

DUTIES & RESPONSIBILITIES OF HOUSE STAFF OFFICERS

Office Functions of President:

1. Participate as House Staff representative on the UMC Executive Committee and PI Committee.
2. Conduct Chief Resident and House Staff Meetings.
3. Liaison with the Department of Graduate Medical Education.
4. Communicate and Convene the House Staff Officers as appropriate.

Office Functions of Vice-President:

1. Participate as House Staff representative on the SOM PI/Risk Management Committee.
2. Function in the capacity of President of House Staff in absence of the President.
3. Conduct the Resident of the Month Selection Process.

Office Functions of Secretary:

1. Record and distribute minutes for meetings of the Chief Resident meeting.
2. Participate as House Staff Representative on the SOM Clinic Operations Committee.

Office Functions of Program Coordinator:

1. Participate as House Staff representative on the UMC Provider Informatics Committee.
2. Secure Presenters for House Staff Meetings.
3. Arrange for sponsors of House Staff Meetings.

Fellow Representative:

1. Participate as House Staff representative on the TTUHSC IRB.
2. Attendance of the monthly House Staff Meeting
3. Other GME/Performance Improvement activities as assigned.