The Chief Handoff

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Disclosures

• No financial disclosures
  • We are all Pediatricians
• No off label use of Handoffs
TEAMWORK

Ensuring that your hard work can always be ruined by someone else’s incompetence.
BLAME

The Secret to Success is Knowing Who to Blame for Your Failures.
Reflections from Outgoing Chiefs
By the end of this session…..

• Cite 3 reasons why transition plans are important

• List components of a successful transition plan

• Sketch out a transition timeline using the provided guide
Overview

• Importance of Transitions
• Aspects of Successful Transitions
• Sample Timeline
• Questions to Ask/Answer
• Transitioning Out
• Q & A
Importance of Transitions

• Much of Chief Year is on the job training

• Good Transition Plan
  • ↑ learning curve
  • ↓ anxiety
  • ↓ re-work

• Some projects/plans continue
  • Keep the ball moving
  • Elevate chief roles
Importance of Transitions

• Time for new ideas
  • ↑ time for innovations
  • ↑ likelihood of success

• Making it look easy
  • Your stress is contagious
  • First impressions
Aspects of Successful Transitions

- Medline search → 0
- Google search →
Aspects of Successful Transitions

• Medline search → 0

• Google search →
  • Army
  • Business Literature
  • University of San Francisco Student Leadership
Aspects of Successful Transitions

- Start Early!
- Delegate (some) Responsibility
- Skill building
- Ask opinions
- Opportunity for success
Aspects of Successful Transitions

• Start Early!

• Delegate (some) Responsibility
  • Skill building
  • Ask opinions
  • Opportunity for success

• Model Effective Leadership
Aspects of Successful Transitions

• Start Early!

• Delegate (some) Responsibility
  • Skill building
  • Ask opinions
  • Opportunity for success

• Model Effective Leadership

• Have a Defined Plan
Overview

• Importance of Transitions
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Sample Timeline
Sample Timeline

• **July →** orienting to the job
  • Steep learning curve
  • Be present
Sample Timeline

- July → orienting to the job
- **August/Sept** → chief recruitment/selection
  - Realistic job description
  - Think like a chief
Sample Timeline

- July → orienting to the job
- August/Sept → chief recruitment/selection
- **November** → rising chief(s) start block schedule
  - Delegated responsibility
  - Give tips
Sample Timeline

- July ➔ orienting to the job
- August/Sept ➔ chief recruitment/selection
- November ➔ rising chief(s) start block schedule
- **January** ➔ rising chief(s) finalize block schedule
  - Review for major issues
  - Answer questions
  - Don’t take over!
Sample Timeline

- July → orienting to the job
- August/Sept → chief recruitment/selection
- November → rising chief(s) start block schedule
- January → rising chief(s) finalize block schedule
- March → rising chief(s) work on intern schedule
  - Start formal training
  - Invite to leadership meetings
Sample Timeline

• July → orienting to the job
• August/Sept → chief recruitment/selection
• November → rising chief(s) start block schedule
• January → rising chief(s) finalize block schedule
• March → rising chief(s) work on intern schedule
• **May → conference plan hand-over (for July)**
  • Update chief handbook
Sample Timeline

- July → orienting to the job
- August/Sept → chief recruitment/selection
- November → rising chief(s) start block schedule
- January → rising chief(s) finalize block schedule
- March → rising chief(s) work on intern schedule
- May → conference plan hand-over (for July)
- **June → formal chief transitions**
  - Block time, clean out desk, CELEBRATE
What to Review (Catchy Mnemonic)

- C
- H
- I
- E
- F
What to Review (Catchy Mnemonic)

- **C** – Collaboration
  - Working with PD/APDs/PCs
  - Chief counterparts
  - Division of labor

- **H**

- **I**

- **E**

- **F**
What to Review (Catchy Mnemonic)

• C

• H – Handbook
  • Nuts and bolts of getting stuff done

• I

• E

• F
Sample Chief Handbook Sections

- Absences
- Chiefly Duties
- Communication
- Policies
- Resources
- Scheduling
What to Review (Catchy Mnemonic)

- C
- H
- I – I wish I would have known….
  - Anticipating challenges
- E
- F
What to Review (Catchy Mnemonic)

- C
- H
- I
- E
- F

MISTAKES
It Could Be that the Purpose of Your Life Is
Only to Serve as a Warning to Others.
What to Review (Catchy Mnemonic)

• C
• H
• I
• E – Expectations
  • Meetings
  • Recurring commitments
  • Clinical responsibilities
  • Continuing projects
• F
What to Review (Catchy Mnemonic)

- C
- H
- I
- E
- F
What to Review (Catchy Mnemonic)

- C
- H
- I
- E

F – Faculty & Learner Sign-out
- Who to avoid
- Go-to faculty/residents
- Learners with problems
A Few Questions to Ask

• What tips can you give to help things go more smoothly?
• Who are the people you found most helpful? Harmful?
• What was most difficult?
• How did you utilize your advisor/PD/APD?
• What do you wish you had known a year ago?
Overview

• Importance of Transitions
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• Sample Timeline
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Transitioning **Out** of Chief Year

- Role Contraction
- New Identity
- New roles/challenges
- Moving on vs. Moving In
- Let it Go
Summary Points

• Transition Plan = Value
• Transition Plan → Requires a Plan
• Transition In & Transition Out
GET TO WORK

You Aren’t Being Paid to Believe in the Power of your Dreams.

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Mayo Clinic Children's Center
Sample Chief Handbook – Absences

- Approving Vacation Requests
- Approving Comp Day Requests
- Log Sick Days
- Continuity Clinic Cancelation
- Jeopardy/Back-up Activation
Sample Chief Handbook – Chiefly Duties

- Committee Meetings
- Conference Attendance Tracking
- Recruitment Duties
- Resident Appreciation Dinner
- Retreats
- Recurring Chief Duties
  - Monthly
  - Weekly
  - Month-by-month calendar
Sample Chief Handbook – Communication

- Contacts
- E-mail Distribution Lists
- E-mail Storage
Sample Chief Handbook – Policies

- ACGME Training Duration
- Away Rotations
- International Health Electives
- Graduation Requirements
- Maternity/Paternity Leave
- Graduate School Policies
- Pediatric Neurology Requirements
Sample Chief Handbook – Resources

- Med Hub
- Service Messaging Inbox
Sample Chief Handbook – **Scheduling**

- Assignments
- Conferences
- Continuity Clinic
- Electives
- Rotation Scheduling Pearls