

ADMINISTRATION

Contact: Chief Resident

When to Contact: 2 weeks in advance to arrange schedule

Preceptors: Chief Resident and Program Director

Where to meet: TBA

NOTE: This rotation is only available to Associate Chief Residents during the HOIII year

Purpose:

Provide the Associate Chief Resident the opportunity to learn the administrative, educational, and clinical duties of the Chief Resident from one of the current Chiefs.

Objectives:

This includes, but is not limited to:

1. Learn the process to make the monthly Call and Coverage Schedules
2. Learn the process to keep track of resident Work Hours
3. Learn how to manage Evaluations and Scheduling on New Innovations
4. Learn how to keep track of Resident Conference Attendance
5. Create the Master Rotation Schedule for the coming year
6. Create the July Call and Coverage Schedule
7. Organize the Board Review Week for the current year
8. Organize PMC, Journal Club, and Resident Grand Rounds schedule for the coming year
9. Attend and participate in Resident Conferences
10. Attend and participate with teaching Medical Students at Children's and/or UNMC
11. Attend at all meetings with the current Chief
12. Attend Continuity Clinics as regularly scheduled

Methods:

The resident will follow a calendar schedule arranged by the Chief. There will be some variability in the schedule as last minute meetings often occur. The resident will take call as scheduled, and will be available to attend meetings and work on schedules as needed post-call. The resident will participate in all administrative, educational, and clinical tasks that the chief performs.

Implementation:

The resident will accomplish the objectives under the supervision of the current Chief residents.

Evaluation:

The resident will be evaluated by the current Chief residents based on completion of the objectives and performance of various administrative, educational, and clinical tasks.