C. Required Resident Responsibilities:

1.) **On own time** – Read weekly assignment (See Eyepath Reading Unknown Excel sheet) and examine virtual unknown slides for the following week.

2.) **Monday or Tuesdays before 9:00** – Organize paperwork and slides for all cases. Make sure all cases are accounted for. Christina in A506 will provide case list for the week on Monday morning in box in A509. For cases that do not show a status of S/O (signed out), indicate if slides are present, if case needs gross examination (eyeballs), or if the case is gross-only. Identify enucleation cases that lack sufficient history, and obtain history from electronic records or operating ophthalmologist. Write down impressions on slides for at least 2 cases.

3.) **Tuesdays from 9:00-10:30**. Gross enucleation conference, A507
   - After the first one or two eyeballs, you will be expected to identify, orient and perform the external exam on all enucleations independently by 9:20. For pathology residents, graduated responsibility in learning how to cut and photo-document the gross pathology will follow.

4.) **Tuesdays from 10:30-12:30 pm** (immediately following Gross conference). Microscopic sign-out. Cases will be reviewed and final diagnoses issued. Unknown slides will be discussed and questions answered.

5.) **On own time Tuesday-Wednesday** – Obtain additional clinical follow-up information and/or notify Dr. Chu of your attempts to do so by Wednesday at 4 pm. For pathology residents, write up reports and send email to Dr. Chu when they are in her queue. Write addenda for special stains.

REMINDEERS

- Be on time or call ahead if emergency comes up. Email Dr. Chu at ctc4@pitt.edu and copy Siobahn Gallagher.
- Remember to coordinate and notify dates of vacation or cross coverage in advance and email Jane Wuenschel.
- Pre-viewing slides for 2-3 cases before sign-out and writing down your own histological observations and diagnostic impression is strongly recommended for PGY2 residents. All slides and dictation paperwork are placed in the boxes in A509 as they come in over the week. Please feel free to stop by when you have 10-15 minutes during the week.