

Ochsner Medical Center  
Residency in Primary Care Optometry  
**Contingency Plan**

Should **Breanne McGhee, OD, Residency Supervisor** for Ochsner's Primary Care Optometry Residency Program, be on leave or otherwise unavailable, **Jeffrey Colegrove, OD**, will assume all clinical and administrative duties for the residency program.

**Clinical and Administrative Duties for the Residency Supervisor**

**1. Resident Onboarding (September)**

- Provide orientation materials/handbook electronically
- Review the Residency Handbook with the resident during orientation.
- Ensure the resident has access to the Program Policies, Clinic Manual, and other key resources
- EPIC access should be shared at the start of the program and removed upon completion.

**2. Weekly Resident Meetings**

- Typically held on Thursdays during lunch hour
- Suggested agenda:
  - Chart review
  - Conference updates
  - Research project updates
  - Assigned readings
  - Resident concerns
  - Actionable items
  - Other topics as needed

**3. Approve Leave Requests**

- Review and approve resident time off in accordance with program policies and allotted leave time.

**4. Submit Quarterly Resident Evaluations**

**5. Research and Academic Guidance**

- Provide feedback and mentorship for the resident's posters, papers, and presentations.

**6. Monitor Program Compliance**

- Ensure the resident maintains accurate and timely patient encounter logs and educational activity logs.

**7. Clinic Scheduling Oversight**

- Communicate regularly with the Ochsner Primary Care Optometry staff regarding schedule templates

- Will coordinate with Ochsner Clinical Program Coordinator, Mrs. Katherine Cunningham regarding schedule

#### 8. Residency Program Communication

- Respond to all email inquiries from interested residency candidates

#### 9. ORMatch Administration

- Ensure ORMatch is active and updated.
- Review applications and coordinate interviews (typically in February) with Ochsner staff leadership:

- **Dr. Jeffrey Colegrove**, Chief of Optometry & Residency Co-Supervisor–  
jcolegrove@coshner.org
- **Dr. Joseph Benevento**, Chief of Ophthalmology  
–joseph.benevento@ochsner.org
- **Katherine Cunningham**, Clinical Program Coordinator–  
kcunningham@ochsner.org

#### 10. ORMatch Ranking and Post-Match Coordination

- Submit ORMatch ranking by the posted deadline.
- Coordinate with administration for contract signing and Louisiana licensure.

#### 11. Resident Notification

- Notify **Dr. Jeffrey Colegrove** and the Ochsner Clinical Program Coordinator of the matched resident and provide updated contact information.

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### Additional Contact Information

#### **Dr. Cheryl Mengelt, OD**

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