Job Description of the Otolaryngology-Head and Neck Surgery
Chief Resident

Clinical Responsibilities

Ward
The Chief resident will assist and supervise all the residents in daily ward care of patients. The Chief resident will round every morning with all the residents and provide them with direction in carrying our management plans for all patients. The Chief resident is expected to be directly familiar with all inpatients in the ward on the Otolaryngology-Head and Neck service and provide appropriate supervision for their care. Also s/he needs to be familiar with all inpatients of other services that have been consulted. The Chief resident will ensure that adequate chart documentation occurs on all patients, and that residents complete dictations.

Clinic
The Chief resident is required to attend some clinics during a rotation. Attendance to the weekly ½ day Chief clinic is mandatory at Hamilton Health Sciences. S/he is responsible with the organization of this clinic by collaborating with the booking clerks and must inform them of any changes that occur. S/he will learn the billing codes by reviewing the cases with the supervisor. The Chief resident is expected to evaluate both new consultations and follow-up patients in the clinic.

Operating Room
Attendance at the majority of the team’s cases is expected, especially the senior cases. The Chief resident’s role will vary according to the case and the learning requirements of the junior members. There may be opportunity for the Chief resident to act as the teaching assistant to the junior resident on the smaller cases. All residents are expected to attend the OR in a timely fashion to help with patient positioning and to become familiar with the chart if the case is being done on an outpatient basis.

Emergency Room
The Chief resident will provide backup for the junior residents who are assigned to the emergency room both during the day and at night when on call. If manpower is limited the Chief resident may be the primary provider of consultations in the emergency room.

Other
Attendance at the site teaching rounds, Wednesday grand rounds, journal Clubs and academic half day is mandatory. S/he must attend 90%.
Teaching Responsibilities

Ward Teaching
It is expected that part of attending ward rounds with the residents is that the Chief resident will use case examples as starting points for educational discussion with the junior/senior residents, including the assigning of mini-projects for the junior/senior residents to explore and research clinical issues.

Teaching of Other Health Care Professionals
When rounding with other health care professionals, the Chief resident is expected to explain and teach all those in attendance for the education of all involved.

Teaching of Medical Students
It is expected that Chief residents will take the time to provide teaching to the clinical clerks in a variety of clinical settings.

Summer Resident Teaching session (COCLIA)
The Chief resident is expected to organize Wednesday teaching sessions in July and August by choosing the topics and assign the residents their part to prepare for the session.

Administrative Responsibilities

Call Schedule
The Chief resident must make the on call schedule and publish it according to PARO guidelines.

Rounds Schedule
The Chief resident will assign the teaching rounds to the junior/senior residents and provide a schedule to the CTU Director at St. Joseph’s Healthcare when applicable.

Vacation Planning
The Chief resident will handle vacation requests; assistance with difficult schedules may be sought thru the teaching unit director.

Approved October 13, 2010
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