

# Chief Resident Roles

## Purpose

To outline the role and responsibilities of the chief resident.

## Responsibilities

1. **Scheduling:** To develop the schedule for EM and off-service residents in the ED and the block rotations for all EM residents given guidelines from the Asst. Residency Director. To develop the back-up and pull schedules for residents in the ED given guidelines from the Asst. Residency Director. Submit final schedule to Asst. Residency Director for approval. Uphold scheduling rules set forth by the RRC-EM.
2. **Liaison with the Residency Directorship:** Facilitate communication between residents and the residency, disseminate information. Maintain an active presence within the residency.
3. **Liaison with Faculty:** Provide information from residents to faculty at faculty meetings and directly to the Residency Director and Department Head. This can be formal or informal. Formal would include faculty meetings, meeting with the Residency Director and meeting with the Department Head.
4. **Liaison with Other Departments:** Meet with chief residents or liaisons from other departments concerning issues of mutual interest - scheduling, conferences, resident issues, etc.
5. **Recruitment:** At least one chief resident will meet with all applicants on interview days. Chief resident presence at applicant dinners is encouraged.
6. **Orientation:** Meet with incoming residents to discuss "nuts and bolts" of the residency, and participate in other orientation activities such as teambuilding.
7. **Meetings:** Attend (or select representative when appropriate for) meetings that affect residency (e.g., Residency Affairs, Residency Admin, Program Evaluation, Senior Staff, ED Operations, GMEC, MD-Charge RN, ED Quality) and distribute pertinent information to residents from these meetings.
8. **Education:** Assist in conference preparation and operations; maintain resident participation in conference.
9. **Wellness:** Chair the resident Wellness Committee; develop a list of extra-curricular activities to promote resident well-being.

The three chief residents work collaboratively in 4 overlapping and complementary roles.  
Chief Resident Job Descriptions: Operations, Education, Quality, Wellness

## Procedures

**Allowance:** A \$1200 education allowance is given to each chief in addition to 10 fewer ED shifts scheduled over the year.

**Date Last Updated:** 6/16/2017