

Mooney EyeCare Centre Residency Contingency Plan

Should Stuart Young, OD, Lead Residency Supervisor, for Mooney EyeCare Centre residency program go on medical leave, Ryan McGiffen, OD, co-owner Mooney EyeCare Centre 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.
2. Update clinic schedules for resident and send out to team members
3. Prepare for next year's application process and interviews
4. Submit residency registration to OR Match in August.
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 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. Update residency interview committee all residency candidates' applications submitted by January 31.
11. By Feb 1, notify those residency candidates invited for an interview.
12. Submit OR Match ranking by deadline in February
13. Email resident we matched with and make sure signs contact through SCO.
14. Email April Mobley. They will start to begin credentialing process with Mooney EyeCare Centre.
15. Make sure resident applies for NPI and Kentucky license right after graduation in May.
16. Work on next years master template schedule around May-July.
17. Additional contact information:
 - a. Cheryl Mengelt, OD
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 - ii. 901-722-3201 | cmengelt@sco.edu
 - b. ACOE contact
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