

# DEPARTMENT OF ANESTHESIOLOGY



## **Standard Operating Procedure Title: Duties of the Chief Anesthesiology Residents**

**Policy Number: C 135**

**Date Established: 1978**

**Date Revised: 9/18/2012**

The Residency Program Director annually appoints Chief Residents after receiving recommendations from resident body and the faculty as well as advice from the Chair of the Department. After appointment in March, Chief Residents begin a two-month orientation program and assume administrative responsibilities in May of each year.

**Key Responsibilities** of the Chief Residents are to (1) serve as leaders and representatives of the Residency Program and the Department of Anesthesiology; (2) promote and advance education and training for residents as well as medical students; and (3) coordinate all resident schedules, including the master rotation schedule, call schedules, moonlighting schedules, and leave for vacations and meetings. With guidance and direction from the Residency Program Directors, Chief Residents shall:

1. Represent the Anesthesiology Residency Program on the VUMC Graduate Medical Education Committee, the VUMC Housestaff Council, and other institutional committees and activities as needed.
2. Serve on the departmental Education Committee, Medical Student Education Committee, and the Clinical Affairs Committee; serve as *ex officio* members of the departmental Clinical Competence Committee; and preside at monthly Resident Meetings.
3. Assist Program Directors, Education Office staff and faculty with implementations and coordination of education-related activities and events: Intern Boot Camp, Intern Basic Training, all clinical rotations, didactic curriculum, Resident Simulation Training, In-Training Examinations, Mock Orals, and other programs as needed.
4. Assist and support the Resident Advisory Council in residency recruiting efforts and residency social events, e.g., VIA Fund Raiser.
5. Develop, publish (through Open Tempo) and distribute the initial Master Vacation and Academic Meeting Schedules for residents and update these schedules as needed.
6. Develop, publish (through Open Tempo) and distribute the Master Clinical Rotation Schedules for interns and residents and update as needed throughout the year.
7. Develop, publish (through Open Tempo) and distribute rotation clinical call schedules (including the Holiday Schedule) for all residents. In addition, Chief Residents will be responsible for call schedule changes due to sickness and other unplanned absences.
8. Develop, publish and distribute the monthly internal moonlighting schedule, consistent with the GME policy on moonlighting.
9. Coordinate scheduling processes with other schedulers, e.g., non-anesthesia Chief Residents, anesthesia fellows, and **Chief Nurse Anesthetists**, so as to ensure an adequate and predictable anesthesia workforce. This is of particular importance when unexpected or previously unscheduled absences arise or are under consideration.