

APPENDIX A

Description of Services, Department of Pediatrics Academic Rounds Co-Chair

Updated March 7, 2024

1. Leads the planning for the academic Rounds annual schedule with support from the Grand Rounds administrative assistant
2. In May will review the previous year's Grand Rounds schedule to confirm eligible Divisions or groups for the upcoming academic year
3. As part of planning, will review and update as needed the Grand Rounds priorities guidelines policy for how sessions are allocated and the order of priority
4. Review the proposed Grand Rounds curriculum and content for planned sessions
5. Review and approve all CME correspondence that will be distributed by the Grand Rounds administrative assistant to notify Department faculty
6. Provide approval for the final Grand Rounds schedule for the new year
7. Faculty lead in managing Department Rounds during the year
8. Regularly attends weekly Grand Rounds sessions and fill in as Moderator for sessions lacking one
9. Arrange in advance a replacement faculty to cover role for sessions that the Chair is unable to attend
10. Approve Division or rotation switch requests. Intercede if Divisions cancel their session last minute
11. Provide escalation to Divisions that fail to respond to administrative staff communications or failure to provide required documents in a timely manner
12. Review evaluations of sessions and suggest changes or improvements
13. Meet with the Associate Head, Education and Senior Manager, Education at the end of each academic year to review feedback for Grand Rounds and Advances Track sessions
14. Alongside the co-chair and the Associate Head, Education; consider new and innovative ways to plan and deliver the academic program of Grand Rounds that meets the needs of both trainees as well as community and BCCH providers