TERMS OF REFERENCE:
CHIEF RESIDENT
ANATOMICAL PATHOLOGY

OVERVIEW:

The Anatomical Pathology Chief Resident will be selected by the Program Director in consultation with the Residency Program Committee for a period of 1 year, renewed at 6 months. The AP Chief resident reports directly to the Program Director or his/her designate. The Chief Resident will work in close collaboration with the Program Administrator at different levels.

The AP residency Program Director will define the responsibility and time commitment required for administrative, clinical, and teaching duties. In addition, the following tasks may be considered part of the job description:

RESPONSIBILITIES:

1. LEADERSHIP:
   The Chief Resident should communicate with the residents, faculty and staff, particularly in relation to the quality of patient care, educational experience and research opportunities in individual rotations and the entire residency. It is essential to build teamwork and positive relationships among all the residents; and the Chief Resident will work closely under the direction/guidance of the Program Director to accomplish this. The Chief Resident should formulate options and collaborate to lead the changes necessary under the direction of the Program Director to improve the quality of Residency Program.

2. PROGRAM QUALITY:
   The Chief Resident is responsible for allocation of residents to maximize provision of patient care in the various Pathology services. He/she has oversight of the resident’s role in educational experiences, among others, such as, attendance at the weekly rounds, clinical multidisciplinary tumor rounds, teaching sessions and teleconferences. The Chief resident will have weekly meeting with the residents with minutes to the PD and weekly meeting on Fridays with the PD to provide an overview of resident activities.

3. LIAISON BETWEEN FACULTY AND RESIDENTS:
   Information, feedback and recommendations should be provided bi-directionally: from the faculty to the residents and from residents to faculty through the Program Director via regular meetings or informal settings. Also, liaison with the Gross Room, Autopsy and Histology Staff for AP resident related issues is required.

4. RECRUITMENT:
The Chief Resident will meet with the applicants who come for interviews and the Chief Resident will participate in the interview process. He/she is expected to play a role in the selection process of resident candidates for the match, in particular, gathering and conveying the resident’s impressions of prospective candidates who visit the department.

5. ORIENTATION:
In coordination with the Program Administrator, the Chief resident will be actively involved in organizing and running the Orientation Day. He/She will meet with the incoming residents to orient them to the Pathology Department; discuss the expected operations of the residency program and serve as a mentor/teacher and resource for new residents as they familiarize themselves with our Department. Orientation and training in individual rotations is the responsibility of the rotation with participation by senior residents as determined by the Chief Resident.

6. SCHEDULING:
The Chief Resident will develop the resident rotation, on call and vacation/leave schedule with guidance from the Program Director. Scheduling changes, unexpected absences, requests for time away must be managed and approved by the Chief Resident. Some of the more specific responsibilities are as follows:

a) Provide on-call schedules, at least one month prior to the start of the academic year
b) Schedule educational activities for AP academic days and provide notice to faculty and residents regarding topics and educational schedules including:
   - Schedule two hour weekly academic lectures to be given by Pathologists, other specialty MDs or other medical experts
   - Schedule autopsy rounds, in consultation with the Hospital Autopsy Director
   - Schedule resident directed journal clubs and ensure distribution of articles
   - Schedule resident for Unknown Web Cases
   - Schedule resident Chairman’s Rounds
   - Schedule resident end-of-rotation Pathology presentations, as necessary
   - Schedule weekly Gross Rounds
   - Schedule weekly Unknown Rounds
   - Schedule for RATS Lunch and Learn; CanMEDs Roles presentation
   - Schedule for CanMEDS Roles Presentation with Faculty Champions
   - Inform AP residents of additional relevant rounds i.e. Cytology Rounds, PALM Rounds, Thoracic Pathology Rounds
   - Multihead microscopy sessions by senior residents for junior residents
   - Grossing power point presentations
   - “Moot Court” for Forensic Pathology
   - Other educational activities as needed
c) Schedule AP residents for teaching duties at the University of Ottawa medical school Pathology laboratories with collaboration with the Director of Undergraduate Medical Education, Pathology
d) Attend or designate an AP resident to attend the University of Ottawa medical school career day/night
e) Organize rotation for residents, elective students, selective students, medical students and look after off-service electives visiting the AP program, in consultation with Program Director
f) Prepare preliminary AP Rotation Schedule and submit to Program Director
g) Ensure adequate coverage of the services during absences.
Once the Academic Schedule and Resident Rotation Schedule are finalized and submitted to PGME, the Chief Resident may make changes only with the approval of the Program Director.

7. REPRESENTATION AT MEETINGS:
The Chief resident will attend meetings that affect the residency program as the resident representative, with distribution of pertinent information to residents. These activities include, but are not limited to:
   a) Represent the AP residents at the Residency Program Committee (RPC)
   b) Represent the AP residents at the Ottawa Hospital Resident Council
   c) Represent the AP Residents at the Quarterly Staff meeting at the University
   d) Represent/participate in the Ottawa Hospital Leadership Training Institute if nominated the Program Director

RESOURCES:
In order to accomplish the objectives, the Chief Resident will be delegated by the Program Director the authority to allocate resident assignments throughout the department. This includes, but is not limited to: scheduling of residents on rotations, vacation/meeting requests, coverage for unexpected absences, resident assignments for medical student teaching, on call service coverage responsibilities and the Chief Resident will keep track of the attendance sheet and thus indirectly enforces the attendance of residents at lectures. To permit the effective functioning of the residency program as a whole, the Chief Resident must have the ability to reallocate residents in real time as a department-wide resource. The Chief Resident will be expected to seek input from residents, faculty and resident rotation leads as appropriate with direct consultation with the Program Director.

Term:
Start Date:… ……
End Date:… …

Renewal at 6 month.

Signature……………………… Date………………
Chief Resident

Signature……………………… Date………………
Program Director

Revised April 20, 2015