

**IOWA LUTHERAN HOSPITAL TRACK-DES MOINES  
UNITYPOINT HEALTH-CENTRAL IOWA FAMILY MEDICINE RESIDENCY  
POSITION DESCRIPTION**

**Job Title: Chief Resident**

The Chief Resident serves a number of roles and provides a variety of functions. These activities fall into four primary categories: Leadership, Administration, Education, and Supervision. For screening criteria and selection process, see the Chief Resident Selection Policy of the Policy Manual.

**Reporting Relationship:** The Chief Resident reports directly to the Program Director. The Chief Resident works with the Program Coordinator, Faculty, and Clinical Manager as a member of the management team.

**RESPONSIBILITIES:**

**Administrative:**

1. Works with the Director and Coordinator to develop the yearly call schedules, including holiday and breakout call schedules.
2. Arranges call coverage for special events as needed.
3. Resolves resident scheduling controversies.
4. Takes an active role in recruitment and works in conjunction with the Coordinator as needed.
5. Ensures resident representation on appropriate committees.
6. Attends faculty meetings as directed.
7. Assists in strategic planning each year, with specific goals noted.

**Educational:**

1. Serves as a role model for teaching, through both active teaching of residents and assisting junior residents in their teaching endeavors.
2. Coordinates senior call schedule and service responsibilities to maximize teaching/supervising of junior residents.
3. Serves as a resource for seminars and workshops given by and for the residents and coordinates resident participation in the workshops.
4. When possible, attends yearly at least one national meeting such as AAFP Chief Resident Workshop, STFM, RAP, or Director meeting.

5. Provides prepared lectures as directed.
6. Assists in teaching and supervision of medical students.
7. Provides feedback regarding curriculum and assists faculty in the ongoing program development process.
8. Serves on Program Evaluation Committee.

**Leadership:**

1. Serves as a spokesperson for residents at faculty meetings, Resident/Faculty meetings, and other meetings as directed. This includes submitting agenda items to the secretary prior to meetings.
2. Discusses procedural questions with residents on an acute basis.
3. The Chief Resident should serve as primary problem solver for resident issues regarding resident responsibilities of call, vacation, and CME. Residents are, whenever possible, to go to the Chief Resident with problems, and then to the faculty as necessary. The Chief Resident is encouraged to maintain close contact with the Director regarding any significant conflicts.
4. Participates in making clinic policies and serves as a spokesperson for the residents in initiating changes in the Family Medicine Center and in the residency program in general.
5. Directs the Resident Only meetings and relays appropriate information to the faculty.
6. Coordinates activities of resident committees.
7. Serves as member on select residency and hospital committees.
8. Develops an atmosphere of cooperation among residents.

**Supervision:**

1. Takes part in the orientation of medical students when time permits.
2. Provides feedback, as needed, regarding resident performance.