

## **Salisbury VAMC Optometric Residency Contingency Plan**

Should Dr. Jeffrey T. Joy, Salisbury VAMC Optometry Residency Supervisor, go on an extended leave of absence, the Salisbury VAMC Optometry Service Line Chief, Dr. Jarret Mazzarella, will facilitate clinical and administrative duties for the residency program.

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

1. Facilitate resident onboarding for the beginning of July including required forms and documents
2. Facilitate new resident orientation
3. Facilitate clinical and didactic schedules and rotations
4. Submit residency registration to OR Match
5. Perform and submit quarterly residency evaluations
6. Be the point of contact for interested students becoming residents
7. Provide feedback and guidance to resident posters and papers
8. Lead the residency interview committee and schedule interviews
9. Submit OR Match Ranking by deadline
10. Be the liaison between the faculty and the residents
11. Facilitate resident requests for leave for travel to academic meetings
12. Ensure the residents are on track with a mid-year review
13. Ensure all materials are submitted for the residents to meet end of year requirements.
14. Ensure the program is currently meeting the Mission, Goals and Objectives of the program
15. Ensure the residency is in compliance with ACOE standards