

**TTUHSC-SOM Graduate Medical Education
House Staff Officers
2020-2021**

1. General Roles
 - a. Liaison – Represent House Staff
 - i. Graduate Medical Education Office & Committee
 - ii. Hospital Administration
 - b. Leadership – Problem solving, program enhancement
 - i. House Staff Meetings
 - ii. Chief Resident Meetings
 - iii. GMEC Meetings

2. Standing Committee Service
 - a. GMEC – **All Officers**
 - b. UMC Executive Committee – President
 - c. UMC PI Committee – President & Fellow Rep
 - d. SOM PI/Clinic Transformation – Vice President
 - e. SOM Clinic Operations – Secretary
 - f. SOM Ethics – Program Coordinator
 - g. Resident of the Month & Chief Resident – **All Officers**

3. Office Functions
 - a. President—**Barbara Mantilla, MD, Internal Medicine**
 - i. Participate as House Staff representative on the UMC Executive Committee & UMC PI Committee
 - ii. Conduct Chief Resident and House Staff Meetings
 - iii. Liaison with the Department of Graduate Medical Education
 - iv. Communicate and Convene the House Staff Officers as appropriate
 - b. Vice-President—**Haley Banks, MD, Family Medicine**
 - i. Participate as House Staff representative on the SOM PI/Clinic Transformation Committee
 - ii. Function in the capacity of President of House Staff in absence of the President
 - iii. Conduct the Resident of the Month Selection Process
 - c. Secretary—**Jessica McGraw, MD, Orthopaedic Surgery**
 - i. Record and distribute minutes for meetings of the Chief Resident meeting
 - ii. Participate as House Staff Representative on the SOM Clinic Operations Committee
 - d. Program Coordinator—**Kendall Creed, MD, Internal Medicine**
 - i. Participate as House Staff representative on the SOM Ethics Committee
 - ii. Secure Presenters for House Staff Meetings
 - iii. Arrange for sponsors of House Staff Meetings
 - e. Fellow Representative—**Saif El.Nawaa, MD, Cardiology**
 - i. Participate as House Staff representative on the UMC PI Committee