

Greenville, SC VA Outpatient Clinic Contingency Plan

Should Monica Jezior, OD, Residency Supervisor, for the Greenville VA Outpatient Clinic Optometry residency program go on medical leave, Elora Ommen, OD, will take over all clinical and administrative duties for the residency program.

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

1. Help with resident on-boarding in July.
 - a. Review the Greenville VA's Optometry Residency Orientation Check List for details.
2. Update monthly schedules for resident and send out to team members
 - a. Resident/Attending schedule
 - b. Education schedule
3. Submit residency registration to OR Match in August
4. Make sure the VA Education Department pays the ACOE stipend by September
5. Provide weekly resident check-ins on how program is going
6. Submit quarterly resident evaluations
7. Answer all emails regarding questions about the program from interested residency
 1. candidates
8. Provide feedback and guidance with resident poster and papers.
9. Make sure resident is staying on top of patient encounter logging and educational logging
10. Address any preceptor/resident concerns as they arise
11. Update residency interview committee all residency candidates' applications submitted by
 2. January 31.
12. By Feb 1, notify those residency candidates invited for an interview
13. Work with Administrative Secretary, Jocelyn Jones, to reserve conference room for interviews.
 - a. Jocelyn.Jones@va.gov
14. Work on interview schedule and interview PowerPoint.
3. 14. Submit OR Match ranking by deadline in February
15. Email resident we matched with and make sure they sign contract through SCO.
 - a. If we do not match with a candidate will need to contact and interview unmatched candidates in the post-match
16. Email Chief of Optometry, Dr. Sara Wilson, and Brenda Currier the Surgical Department Administrative Officer who we matched with and resident's contact information. They will start to begin credentialing process with the VA.
17. Make sure resident applies for NPI and state licensure right after graduation in May.
18. Work on next year's master template schedule around May-July.
19. Additional contact information:
 - a. Cheryl Mengelt, OD
 - i. Director for Externships and Residency Programs, Southern College of
4. Optometry
5. ii. 901-722-3201 | cmengelt@sco.edu
 - b. ACOE contact
 - i. Kim Mohr, Ed.D., Senior Manager, Residency Programs
 - ii. 314.983.4262 | kmohr@theacoe.org