

	Lori	Pat	Ankel	Colletti	Gunnarson	Hegarty	Knopp	Asplin	Other Residents	NAS PD
APPLICANTS										
Web site update	S	S	A						R = BDG	
Recruitment	S	S	R	A						
Information packets	S	R	I	A						
ERAS installation/updates	S	R	A	I						
Retrieve applicant files	S	R	I	A						
Track requests/applications	S	R	A	I						
Review/score applications	S	S	R	A	R					
INTERVIEWS										
Invite for interviews	S	S		A	R					
Develop interview schedule	S	R	A	I						
Schedule applicant	S	R	I	A						
Schedule faculty/residents	S	R	A	I						
Itineraries/feedback sheets	S	R	A	I						
Interview/rate applicants	S	S	R	A	S	S	S	S	S = other faculty	s
Enter feedback scores	S	R	A	I						
Rank applicants	S	S	R	I	S					
Send rank list to NRMP	S	R	I	A						
Contact matched residents	R	R	I	A						
Match party	S	S	I	I	A/R					
ORIENTATION										
Develop schedule for week	S	S	R	A						
ACLS	S	S	A	I					R = CRH	
EHS	A	R	I	I						
ED Orientation	S	S	R	A						
EMS Orientation	S	S	I	A	I				R = KLK	
Develop rotation schedule	S	S	R	A					S = chief residents	
Manual	R	S	A	I						
Resident picnic	S	R	I	A						
MEDICAL STUDENTS										
Yearly schedule - U of M	R		I	I		A				
Outstate students	R		I	I		A				
Student schedule	R		I	I		A				
Orientation	R		I	I		A				
Pre-test	S		I	I		A			S=KPK, BSH	
Ride-alongs	R		I	I		A				
Shift report cards	S		I	I		A			S=Jeannie	
Mid-rotation eval	S		I	I		A/R			S=KPK, BSH	
Final test	S		I	I		A/R			S=KPK, BSH	
Final evaluation	S		I	I		A/R				
Letter to Dean	S		I	I		A/R				
Workshops	S	S	I	I		A			R=BSH	

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	Lori	Pat	Anak	Colletti	Garrison	Hegarty	Knopp	Asplin	Other Respons.	NAS PD
ROTATING RESIDENTS										
Yearly schedule	S	R	I	I					A=BDM	
Resident work schedule	S	R	I	I						
Orientation	S	S	I							
ADMINISTRATION COORD										
Resident contract	S	R	I	A						
Payroll	A/R	S	I	I						
Resident permit	A	R	I	I						
University of MN paperwork	A	R	I	I						
Scrubs/labcoats	A	R	I	I						
Beepers/Mailboxes/Lockers	A	R	I	I						
Off service notifications	A/R	S	I							
Scheduling	S	S	A	I					R=chief residents	
Maintain dictations	A	R	I	I						
Society dues	A	R	I	I						
Chart completion	A/R	S	I	I						
Monthly reports (proc. f/u, conf. attend)	S	A/R	I	I	I		I			
Mealcards	A	R								
Vacation tracking	A	S	I/R							R
Supplies	A/R	S								
CONFERENCE										
Schedule Development	S	R	I	I						A
Resident Assignments	S	R	I	I			A			I
Staff Assignments	S	S	I	I						R
Outside speaker contacts	S	S	I	I						A/R
Critical case log/dictations	S	R	I				A			
Schedule updates	S	R	I	I						A
Room arrangements	S	A/R	I	I						I
CME requirements	S	A/R	I	I						I
Evaluations	S	R	I	I						A
Taping	S	S	I	I					A/R=BDG	I
Journal Club articles	S	S	I	I					A/R=JSH	I
PROGRAM APPLICATION										
ROTATION LIAISON										
Faculty information	S	S	I	A				R		I/R
Faculty information	R	S	I	A						I/R
Curriculum	S	S	R	A						I/R
Resident information/stats	R	S	I	A						I/R
Site visit	R	S	I/R	A	I		I			I/R
LOU's	R	S	R	A						I/R
Anesthesia	S		R	A						I/R

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Emergency Medicine Residency Program

DRAFT 2006.02.07

	Lori	Pat	Ankel	Collett	Garrison	Hegarty	Knapp	Asplin	Other Response	NAS PD
Cardiology	S		R	A						I/R
Orthopedics	S		R	A						I/R
St. Paul Children's	S		R	A						I/R
Minneapolis Children's	S		R	A						I/R
Toxicology	S		R						R=CRH	I/R
North Memorial	S		R		R					I/R
OB	S		R	A						I/R
Plastics	S		R	A						I/R/I/R
SICU	S		R				R			I/R
MICU	S		R		R					I/R
EMS	S		R						R=KLK	I/R
Electives	S		R							I/R
Selectives	S		A/R							
SEXUAL ASSAULT										
Protocol development	S								A/R=MEC	
Resident training	S								A/R=MEC	
Record review	S								A/R=MEC	
ULTRASOUND										
Protocol development	S								A/R=KMI	R
Training	S								A/R=KMI	R
Review	S								A/R=KMI	
PROVIDER TRAINING										
ACLS	R	S							A=CRH	
ATLS	R	S					A			
PALS/NRP	R	S		A						
TUTORIALS										
Development		S								A/R
Schedule		A/R								
Track		A/R								
PROCEDURE LAB-1ST YEAR										
Development	S						S		A=RAD, R=RDD	A
Schedule lab	A/R								I=RAD	A
Schedule resident	A/R								I=RAD	A
PROCEDURE LAB-2ND YEAR										
Development			S	S					A=RAD, S=SMS/PGK	A
Schedule lab		A/R							I=RAD	A
Schedule resident		A/R							I=RAD	
PROCEDURE LAB-3RD YEAR										
Development	S						S		A=RAD, R=RDD	A
Schedule lab	A/R								I=RAD	A
Schedule residents	A/R								I=RAD	A
QUALITY IMPROVEMENT										

MZ

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	Lori	Pati	Anka	Callan	Emilie	Hearty	Knapp	Alpin	Other	Respons	N/A	S	PD
QI Meetings		S	I	I									
Chart reviews		R	A										
BUDGET													
Development	S		A/R	I									
Monitoring	R		A	I									
Foundation Acct	R		A	I				I					
ORAL EXAMS													
Development	S		I	S	S	S	A/R						
Schedule	A/R		I	I			I						
Notify residents/services	A/R		I	I			I						
Maintain record	A/R		I	I			I						
PROCEDURE LOG													
Development/Maintenance			A	I									R=BDM
Resource/training	A/R	S	I	I									
Monthly reports		A/R	I	I									
INSERVICE EXAM													
Contact with ABEM	R	S	I	A									
Schedule Room	A/R	S	I	I									
Notify residents/services	A/R	S	I	I									
Proctor exam	A/R	S	I	I									
EVALUATIONS													
Gen fac evals of res q.6mo	A/R	S	I	I									
Composite resident evals	S	S	R (1st yrs)	A	R (2nd yrs)		I	I					R (3rd yr)
Promotions committee rev	S		I	I	A/R	I	I						
Schedule resident evals	A/R		I	I									
Gen res evals of fac q. yr	A/R		I										
Composite faculty evals	S		A/R	I	I	I	I	I					
Yearly program evals to residents	A/R		I	I									
Composite program eval	S		R	A/R	I	I	I	I					
Summarize program evals	S		R	A/R	I	I	I	I					
Gen rotation evals		A/R	I					I					
Ann composite evals to rotations		A/R	I	I	I	I							
EKG test		S					A/R						
COMMITTEES													
Residency Committee			S	A	S	S		S					
Meetings/agenda/minutes	R	S	I	A	I	I	I						
Library Committee													
Meetings/agenda/minutes	S	R	I	A	I	I	I						
Res/Fac Meetings													
Agenda/minutes/scheduling	R	S	I	A	I	I	I						
PGY-1 Class													
Agenda/minutes/scheduling	S	R	A	A	I	I	I						R

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	Lori	Pat	Ankel	Callahan	Chambers	Hogarty	Krepp	Adrian	Other/Respons	NIAS PD
PGY-2 Class										
Agenda/minutes/scheduling	R	S	I	I	A	I	I			
PGY-3 Class										
Agenda/minutes/scheduling	R	S	I	I	I	A	I			
GRADUATION										
Criteria	S		A/R	A						
Certificates	A/R	S	I							
Ceremony	R	S	R	A						
Summary letter	S		R	A/R						
DEPARTMENTAL OPERATIONS										
Departmental policies & proced			I					A	R=WGC	
ED Ops Liaison			I		A/R					
Direct report liaison			I		A/R					
OTHER EDUCATION										
Simulation			I	I		A/R			S=JGN	
Faculty development			I	I			R	A/R	S=LM	
Resident projects	S		I	I			A/R	A/R		
Admin Education	S		I	I				A/R	S=Obetz	
Anatomy Lab		S	I	I					A/R=BDM	
Resident Wellness	S		I	I	A/R					
Resident Remediation	S		I	I	A/R					
Resident Mentorship										
Advisor Selection		S	I	I	A/R					
Residency Retreat	S		R	A/R						
Annual Report	S		A/R							
Newsletter	R		A							
Residency Advisory Group	R		A							

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