Chief Resident: PGY1 Pharmacy Residency St. Peter’s Hospital

The chief resident at St. Peter’s Hospital is the leader of the pharmacy residents for three months. Each of the four residents will rotate through this position and they will be responsible for all activities coordinated by the chief resident. When the chief resident is unavailable to meet these requirements, it is still their responsibility to make sure all the activities are completed through delegation. Each chief resident will be responsible for at least one major organizational task each quarter.

Regular activities that the chief resident is responsible for include:

- Lead RDC staff meetings each week. Ensure that complete and accurate minutes are taken at each meeting. Ensure that action is taken on all topics which are brought up in previous RDC which require follow-up.
- Coordinate schedule changes of pharmacy residents (i.e. weekday/weekend staffing switches) with appropriate department managers and keep pharmacist white board calendar in main pharmacy updated
- Act as the liaison between pharmacy management, pharmacy staff, and pharmacy residents
- In staffing crunches serve as primary contact for delegating patient care assignments among residents
- Represent the pharmacy residents in all relevant meetings
- Facilitate other tasks as necessary

Major organizational tasks:

- **Quarter 1**: Coordinate holiday staffing assignments for the year; Facilitate updates to the SPH Residency website; Planning for ASHP Midyear Clinical Meeting, budget, and travel and hotel reservations, Schedule ACPHS TLP CE Program (@ SPH Pharmacy Dept)
- **Quarter 2**: Point person for ACPHS TLP tasks; ASHP Midyear Clinical Meeting logistics: coordinate Showcase/Recruitment, ASHP posters (if applicable), travel itinerary/plans
- **Quarter 3**: Point person for ACPHS TLP tasks, Recruitment/Interviewing (plan facility tour, schedule, interview question review/revision, collect/report interview evaluations); Planning and budget approval for NYSCHP Annual Assembly/Residency Research Forum
- **Quarter 4**: Logistics of NYSCHP Annual Assembly/Residency Research Forum; Coordinate review of Future Residency Class Research Projects; Coordinate MGR presentations, Point person for ACPHS TLP final evaluations/graduation; and SPH PGY1 graduation/celebration

Chief Resident Assignment Process

- Residents to select in first 2 weeks of program