

TTUHSC-SOM Graduate Medical Education House Staff Officers/ 2017-2018

1. General Roles
 - a. Liaison – Represent House Staff
 - i. Graduate Medical Education Committee
 - ii. Hospital Administration
 - iii. HSC Administration (GME Department)
 - b. Leadership – Problem solving, program enhancement
 - i. House Staff Meetings
 - ii. Chief Resident Meetings
 - iii. GMEC Meetings
 - iv. Ad Hoc Committees

2. Standing Committee Service
 - a. GMEC – **All Officers**
 - b. UMC Executive Committee – President
 - c. GMEC Sub-Committee on Away Rotations – Prog. Coord
 - d. SOM Risk Management – Vice President
 - e. SOM Clinic Operations – President
 - f. Resident of the Month & Chief Resident – **All Officers**

3. Office Functions
 - a. President— ***Brittany Rosales, MD, Internal Medicine***
 - i. Participate as House Staff representative on the UMC Executive Committee and SOM Clinic Operations 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
 - v. *Other*
 - b. Vice-President—***Jayne McCauley, MD, Surgery***
 - i. Participate as House Staff representative on the SOM Risk Management 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
 - iv. *Other*
 - c. Secretary—***Roshan Shroff, MD, Internal Medicine***
 - i. Record and distribute minutes for meetings of the Chief Resident meeting
 - ii. *Other*
 - d. Program Coordinator—***Grace Averitt, DO, Pediatrics***
 - i. Participate as House Staff representative on the GMEC Sub-Committee on Away Rotations
 - ii. Secure Presenters for House Staff Meetings
 - iii. Arrange for sponsors of House Staff Meetings
 - iv. *Other: Attend Lubbock Crosby Garza County Medical Society Meetings*

House Staff Officers 2017-2018
Additional Committee Representation

President -- Executive Committee Meeting
1st Monday of every month at 11:30 am

Contact: Melody Sloan, UMC 775-9266

President – Performance Improvement (Clinic Operations) Committee
3rd Wednesday of every month at 12:00 pm

Contact: HSC 743-4287

Vice-President -- Risk Management Committee
Every other month, 3rd Wednesday at 12:00 pm

Contact: Suzanne Komarek, HSC 743-9921