

DANA TREVAS

WRITER, EDITOR, RAPPORTEUR

PROFILE

- Write technical publications, evidence-based guidelines, meeting reports, presentation summaries, magazine/newsletter articles, and web content
- Edit books, guidelines, monographs, reports, and journal articles
- Provide meeting coverage and “real-time reporting,” ie, quick summaries of recommendations, decisions, or action items for review before the meeting adjourns
- Knowledgeable in fields of health care, medicine, health policy, and education

REPRESENTATIVE CLIENTS AND PROJECTS

National Minority AIDS Council

Attended regional stakeholder meetings around the country to capture the results of free-flowing dialogues about the future of HIV/AIDS in America, then organized and streamlined the discussion into summaries that provide a snapshot of stakeholder opinions. Combined the results of all the meetings into a summary identifying areas of convergence and unique issues to be presented at the 2012 U.S. Conference on AIDS’ *Summit to End AIDS in America*. (Received this assignment as a direct result of meeting coverage for the **Presidential Advisory Council on HIV/AIDS**.)

American College of Obstetricians and Gynecologists (ACOG)

As writer/editor for two multidisciplinary consensus efforts underway—the Women’s Preventive Services Initiative and the Breast Cancer Screening Consensus Conference—provide developmental editing to ensure products reflect a range of opinions yet deliver a clear, consistent message. Contributed developmental and substantive editing for a scientific overview, *Neonatal Brachial Plexus Palsy* (2014); praised for “offer[ing] new perspective and numerous edits that greatly improved the report’s organization and clarity.” Also revised and edited *Professional Liability and Risk Management: An Essential Guide for Obstetrician-Gynecologists, Third Edition* (2014). Served as medical writer for the **Voluntary Review of Quality of Care** initiative, on-site reviews of departments of obstetrics and gynecology. Traveled with a physician review team and developed detailed reports describing findings and recommendations for quality assessment and improvement, with attention to issues of confidentiality, liability, and fairness.

STEM in 21st Century Community Learning Centers, U.S. Department of Education

Analyzed gaps in online resource maps available for out-of-school time programs in science, technology, engineering, and mathematics (STEM) to find local activities and peers; summarized findings in the *2014 National Gap Analysis* white paper. Provided meeting summaries for the STEM in 21st Century Community Learning Centers Technical Working Group.

Centers for Medicare & Medicaid Services, U.S. Department of Health and Human Services (HHS)

Meeting coverage for the **Advisory Panel on Hospital Outpatient Payment** includes creating a concise, accurate list of recommendations for review by committee members on site *before the meeting adjourns*, then providing summary report of proceedings for the HHS Secretary (ongoing for 10+ years). Successful approach led to additional assignments, including the newly formed **Advisory Panel on Clinical Diagnostic Laboratory Tests**.

Other HHS clients include the **Presidential Advisory Council on HIV/AIDS** (see <http://aids.gov/federal-resources/pacha/about-pacha/> from September 2010 to present), the **National Biodefense Science Board** and its **Disaster Mental Health Subcommittee**, and the **National Vaccine Advisory Committee** (see <http://www.hhs.gov/nvpo/nvac/meetings/pastmeetings/index.html> from September 2009 to September 2013).

National Institutes of Health (NIH)

Provide thorough, informative meeting summaries for various NIH initiatives and advisory bodies, including the **Advisory Committee to the Director** (2014–present), the **NIH Leadership Forum** (2012), and the **National Science Advisory Board for Biosecurity** (2011, 2014–2015).

For the **National Center for Research Resources** (NCRR), provided meeting coverage, newsletter feature writing, and editing for the Clinical and Translational Science Awards (CTSA) program, a long-term, multi-million-dollar investment in linking institutions across the country to enable researchers to provide new treatments to patients more quickly and efficiently. See featured committee and featured institution stories in the CTSA e-newsletter from April 2008 to January 2010 and *NCRR Reporter* feature “The Business End of Translational Research,” Winter/Spring, 2009.

For the **Eunice Kennedy Shriver National Institute of Child Health and Human Development**, interviewed facilitators of the Media-Smart Youth after-school program and compiled their responses into a thoughtful analysis of ways to improve the program. For the **Director’s Council of Public Representatives**, summarized meetings in rapid fashion for next-day presentation and in more detail for public reports. For the **National Center for Complementary and Alternative Medicine**, wrote meeting reports for conferences and contributed feature articles and meeting summaries to newsletter, *Complementary and Alternative Medicine at the NIH*.

Health Resources Service Administration (HRSA)

For the **Bureau of Health Professions**, assisted subject matter expert in writing an internal evaluation of grant programs and was instrumental in crafting the report’s recommendations. Provided thorough review of qualitative findings, identifying and correcting key inconsistencies in interpretation and wording.

Cyber Security Policy and Research Institute, George Washington University

Following a brainstorming meeting of experts from government, academia, and industry about building a workforce capable of taking on the cyber security challenges of the 21st century, analyzed the participants’ input and developed a 15-page article for publication describing suggestions for improving education and training and the significant barriers identified (see <http://www.cspri.seas.gwu.edu/Seminar Abstracts and Papers/2010-3a Building the Cyber Security Workforce of the 21st Century.pdf>).

PROFESSIONAL WORK HISTORY

- **Independent Writer and Editor** (Metropolitan Washington, DC) 1997-present
- **Writer**, Tennessee Tech University’s Office of Public Affairs (Cookeville, TN) 1995-97
- **Editor**, American College of Obstetricians and Gynecologists (Washington, DC) 1991-94
- **Public Relations Associate**, The Shakespeare Theatre (Washington, DC) 1989-91
- **Contributing Writer**, Athens News (Athens, OH) 1987-89

EDUCATION, TRAINING, PROFESSIONAL AFFILIATIONS

- **Ohio University**
Bachelor of Specialized Studies in journalism and the arts; *summa cum laude*, Phi Kappa Phi honor society
- **American Medical Writers Association**
Editing/writing certification
- **Leadership Strategies**
The Effective Facilitator (facilitation training course)
- **Continuing Education**
Mini Med School, Georgetown University, Washington, DC