

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

CHIEF RESIDENT _____ BLOCK ROTATIONS _____

| 1 | 2 | 3 | 4 | 5 |
|------------|---------------------|------|-----------|-----------|
| NOT AT ALL | LITTLE/INSUFFICIENT | GOOD | VERY GOOD | EXCELLENT |

| PATIENT CARE | | | | | |
|--|---|---|---|---|---|
| Developed monthly call schedules and recorded a distribution tally on the Resident Call Distribution forms | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly Radiology conference | 1 | 2 | 3 | 4 | 5 |
| Coordinated mock codes | 1 | 2 | 3 | 4 | 5 |
| Participated in the neonatal Transport activities 7 a.m. to 5 p.m. weekdays, and shared the responsibility with NNPs | 1 | 2 | 3 | 4 | 5 |
| MEDICAL KNOWLEDGE | | | | | |
| Coordinated teaching activities in each section | 1 | 2 | 3 | 4 | 5 |
| Coordinated Grand Rounds including assignments of tasks to residents | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly M&M and Perinatal Roundtable conferences with neonatologists | 1 | 2 | 3 | 4 | 5 |
| Arranged for coverage in cases of resident absence | 1 | 2 | 3 | 4 | 5 |
| INTERPERSONAL AND COMMUNICATION SKILLS | | | | | |
| Acted as the voice of the residents | 1 | 2 | 3 | 4 | 5 |
| Assisted with service orientation of students and rotators in conjunction with senior residents assigned to the services | 1 | 2 | 3 | 4 | 5 |
| Attended monthly faculty meetings | 1 | 2 | 3 | 4 | 5 |
| Assured senior coverage in the Ward, Clinic, Nursery, Providence and Hotline | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly resident meetings regarding intra/inter-departmental conflicts | 1 | 2 | 3 | 4 | 5 |
| PRACTICE-BASED LEARNING AND IMPROVEMENT | | | | | |
| Led activities which foster positive changes and improvement | 1 | 2 | 3 | 4 | 5 |
| Actively participated in the Evaluation, Curriculum, and Policy committees | 1 | 2 | 3 | 4 | 5 |
| Developed didactics curriculum per year or for each 18 months, as appropriate | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly resident meetings aiming to improve knowledge, skills and performance | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly Radiology conference | 1 | 2 | 3 | 4 | 5 |
| Coordinated monthly M&M and Perinatal Roundtable conferences in conjunction with the neonatologists | 1 | 2 | 3 | 4 | 5 |
| Coordinated mock codes | 1 | 2 | 3 | 4 | 5 |
| PROFESSIONALISM | | | | | |
| Served as advocate for residents interest and protected the integrity of the program | 1 | 2 | 3 | 4 | 5 |
| Provided intervention for resident performance issues in coordination with attending, program director and advisors | 1 | 2 | 3 | 4 | 5 |
| Monitored resident-resident, resident-faculty, and resident-student interactions and provided conflict mediation | 1 | 2 | 3 | 4 | 5 |
| Monitored resident attendance to lectures | 1 | 2 | 3 | 4 | 5 |
| Evaluated medical students, faculty, PL-1, PL-2 and PL-3 residents | 1 | 2 | 3 | 4 | 5 |
| Arranged for coverage in cases of resident absence | 1 | 2 | 3 | 4 | 5 |
| SYSTEMS-BASED PRACTICE | | | | | |
| Monitored CMN Always Kids Hotline procedures, schedules and met with Social workers | 1 | 2 | 3 | 4 | 5 |
| Acted as liaison between residents and faculty | 1 | 2 | 3 | 4 | 5 |
| Attended monthly faculty meetings. | 1 | 2 | 3 | 4 | 5 |

Please provide additional comments about this Chief Resident on the reverse side of this form

