

## Rotation Co-ordinator Job Description

### **Responsibilities of the Rotation Coordinator:**

- Serves as the primary liaison between the site coordinator and rotation tutors.
- Approves vacation requests for residents during the rotation.
- Prepares the residents' rotation schedule.
- Contacts residents one day before the rotation to provide details on when and where to meet.
- Meets with residents on their first day to:
  - Sets learning goals.
  - Review the EPAs required for the resident.
  - Inform residents of rotation requirements and expectations.
- Monitors and addresses any concerns or issues reported by residents or tutors in the rotation.
- If there was a conflict or an issue with a resident on the rotation
- Collects and documents feedback from all tutors who interacted with the resident for the End-of-Rotation (EoR) evaluation.
- Conducts mid-rotation and EoR evaluations. Ensure all feedback from other tutors is included in the EoR evaluation form.
- Ensures that EoR evaluation is documented on the website in a timely manner.
- Confirms Declaration Form done by the tutors in his rotation.

The rotation coordinator may delegate one or more of the above tasks to a tutor; however, the rotation coordinator retains overall responsibility for addressing any issues that arise.

The rotation coordinator term is one academic year that is renewable. If a rotation coordinator quit mid-academic year and a new one is appointed, the term will conclude at the end of the academic year (regardless of the start date).

Rotation Coordinator

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Program Director

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