

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 paper work 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*