

RESPONSIBILITIES OF THE PATHOLOGY HOUSE OFFICER (RESIDENT):

The Department of Pathology of the University of Florida places utmost significance on excellence of patient care. By this, we obligate ourselves to provide prompt, expert service and intra departmental clinical training to assist others in providing such care. As a house officer, the resident's assignment is to assist in, or to perform the assigned services and teaching under staff supervision. Residents' application and the continued diligent study of pathology will enable him or her to progress to higher competence and also to increasing graduated levels of assigned responsibility. Residents must:

Strictly observe ALL daily and on-call assignments.

Be available at all times when on service and on call.

- a. Always keep beepers activated during the day or night (if the resident is on call).
- b. Check with the labs and surgical pathology before leaving the hospital.
- c. Always advise the phone operators where the resident can be located if the beeper fails.
- d. Be aware of and anticipate potential problems.

Although it is self-evident, courtesy in person and on the telephone is an essential attribute and adds to the resident's public image as well as the Department's public image. When answering a Department phone, the resident should state what phone the resident is answering (e.g., Surgical Pathology - Residents' Room - Autopsy Room, etc.), and who they are. Residents must:

- a. Observe the basic rules of each service conscientiously (see individual section).
- b. Be present at intra- and interdepartmental conferences, on time and prepared (see conferences).
- c. Advise the secretarial office or staff where they can be reached during the work day and keep beepers active.
- d. Advise the secretarial or technical staff when residents leave the department or hospital for an extended period during the day.

Maintain the desks, resident's library and laboratories in proper order. Return all borrowed books to the Resident's Library in a timely manner.

CHIEF RESIDENT(S) RESPONSIBILITIES:

Starting with the 2005-2006 year, a two-chief system will be utilized in the Department of pathology. Official titles will be "Chief Resident" and "Associate Chief Resident". The two chief residents will divide the following duties:

Develop the rotation schedule
Write the call schedule (Autopsy & AP/CP)
Orient all residents to all clinical services
Orient residents to call
Arrange beepers
Arrange offices
Provide input for the Residency program budget
Distribute updates on research opportunities
Arrange vacation requests/switch requests
Attend Resident meetings
Attend Residency Training Committee meetings
Organize the Spring Seminar - arrange:

- speaker
- budget
- schedule

Participate in Residency Training Manual updates

Organize the Teaching awards

Disseminate information relevant to the residents

Maintain & update the library

- books

- journals

Organize the In-Service exam, registration & administration

Provide service coverage in the event that a resident is inadvertently unavailable

Participate in disciplinary problems

Coordinate rotation and Faculty evaluations

Schedules: Phase-B teaching schedule

Schedules conferences:

- Clinical Pathology conference (Monday)

- Tuesday specialty conference

- Thursday AP Didactic Faculty lecture series

- Friday unknowns conference

Hem-Onc monthly conference

Update conference board

Resident Recruiting

Other functions as necessary