

# RESIDENT HANDBOOK

## SECTION VII: GME OFFICE RESPONSIBILITIES

### ADMINISTRATIVE CHIEF RESIDENT POSITION

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#### INTRODUCTION

- I. The administrative chief resident is a position offered to a senior resident who accepts additional responsibilities beyond those normally included in the senior resident's academic program. The position is one of distinction, professionalism, and leadership serving as an example for other house-staff.
- II. The position is offered to programs who do not have a post-training year individual or individuals to fulfill this role. The position is funded on a year-to-year basis depending on the approved budget process for the fiscal year. Funding amounts for this position will be determined by the Office of Graduate Medical Education (GME) for each training program based on responsibilities of the position.

#### DUTIES OF THE ADMINISTRATIVE CHIEF RESIDENT(S)

- I. Assist the program director with all delegated administrative duties including but not limited to:
  - a. Scheduling
  - b. Evaluations
  - c. Conference planning and execution
  - d. Counseling residents
  - e. Teaching
  - f. Scholarly activities
  - g. Faculty development
- II. Serve as a liaison between resident and faculty when appropriate.
- III. Serve on appointed program, hospital and institutional committees such as:
  - a. Intern selection
  - b. Education committee
  - c. Graduate Medical Education Committee (GMEC)
  - d. Resident Forum
  - e. University Medical Center QPS (Quality and Patient Safety)

#### POLICY

- I. The administrative chief resident may be selected per program policy or tradition, but serves the discretion of the program director.
- II. The program director may select more than one chief or appoint associate administrative chief residents.
- III. The administrative chief may be relieved of his/her duties by the program director without cause and without academic or human resources appeal at any time.

- IV. Programs may add additional definitions, expectations, and duties to the position description and incorporate in the training program's handbook.
- V. The administrative chief understands that his/her first commitment and foremost priority at all times is his/her educational curriculum and learning as a senior resident. The administrative chief will not at any time sacrifice his/her senior curriculum, personal learning plan, or professional development for administrative chief responsibilities.
- VI. The administrative chief will be evaluated on his/her performance by the program director, associate program director(s), and residents (in a confidential, non-identifiable manner) at the end of the academic year. Formative feedback will be presented continuously as needed.

## STIPEND

- I. Chief residents in medicine and pediatrics will serve as instructors and will be salaried as such if they are in this role post training completion. Should chief residents in these departments be senior residents, the administrative chief position policy and description will be applied.
- II. Chief residents in their final year of training where the responsibilities are delegated to 1 or 2 residents or in surgical programs, the number of chiefs in the training program will receive their stipend appropriate to their training level and will receive an additional administrative chief resident stipend annually which may change based on budgetary approval. An addendum to their contract stipulating the stipend will be included with the annual resident agreement.

## APPOINTMENT PROCEDURE

- I. The program director will appoint chief resident(s) for the program.
- II. Terms may be less than one year, in which case the resident will be paid the chief's supplement for the period in which he/she is appointed.

Approved by Graduate Medical Education Committee April 2017