MENTORSHIP | LEADERSHIP | TEAMWORK & COMMUNICATION | CLINICAL |
|----------|-----------------------|------------|--------------------------|----------|
| analyzed | advised               | developed  | coached                  | triaged  |

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| conducted<br>evaluated<br>examined<br>identified<br>improved<br>interviewed<br>investigated<br>monitored<br>observed<br>studied<br>surveyed | coached<br>coordinated<br>developed<br>educated<br>evaluated<br>explained<br>facilitated<br>guided<br>instructed<br>lectured<br>presented<br>trained | directed<br>founded<br>implemented<br>launched<br>managed<br>moderated<br>organized<br>oversaw<br>planned<br>spearheaded<br>streamlined<br>supervised | collaborated<br>communicated<br>composed<br>coordinated<br>counseled<br>edited<br>spoke<br>wrote | treated<br>screened<br>examined<br>researched<br>tested<br>operated<br>conducted<br>provided |
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