

NEPHROLOGY FELLOWSHIP TRAINING PROGRAM – WESTERN UNIVERSITY CHIEF RESIDENT(S) TERMS OF REFERENCE

Created: July 26, 2024

Reviewed and Approved by the RPC Committee: September 23, 2024

Date of Next Scheduled Review: September 2027

PREAMBLE

The Adult Nephrology Training Program at Western University has two (2) chief resident positions per year. Chief residents will work closely with the Program Director, Program Administrator, Faculty, and trainees to optimize communication, program development, and program delivery. As outlined by the Office of Post Graduate Medical Education (PGME), the chief residents are administrative residents responsible to the Program Director and Residency Committee.

The chief resident positions will be held for 1 academic year (July – June).

CHIEF RESIDENT(S) QUALIFICATIONS

- The chief resident will be entering their PGY5 year
- The chief resident must be in good academic standing
- Demonstrate effective communication and oral presentation skills
- Demonstrate leadership to chair meetings or committees
- Demonstrate high degree of enthusiasm for education and the Adult Nephrology Training Program
- Demonstrate effective interpersonal skills, judgement, and ability to work effectively with other trainees and the multidisciplinary team

CHIEF RESIDENT(S) SELECTION PROCESS

- Each September, the trainees will be surveyed to determine the process for selecting chief resident(s) (i.e. selected by the Program vs. elected).
 - If selected by the Program, the chief residents will be asked to provide a letter of intent to the Program Director, Associate Program Director, and Program Administrator describing their vision for the training program

CHIEF RESIDENT(S) RESPONSIBILITIES

1. Represent all trainees at the Adult Nephrology Training Residency Program Committee (RPC) and communicate with the trainees regarding RPC activities
2. Liaise between trainees and faculty/administration
 - a. Solicit input from trainees and summarize program issues to present to the RPC

- b. Respond to inquiries from trainees in a timely manner
 - c. Provide constructive feedback on Program design, delivery, and development
3. Represent trainees at departmental, UGME, PGME, or university committees, including participation in Accreditation visits and meetings
4. Coordinate educational activities for core medicine trainees
 - a. Develop a teaching curriculum for rotating core internal medicine residents
 - b. Coordinate coverage/teaching schedule to ensure curriculum is delivered
5. Participate in Program events and activities, including:
 - a. PGY4 orientation and wellness
 - b. Organizing trainee and faculty wellbeing/teambuilding activities
6. Collaborate with the Program Administrator for creating call schedules
 - a. Working with the Program Administrator to ensure call schedules are fair and accurate
 - b. Helping find call coverage in emergency situations, when required
7. Participate in CaRMS process
 - a. Act as ambassador to CaRMS for incoming, elective trainees
 - b. Participating in the interview process during CaRMS