

CHIEF NEUROSURGERY RESIDENT JOB DESCRIPTION

STANDARD DUTIES AND RESPONSIBILITIES

1. **Supervise senior, junior, and rotating residents:**
 - Daily communication with senior resident for each service by 8: 15 am
 - Assist senior and junior residents with patient care, learning, team functions, surgical and other technical skills
2. **Report state of the service** to attending on call by 8:30 daily
3. **Organize Resident Call Schedule:** Circulate monthly at least one week in advance
4. **Oversee M & M rounds**
 - M & M review monthly on final Friday 7 – 8 am
 - Collect cases via daily reports from senior residents' reports, team rounds, sign out rounds, reports from ward staff, etc.
 - Maintain roster in Excel of case numbers, significant events, attending MD's and senior residents involved in the case
 - Forward new entries weekly to head of service via email or other electronic medium
5. **Round daily** with emphasis on:
 - Own post-op and pre-op cases
 - Critical cases
 - Unusual and complex cases
 - Teaching
6. **Attend weekly service rounds** with each service
7. **Attend academic half day sessions**
8. **Self-assign to OR's** with emphasis on own learning and teaching junior and senior neurosurgery residents; see Chief Resident Surgical Skills: Goals and Objectives
9. **Attend clinics** at least ½ day per week
10. **Orient rotating residents** to the service
11. **Collaborate with Program Director and Program Coordinator** for managing resident vacation schedule and other resident related issues as they occur
12. **Follow the rules** set by PARO, McMaster Post-grad Surgery, Royal College, hospitals, and our program, bringing any concerns about them to Program officers

INDIVIDUALIZED ACTIVITIES

To advance own knowledge & skills in service, education, research, administration