

## Job Description

<b>Job Title</b>	<b>Chief Resident</b>
<b>Department</b>	<b>Medical Director</b>
<b>Reports to</b>	<b>CEO, UPMC Beacon Hospital</b>
<b>Date</b>	<b>November 2013</b>

### Overall Purpose of Job

The mission of UPMC Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Chief Resident, NCHD's is responsible for the coordination of activities related to all NCHDs, Registrars and SHO's so that all NCHD's deliver an efficient and effective service in line with the Hospital mission, policies and procedures.

The Chief Resident reports to the Director of Medical Education for clinical matters and administratively to the Chief Executive Officer.

### Key Responsibilities and Deliverables

- Ensure the service provided by NCHD's meets the expected level.
- Encourage NCHD's in pursuit of Memberships and Fellowships, cases and research.
- Coordinate the educational and research activities of all NCHD's.
- Develop and implement templates of process and procedure with regards to overtime, especially over weekends.
- Reduce locum costs through effective leave management and rostering.
- Identify non-compliant behaviour and ensure it is managed appropriately.
- Ensure attendance at noon reports, which should be held at least once a week.
- Ensure that Registrars do at least one teaching session in each six month rotation.
- Work with Consultants and other stakeholders to establish trainee posts.
- Ensure all NCHD's are Training compliant.
- Review department attendance levels by NCHD's; make efficiency proposals.
- Supervise the handover template and system processes.
- Develop Quality metrics for NCHD's.
- Improve the discharge process within policy guidelines.
- Aspire to increase intake of NCHD's.
- Facilitate communication between the House Staff, Director of Medical Education, Clinical Managers and Operational staff.
- Support attendance by Registrars at relevant MDT meetings, encourage SHO's to attend.
- Ensure all NCHD's obtain adequate continuing professional development points, including audits.
- Encourage NCHD's to attend Grand Rounds, Journal Club and Teaching Rounds.

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- Be a member of Drug & Therapeutics Committee and attend weekly quality meetings and monthly QIC meetings.
- Participate in JCI committees and where appropriate lead quality initiatives for NCHD's to include audits, root cause analysis, risk management, JCI preparation and so forth.
- Conduct monthly meetings with NCHD's to ensure performance is to the expected standards.
- Liaise with IT with regard to Meditech and Medical Assessment Forms.
- Liaise with Pharmacy with regard to prescribing errors.
- Liaise with Radiology with regard to radiology request errors.

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ Graduate of an accredited medical school with a degree of Bachelor of Medicine (MB) or equivalent.</li><li>▪ General or Specialist Registration with the Irish Medical Council (IMC).</li><li>▪ Basic Life Support (BLS).</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience in an acute-care hospital in Ireland required.</li><li>▪ Experience on committees desirable.</li></ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"><li>▪ Medical education and leadership techniques.</li></ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"><li>▪ Maintains professional, pleasant and effective communications both internally and externally.</li><li>▪ Exhibits integrity, courtesy, and respect for others.</li><li>▪ Presents self in a positive manner reflected by personal attire and etiquette.</li><li>▪ Maintains confidentiality of hospital and department information with no infractions.</li><li>▪ Promotes the hospital's image and maintains a positive and helpful attitude toward employees, physicians, visitors, and the community to enhance the hospital's reputation as a health care centre.</li><li>▪ Serve as a role model and guide for other house staff in their professional and ethical interaction with patients, families, staff and colleagues.</li><li>▪ Establishes and maintains good rapport and cooperative relationship with medical staff, co-workers, supervisors and others.</li><li>▪ Performs in accordance with system-wide competencies and behaviours.</li><li>▪ Performs other duties as assigned</li></ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:**

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**Signature**

\_\_\_\_\_  
**Date**

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**Name (Block Capitals)**