Handout #2: Sample Response

# **Color Key**

Red – Keywords listed in the specialized experience  
Green – Duties listed in the duties/responsibilities of the vacancy but not listed in the specialized experience  
Blue – Fleshes out keywords from specialized experience with details demonstrating expertise  
Purple – Experience listed in the questionnaire but not listed in the qualifications or specialized experience

**Work Experience:**

**Dahlgren Medical Library**  
Georgetown University Medical Center  
3910 Reservoir Rd, NW  
Washington, DC 20007

**03/2020 – present**  
**Salary:**  
**Hours per week:** 35  
Series: Pay Plan: Grade:  
**Medical Librarian** (This is not a federal job)  
**Duties, Accomplishments, and Related Skills:**

Provide reference services to medical, nursing, and allied health departments at Georgetown University Medical Center, a teaching hospital with 50 graduate medical education programs. Cover the reference desk at assigned times. Collaborate with teaching faculty in Complementary & Integrated Health and Emergency Medicine to deliver information services to medical students in a variety of clinical forums.

Develop and deliver educational programs in support of evidence-based practice in a variety of settings, such as noon conference, journal club, and other clinical forums and in-person and during live webinars via MS Teams. Provide impromptu instruction on using filtered mobile resources such as clinical calculators and evidence-based summaries to answer questions at the point-of-care during patient rounds. Teach classes about the levels of evidence and about which clinical study methodologies best answer questions about treatment, diagnosis, prognosis, and etiology/harm. Teach students to critically appraise the biomedical literature for applicability to a patient by looking at biases and measures such as number needed to treat, p-values, and confidence intervals during journal club. Teach classes on searching biomedical databases such as PubMed and Ovid Medline and on special topics upon request. Conduct library orientations for all incoming staff during the hospital onboarding sessions.

Contribute to collection development by evaluating reviews from collection development sources such as Doody’s Review Service to select books for complementary health, emergency medicine, and nursing.

Maintain license agreements and ensure the library is compliance with terms of agreements. Contact publishers resolve problems accessing resources.

Perform clinical searches in PubMed, Ovid Medline, Embase, and other biomedical databases to identify primary resources to answer direct patient care queries. Translate clinical topics into well-built clinical foreground questions in the PICO/T format to answer patient-specific questions. Search filtered resources such as systematic reviews/meta-analyses, clinical guidelines, and critically appraised topics to answer questions on patient care.

Perform literature searches for clinicians to support their research projects and use Endnote to manage the search results. Collaborate with clinicians on systematic reviews by helping to develop inclusion and exclusion criteria, performing the searches, teaching how to manage the review process in Covidence, and writing the search methodology section for the final paper.

Key Accomplishments:

Recognized as employee of the quarter for the first quarter of 2021 for ….