

**ADMINISTRATIVE CHIEF or CHIEF RESIDENT DUTIES AND
RESPONSIBILITIES / COMPETENCY BASED EVALUATION FORM**

PATIENT CARE

Developed monthly call schedules and recorded a distribution tally on the
“Resident Call Distribution” forms

Coordinated mock codes

MEDICAL KNOWLEDGE

Coordinated teaching activities in each section

Coordinated Grand Rounds including assignments of tasks to residents

Coordinated monthly M&M and Perinatal Roundtable conferences in
conjunction with neonatologists

Arranged for coverage in cases of resident absence

INTERPERSONAL AND COMMUNICATION SKILLS

Acted as the voice of the residents

Assisted with service orientation of students, residents and rotators in
conjunction with the senior residents assigned to the services

Attended monthly faculty meetings

Assured senior coverage in the Ward, Clinic, Nursery, Providence and Hotline

Coordinated monthly resident meetings regarding intra/inter-departmental conflicts

PRACTICE-BASED LEARNING AND IMPROVEMENT

Lead in activities which fosters positive changes and improvement

Participated in the Evaluation, Curriculum, and Policy committees

Developed didactics curriculum per year or for each 18 months, as appropriate

Coordinated monthly resident meetings aiming to improve knowledge, skills and performance

Coordinated monthly Radiology conference

Coordinated monthly M&M and Perinatal Roundtable conferences in conjunction with the neonatologists

Coordinated mock codes

PROFESSIONALISM

Served as an advocate for the residents' interest and protected the integrity of the program

Identified and provided intervention for resident performance and behavior issues in coordination with attending faculty, program director and resident's faculty advisor

Monitored resident-resident, resident-faculty, and resident-student interactions and provided mediation in cases of conflict

Monitored resident attendance to lectures

Evaluated medical students, faculty, PL-1, PL-2 and PL-3 residents

Arranged for coverage in cases of resident absence

SYSTEMS-BASED PRACTICE

Monitored CMN Always Kids Hotline procedures, schedules and met with Social workers

Acted as liaison between residents and faculty

Attended monthly faculty meetings.