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INTRODUCTION

Digital Measures is an online information management system VTC School of Medicine uses to organize and report faculty teaching, research, committee and service activities. Digital Measures streamlines the process of gathering data to build reports. Reports such as Annual Performance Review, Personal CV, NIH Biosketch and SACS Faculty Roster can all be generated once faculty enter their data into Digital Measures.

The system utilizes a combination of information imports from the One45 system as well as data entered and maintained by faculty or faculty support staff. The system provides a range of reporting services to faculty and administrators. The purpose of Digital Measures at VTC School of Medicine is to document faculty member expertise, specializations, and research to maintain accreditation standards. Digital Measures is also useful in publicizing possible funding opportunities and advocating for additional resources required by VTCSOM faculty.

VTC School of Medicine faculty are required to maintain professional activity in Digital Measures. Please contact us with any questions or concerns you may have at (540)-526-2564 or email our Digital Measures Administrator. We thank you for your continued dedication to the academic and professional advancement of our next generation of medical leaders!

Sincerely,

Bruce Johnson, MD
Professor of Medicine
Associate Dean for Faculty Affairs
TO ACCESS DIGITAL MEASURES:

Go to http://www.vtc.vt.edu/

- Select the Faculty Affairs and Professional Development tab under the School of Medicine drop down menu.
- Select the Digital Measures link to the left of the page.
- A link is also available to the right of the page under Additional Resources. Click the Digital Measures link to access the login page.
- Use your login information provided. (This information will be sent directly to you on behalf of Digital Measures once your account is created. All current faculty have had their login information sent. If you need to reset your password, please send an email to the Digital Measures Coordinator).

Contact Information:
Nicholas M. Torre
540-526-2564
2 Riverside Circle, Suite M140
Roanoke, VA 24016
nmtorre@carilionclinic.org
GETTING STARTED

Digital Measures organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, and your CV. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Digital Measures is designed to be easy to navigate. To help you get started, though, here is a quick overview of the utilities you will work with most often.

Login Screen
Manage Activities

To get to the Manage Activities screen, log in using your credentials sent to you from Digital Measures (see first screen above). When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen.
Managing data

After clicking a category of activity from the Manage Activities screen, the resulting screen displays a summary of the records stored for that category. There are six possible actions you can take from a summary screen, although not all of these actions will always be available on every screen.

To add a new record, click the [Add New Item] button.

To edit a record, click the individual item to bring up the editable screen.

To delete a record, click the checkbox next to the item and click the [Delete] button located at the top right of the screen.

To copy a record, click the box and then the [Duplicate] button located at the top right of the screen.

Use the search bar at the top of screen to search for keywords on that screen.

To go back to the previous screen, click on the chevron button next to the page title (below).
PasteBoard

The PasteBoard is a timesaving feature. The PasteBoard allows you to copy and paste text from another document. After you have added text into the PasteBoard, you can select that text, click-and-hold on the text you selected, and drag the text into any field in the system to add that information.

To access the PasteBoard, click the word PasteBoard in the left-hand side of the screen.
Adding a New Record

In each screen you will need to add records separately. For example, in the screen below you will have to select the *Add New Item* button to enter each employment history.

![Employment History Screen](image)

### Required Fields

In some screens, there will be fields that you need to complete before you can save a record. They are noted with a * beside them. If you do not complete the marked fields, the record cannot be saved. Example below.

![Experience Type Field](image)

### Save

When you are finished entering your data, please remember to always select

![Save Buttons](image)

The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add Another* button will save the data you entered and will give you a new page to add another record.
Diversity and Inclusion

Virginia Tech Carilion School of Medicine strongly believes in constituting a diverse learning and working environment. Therefore, diversity is highly emphasized within Digital Measures. On all applicable screens you will see this checkbox at the bottom of the entry screen.

Include as a Contribution to Diversity

When the question mark to the left of Include as a Contribution to Diversity is clicked VTCSOM’s definition of Diversity will appear.

In accordance with guidelines from the Association of American Medical Colleges, the Virginia Tech Carilion School of Medicine defines diversity broadly, to encompass several important groups: African American, Hispanic, and Native American populations; women in STEM (science, technology, engineering, and mathematics); first-generation college students; and those with socioeconomically disadvantaged backgrounds, also known as distance traveled. The school views this definition of diversity as an important means to achieving educational and research excellence.

It is up to each faculty member to personally assess his or her contributions to Diversity. This is not a “one size fits all” selection nor are specific to exacting criteria. It is required, though, that when this checkbox is selected, the user has done so in good faith. An individual’s Diversity contributions will be assessed during his or her Annual Review, Maintenance of Appointment for APT discussion, and beyond as needed. For further information on Diversity, please refer to the Faculty Handbook.
RUNNING REPORTS
There are two ways to generate reports: Rapid Reports and Run Reports. To use the Rapid Reports feature, you will find a link to the report screen on the Left-Handed Menu displayed on Manage Activities screen.

Rapid Reports
This provides a way to quickly and easily run simple reports on the data in the system. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the ability to see the effect that the data you enter has on your reports. To run a report:

1. Click on the Rapid Reports tab on the left hand side of the screen.
2. Select the report you want to run, and add the start and end date for the report.
3. Click on the Run Report button.
When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

**Important**: Changing the data in a report does not change the data inside Digital Measures.
IMPORTING PUBLICATIONS

Option A: BibTeX
Using the BibTeX Import feature within Digital Measures, you can import citations from a wide variety of reference managers (e.g., EndNote, Mendeley, RefWorks, Zotero) and publication databases (e.g., Google Scholar, JSToR, Scopus, Web of Science). This website contains a step-by-step guide: Digital Measures Guide to BibTeX Import

Option B: PubMed
Using the PubMed Imports feature, you can pull your citations into Digital Measures directly from PubMed without first saving them into a BibTeX file. This website contains a step-by-step guide: Digital Measures Guide to PubMed Imports

Note: When importing from PubMed, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this issue, make sure to click the checkboxes next to only the scholarly works that you have produced.
SCREEN LAYOUTS

Screens available through Digital Measures are shown below. Certain screens include additional information and examples.

IMPORTANT: For these screens, fields are to remain untouched by faculty and administrative users. All data on these screens is directly imported and maintained by VTCSOM Faculty Affairs.

- Administrative Data – Permanent Data
- Administrative Data – Yearly Data
- Scheduled Teaching – Undergraduate Medical Education [VTCSOM Courses Taught (Years 1-4)]

All other screens are for the user to edit, maintain, and update regularly.
### Personal and Contact Information

**Edit Personal and Contact Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Preferred First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Professional Suffix(es)</td>
<td></td>
</tr>
<tr>
<td>Alternative Name You Publish Under (e.g., anglicized name), Family</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>Alternate E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Preferred Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip code</td>
<td></td>
</tr>
<tr>
<td>Office Phone</td>
<td></td>
</tr>
<tr>
<td>Department Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Personal Website</td>
<td></td>
</tr>
<tr>
<td>Birth Year</td>
<td></td>
</tr>
<tr>
<td>Birth Place</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Race (Please check all that apply)</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
</tr>
<tr>
<td>Hispanic, Latino, or of Spanish Origin</td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
<tr>
<td>U.S. Citizen</td>
<td></td>
</tr>
<tr>
<td>Alternate Language(s)</td>
<td></td>
</tr>
<tr>
<td>U.S. Armed Forces Veteran</td>
<td></td>
</tr>
<tr>
<td>AOA (Alpha Omega Alpha)</td>
<td></td>
</tr>
<tr>
<td>Brief Biography</td>
<td></td>
</tr>
<tr>
<td>Photograph</td>
<td></td>
</tr>
<tr>
<td>Photograph Source</td>
<td></td>
</tr>
<tr>
<td>Choose file</td>
<td></td>
</tr>
</tbody>
</table>
Important reminders on employment history entries:

- These are PAID positions only.
- Enter your postdoctoral education professional experiences (Interning, Residencies, Fellowships) here under the *Professional Training* experience type.

**Experience Types Defined:**
- **Academic** - professional role in an academic setting, e.g. Clinical Preceptor, Instructor, Assistant Professor, Professor, Associate Dean, etc.
- **Government** – professional work experience in a government institution.
- **Military** - position and assignments.
- **Professional** - work experiences, non-academic, e.g. private practice
- **Professional Training** – training experience as an intern, resident or fellow, doctoral/post -doc
- **Research** - work experiences in research, non-academic, e.g. industry
Awards and Honors

Edit Awards and Honors

Award or Honor Name
Organization/Sponsor
  * Award Status
  * Purpose
  * Scope
Location (City, State, Country if outside US)
Additional Information

Award/Honor Supporting Documentation

Document
Upload Document: No File Stored
Choose File...
Select the number of document rows to add: 1

One date field must be completed in order to save entry:
Date Nominated (if applicable)
Date Received (if applicable)
Include as a Contribution to Diversity
Consulting

Consulting Type
Explanation of “Other”
Client/Organization
Location (City, State, Country if outside US)
Compensated or Pro Bono?
Approx. Number of Hours Spent Per Year
Additional Information

Supporting Materials
Document
Upload Document
No File Stored
Choose File...

Select the number of document rows to add: 1

For activities that are still in progress, specify the start date and leave the end date blank.

Start Date
End Date

Include as a Contribution to Diversity
**Education**

*Edit Education*

List all earned and honorary degrees you have received (B.S., M.S., M.D., Ph.D., etc.)

- **Degree**
- **Explanation of "Other"**
- **Institution**
- **Location (City, State, Country if outside US)**
- **Geographically Diverse**
- **Country of Degree**
- **Emphasis/Major**
- **Dissertation/Thesis Title**
- **Honor/Distinction**
- **Additional Information**

Transcript: No File Stored Choose File...
Diploma: No File Stored Choose File...

For activities that do not have an end date, please specify only the start date.

- **Start Date**
- **End Date**
Professional Development / Continuing Medical Education

Entering Professional Development/Continuing Medical Education Data (Video)

- Activity Type
- Count this towards my Faculty Development in Teaching 6 hour/year reappointment requirement?
- Explanation of “Other”
- Session Name
- Accredited Organization/Provider
- Accrediting Sponsor
- Location (City, State, Country if outside US)
- Number of Credit Hours
- Additional Information
- Certificate of Completion
- Include as a Contribution to Diversity

Date Completed

No File Stored | Choose File...
**Licensures**

**Important reminders on Licensure entries:**

- Active licensures will need to be updated and added as needed.
Certifications
Media Contributions

![Image of Media Contributions form]

- **Media Type**
- **Explaination of “Other”**
- **Media Name**
- **Institution/Organization**
- **Location (City, State, Country if outside US)**
- **Additional Information**
- **Start Date**
- **End Date**

- **Include as a Contribution to Diversity**
Professional Memberships

![Professional Memberships Interface](image-url)

- **Membership Type**
- **Scope**
- **Name of Organization**
- **Abbreviation of Organization**

**Positions Held**

1. **1st Position**
   - **Position Held**
   - **Additional Information**
   - **Start Date**
   - **End Date**

- **Select the number of position rows to add**: 1
- **Include as a Contribution to Diversity**
**Workload Information**

<table>
<thead>
<tr>
<th>Workload Percentage</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td>Clinical</td>
<td></td>
</tr>
</tbody>
</table>

These percentages are a reflection of the totality of your employment, and are not limited to your work at VTC SOM. (Percentages should add up to 100%)
Academic Leadership

Edit Academic Leadership

Title (Position, Department)
Academic Institution
Location (City, State, Country if outside US)
Additional Information

For activities that do not have an end date, please specify only the start date

Start Date
End Date
Advising and Mentoring

You are currently managing data for Liza Jane Blackwell.

Edit Advising and Mentoring

<table>
<thead>
<tr>
<th>Name of Advisee/Mentor</th>
<th>Classification</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Served as</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Name of Institution</th>
<th>Name of Club/Interest Group/Specialty Specific Program/Project</th>
<th>Additional Information</th>
</tr>
</thead>
</table>

For activities that do not have an end date, please specify only the start date

Start Date

End Date

Include as a Contribution to Diversity

Cancel | Save | Save + Add Another
Directed Learning (e.g., theses, dissertations)
## Graduate Medical Education Teaching Activities

### Entering Graduate Medical Education Teaching Activities Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction Type</td>
<td>Select the instruction type</td>
</tr>
<tr>
<td>Explanation of “Other”</td>
<td>Provide additional explanation</td>
</tr>
<tr>
<td>Instruction Title</td>
<td>Enter the title of the instruction</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td>Identify the organization sponsoring the activity</td>
</tr>
<tr>
<td>Location (City, State, Country if outside US)</td>
<td>Specify the location of the activity</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Provide additional information</td>
</tr>
</tbody>
</table>

### Supporting Materials

#### Document

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Document</td>
<td>Select and upload the document</td>
</tr>
<tr>
<td>No File Stored</td>
<td>Indicate if no file is stored</td>
</tr>
<tr>
<td>Choose File...</td>
<td>Choose the file to upload</td>
</tr>
</tbody>
</table>

Select the number of document rows to add: [1] Add

For activities that are still in progress, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Specify the start date (use dropdown)</td>
</tr>
<tr>
<td>End Date</td>
<td>Specify the end date (use dropdown)</td>
</tr>
</tbody>
</table>

Include as a Contribution to Diversity [ ]
VTCSOM Courses Taught (Years 1-4)

VTCSOM will import all your teaching activities at the end of each block when you teach VTCSOM medical students in years 1-4. To add additional information for a certain course, please use the space provided in the ‘Additional Information’ box for text and the ‘Upload Document’ feature for any supporting materials you wish to save with the entry.

- Term and Year
- Block and Year
- Course Name
- Course Prefix and Course Number
- Section Number
- Credit Hours
- Session Title
- Session Type
- Additional Information

Supporting Materials

- Document
  - Upload Document
  - No File Stored
  - Choose File...

Select the number of document rows to add: 1 +Add
Other Teaching Contributions

[Image of the form for editing other teaching contributions]

- Instruction Type
- Explanation of "Other"
- Instruction Title (if applicable)
- Audience
- Sponsoring Organization
- Number of Participants
- Academic or Professional?
- Location (City, State, Country if outside US)
- Additional Information

Supporting Materials

- Document
  - Upload Document
  - No File Stored
  - Choose File...

Select the number of document rows to add: 1

For activities that are still in progress, specify the start date and leave the end date blank.

- Start Date
- End Date

Include as a Contribution to Diversity

[Check box]

[Check box]

Page 32 of 45
Presentations

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author
People at Virginia Tech Carilion School of Medicine  First Name  Middle Name/Initial  Last Name  Role  If a student, what is his/her level?
Carilion Clinic, The Working Group at: digitalmeasures

Select the number of presenter/author rows to add: 1 0  +Add

Academic or Non-Academic?  Scope
Was this peer-reviewed/referenced?  Published in Proceedings?
Published Elsewhere?  Invited or Accepted?
Abstract/Synopsis
Additional Information
Presentation  No File Stored  Choose File...
Start Date  End Date
Include as a Contribution to Diversity
Publications/Scholarly Activities
Contracts, Grants, and Research

Edit Contracts, Grants, and Research

- **Type**
- **Should this be included in the database of medical student research projects?**
- **Title**
- **Sponsoring Organization**
- **Explanation of "Other"**
- **Funding Source**

Investigators

Please either select a person from the drop-down list or enter their name in the input fields. Please also include any sub-investigator(s).

1st Investigator

- People at Virginia Tech Carilion School of Medicine
- First Name
- Middle Name/initial
- Last Name
- Role
- If a student, what is his/her level?

Add Another Investigator: 1

- **Current Status**
- **Additional Information**
- **Date Submitted for Funding**

For activities that are still in progress, specify the start date and leave the end date blank:

- **Start Date of Funding**
- **End Date of Funding**

- Include as a Contribution to Diversity

Please only complete the questions below if your research is funded.

- **Award Amount**
- **PI/CO-F(Multi-P) % of effort**
- **Progress**

Award Letter (Optional) No file stored Choose file...
NIH Biographical Sketch

Edit NIH Biographical Sketch

Label for this Biographical Sketch
(not printed in report)

eRA Commons Username

Personal Statement

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

Intellectual Contribution Please select...

Add Another Publication: 1 ▼ ▶ Add

Link to full list of your published work

Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution

Contribution

Relevant Publications or Non-Publication Research Products

1st Publication/Research Product

Intellectual Contribution

Please select... ▼

OR

Intellectual Property

Please select... ▼

Add Another Publication/Research Product: 1 ▼ ▶ Add

Add Another Contribution: 1 ▼ ▶ Add

Linked Records
Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.
Intellectual Property

Edit Intellectual Property (e.g., copyrights, patents, or trademarks)

- Patent, Copyright or Trademark
  - Patent Type
  - Title
  - Number/ID
  - Patent Nationality

If Patent Cooperation Treaty, List Nations

Inventors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Inventor
People at Virginia Tech Carilion School of Medicine
Carilion Clinic, The Working Group at: digitalmeasures

First Name  Middle Name/Initial  Last Name  % Effort

Select the number of inventor rows to add: 1 [Add]

Year Approved By Patent Office
Additional Information

Supporting Materials

Document
Upload Document  No File Stored  [Choose File...]

Select the number of document rows to add: 1 [Add]

Date Submitted
Include as a Contribution to Diversity
Virginia Tech Carilion School of Medicine Committees and Service

Committee Name
Explanation of "Other"
Position/Role
Location (City, State, Country if outside US)
Additional Information

Supporting Materials
Document
Upload Document
No File Stored
Choose File...

Select the number of document rows to add: 1

For activities that are still in progress, specify the start date and leave the end date blank.
Start Date
End Date

Include as a Contribution to Diversity
### Virginia Tech Carilion Research Institute Committees and Service

**Edit Virginia Tech Carilion Research Institute Committees and Service**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization/Committee</td>
<td></td>
</tr>
<tr>
<td>Position/Role</td>
<td></td>
</tr>
<tr>
<td>Location (City, State, Country if outside US)</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

**Supporting Materials**

**Document**

- **Upload Document**: No File Stored
  - **Choose File**

**Select the number of document rows to add:**

- **Add**

*For activities that do not have an end date, please specify only the start date*

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>

- **Include as a Contribution to Diversity**
  - **Include**
Carilion Clinic Departmental and Hospital Committees and Service

Committee Name
Explanation of “Other”
Position/Role
Location (City, State, Country if outside US)
Additional Information

Supporting Materials
Document
Upload Document  No File Stored  Choose File...

Select the number of document rows to add: 1  + Add

For activities that are still in progress, specify the start date and leave the end date blank.
Start Date  
End Date  
Include as a Contribution to Diversity  

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Professional Committees and Service *(External to VTC and Carilion Clinic)*

**Edit Professional Committees and Service (External to VTC and Carilion Clinic)**

- **Organization/Committee/Club:**
- **Position/Role:**
- **Location (City, State, Country if outside US):**
- **Additional Information:**

**Supporting Materials**

**Document**

- Upload Document
- No File Stored
- Choose File...

Select the number of document rows to add: ***0***

For activities that are still in progress, specify the start date and leave the end date blank:

- **Start Date:**
- **End Date:**

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**Virginia Tech Carilion School of Medicine**

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Community and Public Service (Non-medical, community-based)

For activities that are still in progress, specify the start date and leave the end date blank.
Curriculum Vitae Capabilities

When you use Digital Measures you are automatically storing your activity that can be generated instantly as a Rapid Report in the correct VTC format. This will be very helpful for you to be able to keep track of all of your accomplishments and contributions to VTC School of Medicine. Please refer to the Download this report’s template for the specifics and enjoy this feature!