



McMaster Otolaryngology-Head and Neck Surgery
Chief Resident
Job Description (expectations)

Overview

The McMaster Otolaryngology-Head and Neck Surgery program operates out of two distinct teaching sites, Hamilton Health Sciences and St. Joseph's Healthcare. All PGY5 residents will rotate at each teaching site and assume the role of Chief resident on their respective site of training. Each PGY5 resident will take turns preparing call scheduling and vacation planning during the academic year.

Specific Requirements of the Chief resident:

Clinical Responsibilities:

Ward

- Assist and supervise the team of residents and students on rotation
- Round every morning with the team
- Provide direction on clinical/surgical management and treatment for all inpatients
- Familiar with the care and progress of all inpatients on service and those seen on other services
- Ensure that adequate documentation on chart occurs
- Ensure that consultation and discharge summary dictations are completed timely

Clinic

- Must attend some of the outpatient clinics during the rotation in order to keep their clinical skills in practice
- Evaluate both new consultations and follow-up patients
- Attendance to the weekly ½ day Chief clinic is mandatory at Hamilton Health Sciences
 - Responsible with the organization and schedule of the Chief clinic by collaborating with the booking clerks
 - The faculty supervising is available during clinic when help is needed
 - Must review directly with the faculty all patients that require surgery
 - Learn the billing codes

Operating Room

- Attendance at the majority of the team's cases is expected, especially the senior cases
- Role as primary surgeon or first assist in accordance to degree of complexity of cases
- Act as the coach and assistant to the junior resident working on the smaller cases
- Must arrive to the OR early enough to help with patient positioning and preparation
- Must come prepared for all cases, review charts, learned surgical steps

Emergency Room

- Provide backup for the junior residents who are assigned seeing patients in the emergency room
- If manpower is limited the Chief resident may be the primary provider of consultations in the emergency room

Teaching/Coaching 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 assignment of mini-projects for the junior/senior residents to explore and research clinical issues and to address gaps of knowledge for improving patient care
- Provide effective feedback to enhance learning and performance of learners

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

Teaching session (COCLIA)

- Organize Wednesday COCLIA teaching sessions by choosing the topics and assigning residents topics and questions to answer in preparation for the session

Leadership and collaboration:

- Contribute to culture that promotes patient safety
- Demonstrate leadership skills to enhance health care and lead the junior residents
- Implement strategies to promote understanding, manage differences and resolve conflicts in a collaborative manner

Resident Wellness:

- Promote a positive learning environment
- Promote healthy lifestyle and demonstrate awareness of personal at risk behaviors
- Be aware and promote resident wellness
- Recognize residents in need and respond appropriately, refer to available resources

Administrative Responsibilities:**Call Schedule**

- Provide on call schedule and publish it according to PARO

Weekly Schedule

- Provide the weekly schedule by taking into consideration each resident and medical student goals, objectives and competencies
- Distribute to all learners, CTU director, faculty and clinic booking clerks for the site involved

St. Joseph Healthcare Rounds Schedule

- Assign teaching rounds to the junior/senior residents and provide a schedule to the CTU director at St. Joseph's Healthcare when applicable

Vacation Planning

- Respond to vacation, off call, professional leave requested by residents timely (approval or rejection)
- Assistance with difficult schedules may be sought thru the CTU director

Resources for Chief resident:

- The CTU Director
- The Program Director
- The Program Administrator ext. 73964
- The Otolaryngology-Head and Neck Surgery website
- The Department of Surgery website

Approved October 13, 2010

Revised November 2013

Revised June 2019