

# Managing the Circus

## Juggling All the Responsibilities of a PD

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MEDICINE *of* THE HIGHEST ORDER



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# Key Points

Organization

Email and Task Management

Working with Associate PD's

Working with Chief Residents

Working with your Program Coordinator

Working with the DIO and GME Office

Managing Residents

ACGME issues

Meeting Management

Personal Wellness

# Organization

## Rhythms of the Academic Year

- Orientation
- Recruitment and Applicant Interviews
- Semi-annual Resident Meetings
- CCC and PEC meetings
- Scheduling CSE's
- RITE
- Block and clinic schedules
- Graduation

## Resident Handbook

# Email and Task Management

Overall Goal – empty in-box and zero tasks

Emails:

- Spam – delete immediately
- Quick question – answer immediately
- Emails that require thought – answer that day

Tasks - answer that day

Desk – unclutter and keep clean

Document filing system

# Working with Associate PD's

Collaborate and share responsibilities

Meet often

Delegate tasks as appropriate

CCC Chair

# Working with Chief Residents

*"The role of the PD is not to run the program, but rather to insure that the program runs well"*

Delegate responsibilities to the chief residents

- Block and clinic schedules
- Conference schedules
- Inpatient and outpatient clinic liaisons
- Social events

Always support and meet regularly with the chief residents

# Working with the Program Coordinator

The PC is the key person in your residency program

Meet regularly, ideally daily

Delegate appropriately and always support

Share administrative duties

- ERAS, NRMP
- ACGME – ADS
- ABPN pre-cert

Thank often!

# Working with the DIO and GME Office

The DIO is your friend and advocate

Make the DIO's job easier by providing data as requested

Keep the DIO in the loop with any substantive issues

Shield the residents from excessive GME mandates



# Managing Residents

Communicate regularly with the residents (even daily)

Maintain an open door policy

Maintain high standards of professionalism

Always be fair – Never lie

Support publically and criticize privately

- *There are two sides to every story*

# ACGME Issues

Know the program requirements

Prepare the ADS carefully and thoughtfully

Prepare the residents and faculty for the ACGME survey

- *The survey is not an emotional communication*
- *"Sometimes" is NEVER the right answer*

Contact the RRC chair and executive director with any questions

Remember that Milestones data are not used for accreditation purposes

# Meeting Management

Know how to run meetings efficiently

- Program evaluation committee
- Clinical competency committee
- Resident selection committee

Meeting minutes – taken by PC and distributed as appropriate

# Personal Wellness

Find joy in your work

Like yourself and forgive yourself

Keep the home fires burning!



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