# The Year at a Glance

## A Guide to Your Chief Year (2017-2018)

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<th>MONTH</th>
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LIST OF TASKS

• Orient to chief year

• Education
  o Schedule resident educational conferences (i.e. didactics and morning report)
  o Monitor residents’ completion of educational requirements
  o Resident Board Review Series
  o Plan Chief Conferences
  o Update educational website/database (i.e. Blackboard)

• Scheduling
  o Coordinate clinical rotations
  o Coordinate continuity clinic schedules
  o Complete block schedule
  o Complete call schedules

• Clinical Time
  o Hospitalist/inpatient service weeks
  o Continuity clinic precepting days/weeks
  o Map out monthly clinical rotations (Applicable to 3rd year chiefs)

• Retreats
  o Schedule and plan resident retreats for the year
  o Obtain retreat dates from other programs (i.e. if your program has combined residents)

• Board Studying
  o Study for your boards!
  o Coordinate accommodations for board-week
  o Take your board exam

• Meetings/Conferences
  o Intern Orientation – coordinate and/or run sessions
  o Quarterly resident-body meetings (i.e. Town Hall)
  o Participate in any other applicable committee meetings

• Recruitment
  o Pre-interview dinners & Interview day lunches
  o Interview applicants
  o Participate in ranking

• Preparation for next academic year
  o Prepare vacation/schedule request forms for incoming interns and current residents
  o Start working on block scheduling for the next academic year (for incoming interns and current residents; may do this with rising chiefs)
  o Prepare hand-off to the next set of chiefs
  o Prepare for graduation

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