Anatomical Pathology Residency Program

CHIEF RESIDENT ROLES AND RESPONSIBILITIES

1. SCHEDULING OF RESIDENTS:
   **CanMeds Role: Leader**
   - Prepare on-call schedules (to be given to Departmental Scheduler 4 weeks in advance).
   - Prepare CaRMS interview schedule.
   - Prepare Dec/Jan Holiday Schedules.
   - Schedule timely topic presentations for Wednesday Noon Rounds (to be given to Program Director and Administrative Assistants by mid-August for Sep-Jun academic year).
   - Schedule Journal Club presentations (to be given to Program Director and Administrative Assistants by mid-August for Sep-Jun academic year). Appropriate documentation of proceedings.
   - Sign leave request forms; ensuring that services are covered.
   - Coordinate requests for medical student observers from Meds I/II to attend rounds, sign out or autopsy. Cheryl Campbell will forward requests and ensure paperwork is completed.
   - Work with Cheryl Campbell to ensure that there is space for elective and selective medical students. Rotations with >2 medical students must be cleared with Dr. Ettler.
   - Troubleshoot scheduling issues with the Path Scheduling team.

2. GROSS ROOM:
   **CanMeds Roles: Leader, Scholar-Teacher, Graded Responsibility**
   - Lead or delegate gross rounds on Mon, Thurs, and Friday.
   - Run the specimen list with residents on a daily basis to assist residents with selecting cases for grossing.
   - Act (with the assistance of other senior residents) as the primary resource person/supervisor to assist junior residents with grossing.

3. AUTOPSY:
   **CanMeds Role: Leader, Professional**
   - Ensure resident coverage of hospital autopsies as per resident coverage of autopsy service policy.

4. RESIDENTS’ LIBRARY
   **CanMeds Role: Scholar**
   - Request new books for the Residents’ room, as needed (to Library Coordinator, Dr. Armstrong).

5. MONTHLY UPDATES WITH PROGRAM DIRECTOR
   **CanMeds Role: Leader**
   - Discuss and update program director with resident issues or concerns.
   - Implement and follow up on recommendations or action plans from the program director or residency training committee.
6. **ORIENTATION OF NEW RESIDENTS** (including off-service residents) and medical students to the department:

**CanMeds Roles: Collaborator / Communicator**
- Departmental rounds schedules.
- Organize the ‘Intro Pathology Rotation’ for PGY1 residents.
- Update resident manual.
- Organize/coordinate;
  - a. Mailboxes.
  - b. Slideboxes.
- Ensure that new residents are aware of on call procedures and act as a resource for junior residents on call.

*Reviewed & Updated by AP Residency Program Committee –
  May 31, 2017
  May 29, 2018
  October 9, 2018
  May 2020*