

## UROLOGY CHIEF RESIDENT EXPECTATIONS AND GUIDELINES

1. Call schedule is to be sent out month in advance.
2. Master rotation schedule should be done as early as possible (sent to us by the Department of Surgery by mid-May). Try to give PGY4s electives starting in September for interviews and site visits. PGY5s to be assigned to St. Joseph's (or UH if necessary) while Acting Chief.
2. Vacations should be approved ASAP (general rule of no more than two off at a time). PARO rules – residents are to submit vacation requests 4 weeks before the proposed commencement of the vacation.
3. Rules for conferences:
  - Need to maintain a minimum of 4 residents in the city
  - Priority to attend conferences:
    1. Interviews
    2. Podium presentation (if issues, program may ask for copy of acceptance letter)
    3. Then posters
    4. First come first serve (PGY5s lowest priority)
4. Controversies with Junior residents regarding scheduling changes can occur (decisions to move juniors from site to site re: coverage) – PGY5s are to discuss and agree, and Chief is to relay results to Junior Resident.
5. Disagreement among Chiefs may occur which should be handled professionally and respectfully -- it is never appropriate to use aggressive or derogatory language against another PGY5.
6. Grand rounds schedules to be done in advance with at least 4 assigned for day – chief to assign/schedule a “back-up” each week. Resident seminar topics to be provided to the Program Administrator in a timely fashion to ensure consultant scheduling.
7. Keep track of radiology rounds and ensure years at the site to compile cases and send to radiologist one week in advance.
8. Per PARO guidelines, residents may take post-call days (if they meet call conversion criteria). If a resident wishes to take a post-call day, the site Chief is to notify the Program Administrator via email.

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