# The Year at a Glance
**A Guide to Your Chief Year (2018-2019)**

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<th>MONTH</th>
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LIST OF TASKS

- Orient to chief year
- Education
  - Schedule resident educational conferences (i.e. didactics and morning report)
  - Monitor residents’ completion of educational requirements
  - Resident Board Review Series
  - Plan Chief Conferences
  - Update educational website/database (i.e. Blackboard)
- Scheduling
  - Coordinate clinical rotations
  - Coordinate continuity clinic schedules
  - Complete block schedule
  - Complete call schedules
- Clinical Time
  - Hospitalist/inpatient service weeks
  - Continuity clinic precepting days/weeks
  - Map out monthly clinical rotations (Applicable to 3rd year chiefs)
- Retreats
  - Schedule and plan resident retreats for the year
  - Obtain retreat dates from other programs (i.e. if your program has combined residents)
- Board Studying
  - Study for your boards!
  - Coordinate accommodations for board-week
  - Take your board exam
- Meetings/Conferences
  - Intern Orientation – coordinate and/or run sessions
  - Quarterly resident-body meetings (i.e. Town Hall)
  - Participate in any other applicable committee meetings
- Recruitment
  - Pre-interview dinners & Interview day lunches
  - Interview applicants
  - Participate in ranking
- Preparation for next academic year
  - Prepare vacation/schedule request forms for incoming interns and current residents
  - Start working on block scheduling for the next academic year (for incoming interns and current residents; may do this with rising chiefs)
  - Prepare hand-off to the next set of chiefs
  - Prepare for graduation

Feel free to modify this list to reflect the needs of your respective programs.