

### **WJB Dorn VA Hospital Optometry Residency Contingency Plan**

If Anthony Van Alstine OD, Optometry Residency Program Director, were to go on medical leave, then Sarah Wilson OD, Optometry Section Supervisor, will take over all administrative duties for the residency program.

The following are the administrative duties for the Residency Program Director:

1. Facilitate residency orientation in July.
  - a. Work with HR, VA administration, and IT to coordinate onboarding.
2. Co-ordinate resident schedules by assigning primary cosigners on a monthly basis or at intervals deemed appropriate.
3. Register the program for ORMatch in August.
4. Mentor residents to prepare an abstract and presentation for AAO residents day.
5. Mentor residents to present in Dorn Grand Rounds meeting quarterly.
6. Meet with residents on a weekly basis to check in on clinical education and progress toward achieving program goals.
7. Complete quarterly performance reviews for residents and ensure patient logs are adequately completed.
8. Facilitate interview process by corresponding with candidates through ORMatch, scheduling and completing interview days with qualified candidates, and assembling a rank order list for the match.
9. Submit ORMatch rank list before deadline prior to match.
10. Once match results are received correspond with successfully matched candidates and instruct them to acquire optometry licensure and NPI number.
11. Inform VA HR and administration of match results to begin onboarding process.
12. Mentor residents to successfully complete all requirements for resident's weekend at SCO.
13. Mentor residents to successfully complete residency paper.
14. Upload letter of completion for each successful resident at the end of program once all program requirements have been met.
15. Additional contact information:
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