

Title:	Job Description of Administrative Chief Resident Policy	Index Number:	OB/GYN-Residency Program-004		
Scope of application:	Housestaff	Original:	Last Review:	Next Review:	
		03.10.2014	08.04.2019	08.04.2022	

1. Orientation

- 1.1. Participate in interviewing residency program applicants.
- 1.2. Participate in the orientation program of all residents as directed by the Department Residency Office and the Graduate Medical Education Office.

2. Schedules

- 2.1. Assist in the development of the residents' schedule i.e. the rotation schedule while abiding by the 80-hour rule.
- 2.2. Assure coverage of all services in case of absence due to illness, exams or holidays.

3. Coordination



- 3.1. Attend all scheduled Program Evaluation Committee (PEC) meetings to provide feedback and act as liaison for other housestaff.
- 3.2. Coordinate didactic lectures and grand rounds and formulate a coverage plan when a lecture cannot be given.
- 3.3. Meet with the Program Director on a monthly basis.
- 3.4. Provide personal and professional advice to students and other residents as appropriate.

4. Professional Attributes

- 4.1. Act as role model and assist in maintaining the professional atmosphere, conduct and attitude of residents and students.
- 4.2. Be able to problem solve and provide conflict resolution as appropriate.
- 4.3. Maintain strict confidentiality at all times.

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5. Signatures

Reviewed and Concurred by	Name	Signature	Date
Professor and Chairperson, Department of Obstetrics and Gynecology	Anwar Nassar, MD		April 8, 2019
Associate Professor and Residency Program Director, Department of Obstetrics and Gynecology	Fadi Mirza, MD, FACOG		April 8, 2019