

## Duke University Residency Contingency Plan

Should Nathan Cheung, OD, Lead Residency Supervisor, for Duke University Pediatric Optometry residency program go on medical leave, Adriana Ferreira, OD, Residency Co-Supervisor, will take over all clinical and administrative duties for the residency program.

The following are the clinical and administrative duties for the Residency Supervisor:

- Help with resident on-boarding in August.
- Ensure the resident either goes through with on-boarding and orientation in July with the other Duke Ophthalmology Fellows or create orientation for them in August
- Update monthly clinic schedules for resident and send out to team members
- Ensure that the didactic curriculum is up to date monthly
- Arrange next year's interview date by no later than August and block all schedules
- Submit residency registration to OR Match in August
- Ensure that ACOE dues are paid for, forward invoices to Tammy Clay
- Provide weekly resident check-ins on how program is going
- Provide weekly didactic sessions to go over topics and journal articles
- Submit quarterly resident evaluations
- Answer all emails regarding questions about the program from interested residency candidates
- Provide feedback and guidance with resident poster and papers.
- Make sure resident is staying on top of patient encounter logging and educational logging
- Make sure resident is attending complex strabismus rounds, pediatric specialty rounds, grand rounds, community OD CE events and guest lecturers when able
- Update residency interview committee all residency candidates' applications submitted by January 31.
- By Feb 1, notify those residency candidates invited for an interview.
- Work with Kayla Yarborough and Brittany Jones, peds administrative assistants on organizing interviews and lunch. Work on interview schedule and interview PowerPoint
  - "Brittany Jones" <[brittany.jones244@duke.edu](mailto:brittany.jones244@duke.edu)>
  - "Kayla Yarborough" <[kld48@duke.edu](mailto:kld48@duke.edu)>
- Submit OR Match ranking by deadline in February
- Email resident we matched with and make sure signs contract through SCO.

- Email Mike Flintosh, Director of Human Resources, and Tammy Clay, Division Administrator/Senior Business Manager, who we matched with and resident contact information. They will start to begin credentialing process with University
  - [flints@duke.edu](mailto:flints@duke.edu)
  - [tammy.clay@duke.edu](mailto:tammy.clay@duke.edu)
- Make sure resident passes all parts of NBEO and injections and applies to take the North Carolina Oral exam for their North Carolina license
- Work on next years master template schedule and didactic schedule around June
- Additional contact information:
  - Cheryl Mengelt, OD
    - Director for Externships and Residency Programs, Southern College of Optometry
    - 901-722-3201 | [jcmengelt@sco.edu](mailto:jcmengelt@sco.edu)
  - ACOE contact
    - Kim Mohr, Ed.D., Senior Manager, Residency Programs
    - 314.983.4262 | [kmohr@theacoe.org](mailto:kmohr@theacoe.org)