



## CHIEF AND SENIOR RESIDENT JOB DESCRIPTION: A PARO Best Practice Resource

## Chief and Senior Resident Job Description Best Practice

Chief and Senior Residents have a huge impact on the culture within a program. Being a Chief or Senior Resident represents a big responsibility as well as a huge opportunity to foster a positive working and learning environment. Because of this PARO has developed this Best Practice Resource for you to use with your Program Director to develop a living job description for your specific program.

In order to support and facilitate the work of Chiefs and Seniors, a Joint Working Group (PARO, CAHO and COFM) was struck and language was negotiated into the PARO-CAHO Collective Agreement so that programs, in consultation with their residents, create and provide a detailed job description/terms of reference for the Chief and Senior Resident position(s) that outlines the following:

- Detailed list of expected duties (e.g. clinical, teaching, administrative and program responsibilities)
- Estimated time required to complete expected duties
- Number of learners under their responsibility
- The degree of administrative support provided by the program, if any.

The PARO-CAHO Collective Agreement also recommends that programs provide release time from clinical duties, commensurate with the estimated time required to fulfill the duties outlined in the job description.

PARO would like to thank Pathology, University of Ottawa and Family Medicine, McMaster University for their existing Chief/Senior job descriptions which provided us with a base framework to create our Best Practices.

The selection process for Chief and/or Senior Residents is program specific and should be detailed within the program's Chief/Senior Job Description.

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**Title:** Chief/Senior Resident

**Stipend:** As per PARO-CAHO Collective Agreement

**Term:** 1 year, renewed at 6 months

## Overview

The Chief/Senior 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 Chief/Senior Resident will work in close collaboration with the Program Administrator at different levels.

This position may be divided amongst more than one individual, with each resident sharing responsibilities throughout the full year and with the administrative bonus divided accordingly.

The Program Director will define the responsibility and time commitment required for administrative, clinical, and teaching duties. Time commitments for each responsibility will vary based on programs, however we have included approximations for reference. McMaster – Family Medicine has implemented a best practice of providing Chief/Senior Residents with 12 extra half days which can be taken at any time to fulfill their duties. Clinical, teaching and administrative roles not mentioned below may be program specific and defined by the Program Director. The following tasks may be considered part of the job description.

## Responsibilities

### 1. Leadership

The Chief/Senior 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. This can be accomplished through clinical responsibilities within the wards, clinics, operating room, emergency room etc. It is essential to build teamwork and positive

relationships among all the residents; and the Chief/Senior Resident will work closely under the direction/guidance of the Program Director to accomplish this. The Chief/Senior Resident should formulate options and collaborate to lead the changes necessary under the direction of the Program Director to improve the quality of the program.

- On average, this role may take 4/hours per month.

## 2. Program Quality

The Chief/Senior Resident is responsible for allocation of residents to maximize provision of patient care. He/she has oversight of the resident's role in educational experiences, among others, such as attendance at rounds, multidisciplinary rounds, teaching sessions and teleconferences. The Chief/Senior Resident will have regular meetings (at least 1/month) with the residents with minutes provided to the Program Director and regular meetings (at least 1/month) with the Program Director to provide an overview of resident activities.

- On average, this role may take 3/hours per month.

## 3. Liaison Between Faculty and Residents

Information, feedback and recommendations should be provided bi-directionally: from faculty to the residents and residents to the faculty through the Program Director via regular meetings or informal settings.

- On average, this role may take 3/hours per month.

## 4. Recruitment

The Chief/Senior 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 residents impressions of prospective candidates who visit the department.

- On average, this role may take 24-30 hours per year – typically around CaRMS time.

## 5. Orientation

In coordination with the Program Administrator, the Chief/Senior 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 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 the department. Orientation and training in individual rotations is the responsibility of the rotation with participation by senior residents as determined by the Chief/Senior Resident.

- On average, this role may take 2/hours per month.

## 6. Scheduling

The Chief/Senior Resident will develop the resident rotation, call schedule and vacation/leave schedule with guidance from the Program Director. Scheduling changes, unexpected absences and requests for time away must be managed and approved by the Chief/Senior Resident. Some other scheduling responsibilities include:

- Providing call schedules at least 2 weeks prior to the start of a block
- Schedule educational activities for academic half-day and provide notice to faculty and residents regarding topics and educational schedules
- Schedule residents for teaching duties at the associated medical school (when applicable)
- Attend or designate residents to attend medical school career day/night
- Organize rotation for residents, elective students, medical students and look after off-service residents doing an elective with the program, in consultation with the Program Director
- Ensure adequate coverage of the services during absences

- On average, this role may take 2-3/hours per month.

## 7. Representation at Meetings

The Chief/Senior 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:

- Represent residents at the Residency Program/Training Committee (RPC/RTC)
- Represent residents at the hospital resident leadership committee (if applicable)
- Represent/participate in leadership training opportunities (when applicable)
  - On average, this role may take 2-3/hours per month.

## 8. Support

In order to accomplish the objectives, the Chief/Senior 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' rotations, vacations/meeting requests, coverage for unexpected absences, resident assignments for medical student teaching and on call service coverage responsibilities. The Chief/Senior 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/Senior Resident must have the ability to reallocate residents in real time as a department-wide resource. The Chief/Senior Resident will be expected to seek input from residents, faculty and resident rotation leads as appropriate with direct consultation with the Program Director. In addition to the Program Director, the Chief/Senior would also be able to rely on the support of administrative staff including program administrators and coordinators.

The Chief/Senior Resident should be provided with protected time to ensure they are able to complete the administrative tasks assigned above. A Chief/Senior Resident could be provided with 2 half days per month to accomplish the role requirements as detailed above.

## Resources

Provide links to relevant resources – ie. UGME, PGME, Department website, **PARO's Guide for Chief/Senior Residents, Attachment 28 - Chief/Senior Released Time for Administrative Duties**

Provide contact information for the Program Director, Program Administrator, and other important/relevant contacts.