

The Eye Center at Southern College of Optometry/Eye Specialty Group
Residency in Cornea and Contact Lenses, with Emphasis in Anterior Segment, Refractive and Ocular
Surgery

Contingency Plan

Should **Laurel Kelley, OD** Residency Supervisor for SCO/ESG's Cornea and Contact Lens Residency Program, go on medical leave, **Yueren (Lily) Wang, OD**, Assistant Professor and CL residency- trained faculty, will take over all clinical and administrative duties for the residency program. In the case of extended absences of Drs. Kelley and Wang, the **CCLS Chief Dr. Christina Newman** will coordinate with faculty for clinical care coverage and didactic/scholarly support of the Resident.

Clinical and Administrative Duties for the Residency Supervisor:

1. Help with resident onboarding in July
 - Orientation materials are available in the Residency OneNote available at this link: [26-27 Resident Cindy Diaz](#)
 - Review the Residency Handbook with resident during orientation
 - Program Policies and Clinic Manual, in addition to other resources the resident may need are available in the OneNote. This should be shared with the resident upon starting and access removed upon completion of the program.
2. Host weekly meetings with the Resident, typically on Thursday mornings at 10:30am. The suggested agenda can be found in the OneNote and below.
 - Clinical
 1. Chart reviews with attention to evidence-based medicine
 1. Reviewed for quality and completeness of exam and documentation
 2. Discussion of complicated cases or difficult fits
 3. Discuss referrals, paperwork, orders as needed
 - Didactic
 1. Conference updates
 2. readings
 - Scholarly
 1. Research project updates
 2. Posters, presentations, lectures deadlines, review materials prior to submission
 - Concerns
 - Actionable items
 - Job updates
 - Other
3. Approve leave requests as appropriate and with consideration of allotted time off.
4. Submit quarterly resident evaluations. Request comments from Dr. Andrew Crothers.
5. Provide feedback and guidance resident posters, papers, and presentations.
6. Make sure resident is staying on top of patient encounter logging and educational logging.
7. Communicate with CCLS Chief and CL staff regarding scheduling templates
 - Monday: morning direct care, afternoon CLARITY clinic starting in the Fall semester
 - Tuesday: all day at ESG at Ridgelake, select days at Collierville office
 - Wednesday: all day direct care
 - Thursday: morning residency conference and supervisor meeting, afternoon admin time

- Friday: all day direct care
 - Consider CCLS or other specialties in Summer at end of residency, if interested
 - 8. Answer all emails regarding questions about the program from interested residency candidates.
 - 9. Ensure ORMatch is active and updated. Review applications and communicate with Residency Director and associated administration for scheduling interviews in February.
 - Dr. Cheryl Mengelt, Director for Externships and Residency Programs (cmengelt@sco.edu)
 - Dr. Jennifer Sanderson, Assistant Director for Residency Programs (jsande@sco.edu)
 - Tabatha Dailey Optometric Education and Residency Programs Coordinator (tdailey@sco.edu)
 - Coordinate with Dr. Andrew Crothers at ESG to be present for interviews (andrewcrothers@esg.md)
 - Coordinate with Office Manager at ESG for candidate group tour on the afternoon of interviews. Kim Monaco (kimmonaco@esg.md)
 - 10. Submit ORMatch ranking by the posted deadline and coordinate with administration for signing of contract and TN licensing.
 - 11. Notify Dr. Andrew Crothers and ESG office manager of the matched resident and provide contact information.
 - 12. Communicate with incoming resident as needed prior to the start date.
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Additional Contact Information:

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