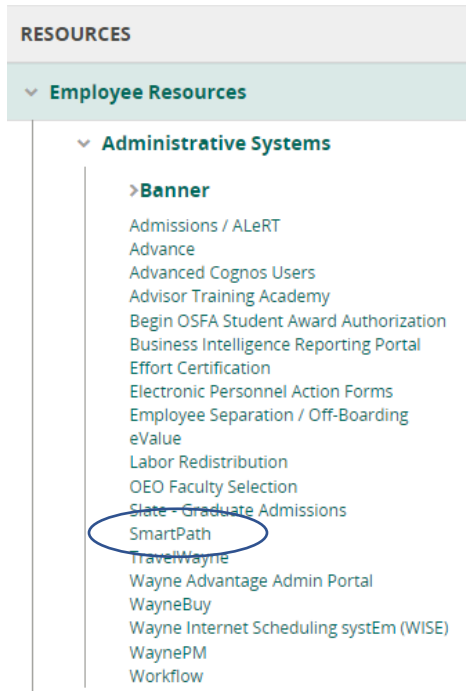
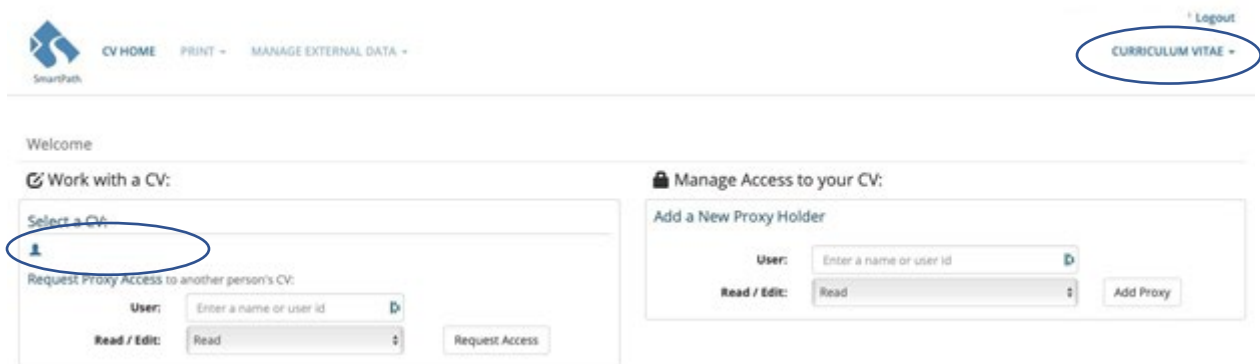


## Preparing and creating documents for selective salary

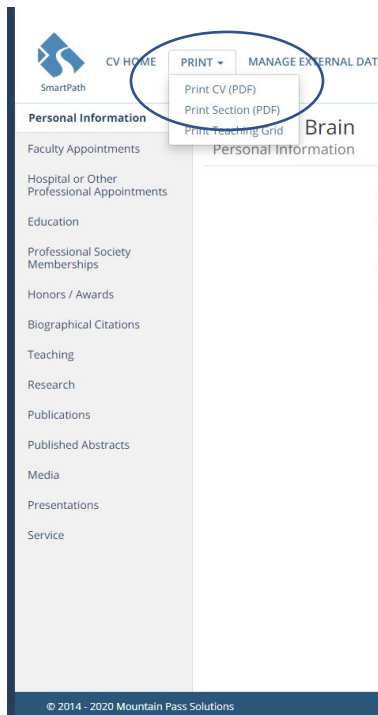
Access MountainPass/SmartPath via Academica (academica.wayne.edu) utilizing your AccessID and password to log-in. Once in Academica you will find the link to SmartPath, in the left column under **Employee Resources > Administrative Systems > SmartPath**.



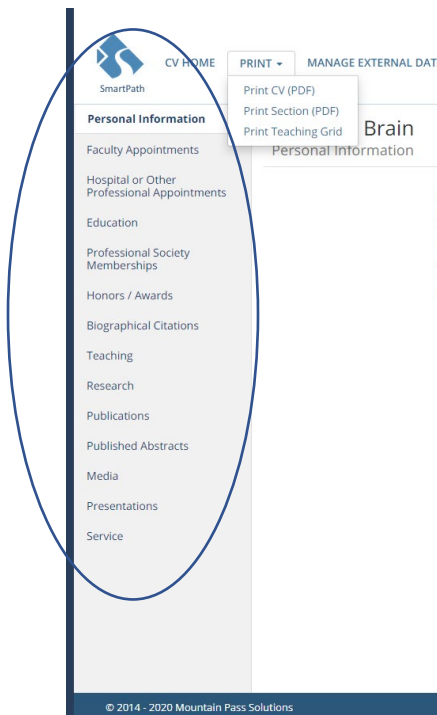
To access your activities that are already in SmartPath, select **Curriculum Vitae** in the upper righthand corner and then click on your name under Select a CV:



To get an overview of all the activities already in SmartPath click **Print** at the top of page and select **Print CV (PDF)**:



After reviewing your CV for accuracy, click on any of the categories/sub-categories in the left-hand column to update existing and/or add new activities:



### Adding a new entry:

Click on the appropriate category/sub-category for the new entry and then click either the blue **+ Add...** button in the upper right or the **+ Add Another...** at the activity list:

OFA SOM User | Logout

CV HOME PRINT MANAGE EXTERNAL DATA ADMIN CURRICULUM VITAE

Personal Information  
Faculty Appointments  
**Hospital or Other Professional Appointments**  
Education  
Professional Society Memberships

OFA SOM User  
Hospital or Other Professional Appointments

Print this Section + Add Hospital or Other Professional...

Date	Title	Department	Institution / Organization	Last Update
04/2011 - Present	Division Chief	Department of Internal Medicine, Division of Sleep Medicine	John D. Dingell Veterans Affairs Medical Center	01/22/2021: ofa-som

+ Add Another Hospital or Other...

Complete the pop-up window data entry form (\* indicates a required field) and click the blue **Save changes** button at the bottom:

Hospital or Other Professional Appointments

\*Title:

Department:

\*Institution / Organization:

City:

State / Province:

Country:

\*Start:

\*End:

Cancel **Save changes**

### Updating an existing entry:

Click on the appropriate category/sub-category for the new entry and then click on the entry that needs to be updated:

SmartPath

CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

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Personal Information  
Faculty Appointments  
**Hospital or Other Professional Appointments**  
Education  
Professional Society Memberships  
Honors / Awards

OFA SOM User  
Hospital or Other Professional Appointments

Print this Section Add Hospital or Other Professional...

Date	Title	Department	Institution / Organization	Last Update
04/2011 - Present	Division Chief	Department of Internal Medicine, Division of Sleep Medicine	John D. Dingell Veterans Affairs Medical Center	01/22/2021: ofa-som
2010 - Present	Attending Physician		Karmanos Cancer Institute	01/22/2021: ofa-som

Add Another Hospital or Other...

Correct the pop-up window data entry form (\* indicates a required field) as appropriate and click the blue **Save changes** button at the bottom:

Hospital or Other Professional Appointments

\*Title: Division Chief

Department: Department of Internal Medicine, Division of Sleep Medicine

\*Institution / Organization: John D. Dingell Veterans Affairs Medical Center

City: Detroit

State / Province: Michigan (MI)

Country:

\*Start: 04/2011

\*End: 09/2021

MM/YYYY, MM/DD/YYYY, YYYY, or Present

Cancel Save changes

Existing entries can be deleted by clicking the **x** in the far right and confirming deletion:

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

OFA SOM User (ofa-som) | Logout CURRICULUM VITAE

Personal Information  
Faculty Appointments  
**Hospital or Other Professional Appointments**  
Education  
Professional Society Memberships  
Honors / Awards

OFA SOM User  
Hospital or Other Professional Appointments

Print this Section Add Hospital or Other Professional...

Date	Title	Department	Institution / Organization	Last Update	
04/2011 - Present	Division Chief	Department of Internal Medicine, Division of Sleep Medicine	John D. Dingell Veterans Affairs Medical Center	01/22/2021: ofa-som	x
2010 - Present	Attending Physician		Karmanos Cancer Institute	01/22/2021: ofa-som	x

Add Another Hospital or Other...

Are you certain you wish to delete this item?

04/2011 - 09/2021 - Division Chief - Department of Internal Medicine, Division of Sleep Medicine - ...

Cancel OK

Entries can be copied by clicking the cloud/up arrow icon in the far right, followed by updating the pop-up window with new information and saving changes.

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN REPORTING

Charlene Brain (aw7415) | Logout CURRICULUM VITAE

Personal Information  
Faculty Appointments  
**Hospital or Other Professional Appointments**  
Education  
Professional Society Memberships  
Honors / Awards  
Biographical Citations  
Teaching

Charlene Brain  
Hospital or Other Professional Appointments

Print this Section Add Hospital or Other Professional...

Date	Title	Department	Institution / Organization	Last Update	
2017 - 04/2021	Physician	Division of Radiation Oncology	Karmanos Cancer Institute	04/05/2021: aw7415	x
05/2016 - 03/2021	Medical Officer		Detroit Medical Center	03/17/2021: aw7415	x
2016 - 04/2021	Attending Physician		Detroit Medical Center	03/16/2021: aw7415	x

Add Another Hospital or Other...

Hospital or Other Professional Appointments

\*Title: Attending Physician

Department:

\*Institution / Organization: Veterans Administration Medical Center

City:

State / Province:

Country:

\*Start: 05/2021

\*End: Present

Cancel Save changes

Existing entries can be sorted alphabetically or numerically by clicking the column header you wish to sort by:

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

OFA SOM User (ofa-som) | Logout CURRICULUM VITAE

Personal Information OFA SOM User

Faculty Appointments Hospital or Other Professional Appointments

Hospital or Other Professional Appointments

Date	Title	Department	Institution / Organization	Last Update
04/2011 - Present	Division Chief	Department of Internal Medicine	John D. Dingell Veterans Affairs Medical Center	01/22/2021: ofa-som
2010 - Present	Attending Physician	Division of Sleep Medicine	Karmanos Cancer Institute	01/22/2021: ofa-som

+ Add Another Hospital or Other...

## Importing publications from PubMed:

Within your CV select **Manage External Data** and click **PubMed**:

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

OFA SOM User (ofa-som) | Logout CURRICULUM VITAE

Personal Information OFA SOM User

Faculty Appointments Hospital or Other Professional Appointments

Education

Professional Society Memberships

Honors / Awards

Biographical Citations

Original Observations (0) Case Reports (0) Review Articles (0) Editorials / Commentaries (0) Letters to the Editor (0) Books (0) Book Chapters (0) Other (0)

Published Date Journal / Book Title Authors Article / Chapter Name Last Update

There are no items in this section. + Add Peer Reviewed...

Type in your name and click **Search**:

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

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PubMed Import Find, Review, and Save:

Last Name: First Name: Affiliation:

Author Last Name Author First Name Affiliation

Search

Next 25 Results...

Search & Review

Reviewed: Mine (0)

Search Results Not Yet Reviewed:

Use the Search Form above to find your publications...

Review the search results for new publications not already included on your CV, identify the new publications as either **Mine** or **Not Mine** and **Save Changes**:

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN

OFA SOM User (ofa-som) | Logout CURRICULUM VITAE

PubMed Import Find, Review, and Save:

Last Name: First Name: Affiliation:

Smith John Affiliation

Search

Next 25 Results...

25 results, 499 remaining:

Search & Review

Reviewed: Mine (0)

Reviewed: Not Mine (0)

Save Changes

Search Results Not Yet Reviewed:

Authorship Synopsis

Mine Not Mine Bulk JW, Kraeutler MJ, Thon SG, Littlefield CP, Smith JH, McCarty EC. Augmentation of Meniscal Repair With Platelet-Rich Plasma: A Systematic Review of Comparative Studies. *Orthopaedics*. 2020;43(12):e2325967120926145. 6/2020 32596408

Mine Not Mine Peer Reviewed Merás P, Riesgo-Gil F, Rybicka J, Barradas-Pires A, Smith J, Kempny A, Brookes P, Simon A, Gatzoulis MA. Heart transplantation at a single tertiary adult congenital heart center: a single-center experience. *International journal of cardiology*. 2021;322:117-113. 1/2021 32798622

Mine Not Mine Peer Reviewed Gowari Z, Habibi M, Okada DR, Smith J, Derakhshan A, Zimmerman SL, Misra S, Gilotra NA, Berger RD, Calkins H, Tandri H, Chrispin J. Utility of Cardiac Magnetic Resonance Imaging for Risk Stratification for Ventricular Arrhythmias in Patients With Cardiac Sarcoidosis. *The American journal of cardiology*. 2020;134:123-129. 11/2020 32950203

Mine Not Mine Swanson I, MacAlpine EM, Mayer OH, Lark RK, Smith JT, Vitale MG, Flynn JM, Anari JB, Pediatric Spine Study Group, Cahill PJ. Impact of growth friendly interventions on spine and pulmonary muscular atrophy. *European spine journal : official publication of the European Spine Society, the European Spinal Deformity Society, and the European Section of the Cervical Spine Research Society*. 2020;30:32809150

Mine Not Mine Matsumoto H, Skaggs DL, Akbarnia BA, Pawelek JB, Hilaire TS, Levine S, Sturm P, Perez-Gruoso FJS, Luhmann SJ, Sponseller PD, Smith JT, White KK, Vitale MG. Pediatric Spine Study Group. Quality of life and burden of care between endoscopic minimally-invasive techniques and traditional open techniques: a multicenter study. *Spine*. 2020;41(12):E12-E17. 6/2020 32809150

Return to CV data entry screens under Publications>Peer Reviewed, open each imported entry, assign a publication type and **Save changes**:

Personal Information  
Faculty Appointments  
Hospital or Other Professional Appointments  
Education  
Professional Society Memberships  
Honors / Awards  
Biographical Citations  
Teaching  
Research  
**Publications**  
    **Peer Reviewed**  
    Non-Peer Reviewed

OFA SOM User  
Peer Reviewed

Help... Print this Section + Add Peer Reviewed...

Original Observations (2) Case Reports (0) Review Articles (0) Editorials / Commentaries (0) Letters to the Editor (0) Books (0) Book Chapters (0) Other (0)

Published Date	Journal / Book Title	Authors	Article / Chapter Name	Last Update
11/01/2020	<i>The American journal of cardiology</i>	Gowani Z; Habib M; Okada DR; Smith J; Derakhshan A; Zimmerman SL; Misra S; Gilotra NA; Berger RD; Calkins H; Tandri H; Chrispin J	Utility of Cardiac Magnetic Resonance Imaging Versus Cardiac Positron Emission Tomography for Risk Stratification for Ventricular Arrhythmias in Patients With Cardiac Sarcoidosis.	01/22/2021: ofa-som
01/01/2021	<i>International journal of cardiology</i>	Meras P; Riesgo-Gil F; Rybicka J; Barradas-Pires A; Smith J; Kempny A; Brookes P; Simon A; Gatzoulis MA	Heart transplantation at a single tertiary adult congenital heart disease centre: Too little, too late?	01/22/2021: ofa-som

+ Add Another Peer Reviewed

Peer Reviewed

Show Help

\*Type: Original Observations Case Reports Review Articles Editorials / Commentaries **Letters to the Editor** Books Book Chapters Other

Article / Chapter Name:

PMCID / PMID:

\*Authors:

Habib M Not Specified - +

Okada DR Not Specified - +

Smith J CV Holder - +

Derakhshan A Not Specified - +

Zimmerman SL Not Specified - +

Misra S Not Specified - +

Gilotra NA Not Specified - +

Berger RD Not Specified - +

Calkins H Not Specified - +

Tandri H Not Specified - +

Cancel Save changes

### Generating Activity Summary and Teaching Grid:

Within your CV select **Reporting** and click **Annual Activity Summary Report** or **Annual Teaching Activity Report**:

CV HOME PRINT MANAGE EXTERNAL DATA ADMIN **REPORTING**

Charlene Brain (aw7415) | Logout CURRICULUM VITAE

Personal Information  
Faculty Appointments  
Hospital or Other Professional Appointments

Charlene Brain  
Peer Reviewed

Help... Print this Section + Add Peer Reviewed...

Original Observations (0) Case Reports (0) Review Articles (0) Editorials / Commentaries (0) Letters to the Editor (0) Books (0) Book Chapters (0) Other (0)

View Reports Archive  
System Access Log  
SmartPath System Users  
Annual Activity Summary Report  
Annual Teaching Activity Report

Ensure that the Start and End Date reflect the correct 3-year timeframe being reviewed during the current selective salary cycle and click the blue **Submit** button:

Reporting  
Annual Teaching Activity Report

List teaching activity that took place between start and end dates

Start Date:

End Date:

**Submit**

Once the yellow processing report banner disappears, click on your Name under **Select a CV:**

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN **REPORTING** CURRICULUM VITAE

Charlene Brain (aw7415) | Logout

✓ Processing report. It will appear in the Reports Archive upon completion.

Welcome

Work with a CV:

Select a CV:

Manage Access to your CV:

Add a New Proxy Holder

User:

Click on **REPORTING > View Reports Archive**

SmartPath CV HOME PRINT MANAGE EXTERNAL DATA ADMIN **REPORTING**

**View Reports Archive**

Ad Hoc Reporting

System Access Log

SmartPath System Users

Annual Activity Summary Report

Annual Teaching Grid Report

Personal Information

Faculty Appointments

Hospital or Other Professional Appointments



Click on the appropriate report name and save/download the generated activity summary or teaching grid report as a pdf to your preferred location.



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[ADMIN](#) ▾

[1 REPORTING](#) ▾

## Reporting Archive

Report Name	Date/Time	File Type	
Annual Teaching Activity Report	01/22/2021 01:05 PM	PDF	
Annual Teaching Activity Report	01/20/2021 02:34 PM	PDF	
Annual Activity Summary Report	01/20/2021 09:42 AM	PDF	