

## **Academic Half Day Shared Resident Duties**

Check the half day schedule and make sure you know which blocks your year is responsible for the duties listed below. It will be up to you to divide the duties amongst your group.

- 1) Tim Horton's Food. Phone ahead to Tim's across the street (413-7528) 30 - 45 minutes prior to pick-up on Tuesday morning to place our order of food. Please have the food in Classroom D **by 8:50am**. The usual order is ½ dozen cookies, ½ dozen cheese croissants, ½ dozen doughnuts, ½ dozen muffins, ½ dozen cheese tea biscuits, 20 timbits, and ½ dozen bagels + 1 bulk plain cream cheese (please remember to get extra knives too). Feel free to adjust as necessary throughout the year to meet resident requests. Keep your receipt and Maria will reimburse you.
- 2) Pick up the staff/resident sign-in sheet, evaluation forms and drop-off box (including the USB key for #3 below) from Maria's desk and bring them to Classroom D by 8:50am. Please hand out the evaluation forms prior to the staff/guest speaker (some people like to leave after this talk). Don't just leave a pile at the front of the room, from past experience no one will fill them out!
- 3) Obtain each speaker's presentation (resident case, resident topic, and staff topic) immediately after their talk and copy it to the USB key. As we currently don't have a reliable website, the presentations will be transferred to a master file folder on the computer in the resident's room (the first one you see when you walk in the door). Once we get the website up and running again, the presentations will be uploaded to the Rounds Database. You will be advised of this when our website regains its full functionality. Keep your fingers crossed for this.
- 4) Encourage everyone to pick up their remnants of Tim's breakfast so we keep the room clean. However, the ultimate responsibility for cleaning up the lecture theatre after half day is YOURS! Left over food should be brought down to the Emergency Office.
- 5) Collect the evaluation forms and sign in sheet after half day. Give the guest speaker forms to Maria and put the resident speaker evaluation forms in their respective mailboxes. The sign-in sheet also needs to be completed with resident attendance and returned to Maria.
- 6) Keep our Resident office clean! Please! We're begging...**
  - a. Put textbooks back on shelves where they belong.
  - b. Take ownership of our library! Review the list of signed-out textbooks and harass those people who have "extended loans" on our books. Just make sure they still have the book, know where it is, and plan to return it if they no longer need it. We've had problems in the past with missing

books because people forget they borrowed them and move away (we won't mention infamous names).

- c. Empty the recycle box under our desktop to the blue bin in the hallway towards the bathroom. Throw out old posters on the bulletin board.
- d. Clean out our fridge. Any perishable food that is not labeled with a name/date goes in the garbage. So be warned, if you put food in the fridge – LABEL IT! Food that has clearly been in the fridge for too long will be tossed out.
- e. Keep the resident's room neat and tidy in general. This means that desktop surfaces and the couch area should be free of debris and not strewn with left-over food, clothing, open textbooks, papers, etc.

Blocks for 2011-2012:

1-2 R4's

3-4 R3's

5-7 EM's

8-10 R2's

11-13 R1's