APPOINTMENT FORM

- The Appointment Form is required by the GME Office.
- The form lists all the Residents/Fellows that will be in the Training program for the Academic Year.
- If help is needed completing or printing the form, contact the GME Office.

1. The Appointment Form is printed from the GME Website
2. The data on the form is Auto-Populated Data from New Innovations
3. All House Officers that will be in the program for the Academic Year MUST be included on the form (this includes House Officers that are transferring into the program from another LSU Program; Off-Cycle House Officers that terminate, promote and transfer from other LSU programs).
4. The data on the form includes the following:
   a. House Officer Name
   b. House Officer Level for the Academic Year
   c. House Officer Status:
      - <u>New appointment</u> – House Officer is new to the Training Program. Including Transfers from other LSU programs
      - <u>Re-Appointment</u> – House Officer is continuing in the same Training Program. House Officers promoting to the next House Officer level July 1 are usually continuing House Officers.
      - <u>Hold-Over</u> – a continuing House Officer that is Off-Cycle; or repeating the year and remaining the same House Officer Level either for the entire Academic Year or part of the Academic year, (aka, Exceptions, or Off-cycle).
   d. <u>Appointment Date and End Date</u> – the date the House Officer is appointed/starts for the Academic Year The appointment date is July 1; and the end date is June 30 of the Academic year, unless the House Officer is off-cycle.
      - If the House Officer is Off-Cycle or a Hold-over that will promote to the next House Officer level during the Academic year, the House Officer will be listed twice on the form. The first entry appointment date will be July 1, because that is the first day of the Academic Year; the end date will be the day before his/her promotion date. The second entry appointment date will be the date he/she promotes to the next level in the academic year; the end date is June 30, the last day of the Academic Year.
      - If the House Officer is Off-cycle or a hold-over that will terminate before June 30 of the Academic year, he she will be listed once. The appointment date will be July 1; the end date will be his/her last paid day in the program or Termination cob date.
   e. <u>Program Start Date</u> – the date the House Officer entered the residency/fellowship training program
   f. <u>Expected Graduation Date</u> – the date the House Officer is expected to complete residency/fellowship training in the program.
   g. <u>Salary</u> – the approved annual salary for the Academic Year for that House Officer level/or training level for the program.

APPOINTMENT FORM Cont'd

    h. <u>FMG</u> – Indicates if the House Officer graduated from a Medical school out-side the U.S. This field is Not applicable for Dental residents unless they completed Medical School too. The data for this field MUST be entered correctly.

    i. <u>In/Out</u> – the GME Office uses this form to track the House Officer Agreement of Appointments/contracts received for signature. "In" is the date the contract is sent to the DIO for signature (the contract is sent to the DIO for signature if all the contract attachments are included). "Out" is the date the original fully signed contract is returned to the Program coordinator.

    j. <u>3-Digit Number</u> – This is for GME Office use only.

5. House Officers promoting Off-cycle will be listed twice

6. House Officers transferring Off-Cycle will be listed on both training program's Appointment form

7. Whenever there are changes to the House Officers that will be in the program; their House Officer Level; or their dates in the program, New Innovations must be updated, then an updated and signed Appointment form must be submitted to the GME Office

8. Coordinators Review these items on the form:
   a. ALL House Officers that will be in the program July 1, are listed on the form.
   b. All dates for the House Officers are correct. If dates change, update NI and submit an updated signed form.
   c. House Officer Salaries are correct.
   d. FMG Status is correct. FMG Status is needed

9. Incorrect information in New Innovations will appear on form. Correct the data in NI, print the updated form the next day with the corrected information.

10. Pint the Form **– ONLY print in Landscape format, Portrait Format will NOT be Accepted**

11. Program Director & Coordinator sign the form; Coordinator sends the signed form to the GME Office. There is a deadline when submitting the form for the New Academic Year.

SPREADSHEETS

- Spreadsheets are required by the GME Office.
- Programs approve House Officer Promotions, transfers, Off-cycle appointments, faculty appointments, and terminations by submitting the signed Spreadsheet.
- Spreadsheets to promote; transfer; and terminate House Officers are required in lieu of submitting multiple PER 3s for these actions.
- There is a deadline to submit the spreadsheets to the GME Office for the new Academic Year.
- If help is needed completing and/or printing the Spreadsheets, contact the GME Office

PROMOTION SPREADSHEET
1. The spreadsheet is printed from the GME Website
2. The data on the spreadsheet auto-populates from New Innovations. Data in New Innovations must be correct for the data on the spreadsheet to be correct
3. Coordinators Review these Items on the Spreadsheet:
   a. House Officers promoting July 1 are listed on all pages of the Spreadsheet with the correct HO level, (a separate page is printed for each House Office level).
4. Incorrect data must be corrected in New Innovations for the data on the spreadsheet to be correct.
5. If the information changes after sending the Spreadsheet to the GME Office, correct NI and send an updated and signed spreadsheet to the GME Office
6. Print the Spreadsheet
7. Program Director and Coordinator sign the Spreadsheet
8. Coordinator sends the signed Spreadsheet to the GME Office by the Deadline

TRANSFER & PROMOTE SPREADSHEET
1. The spreadsheet is printed from the GME Website
2. The data on the spreadsheet auto-populates from New Innovations. Data in New Innovations must be correct for the data on the spreadsheet to be correct
3. Coordinators Review these Items on the Spreadsheet:
   a. House Officers Transferring into their program July 1 are listed on all pages of the Spreadsheet with the correct House Officer Level
4. Incorrect data must be corrected in New Innovations for the data on the spreadsheet to be correct.
5. If the information changes after sending the Spreadsheet to the GME Office, correct NI and send an updated and signed spreadsheet to the GME Office
6. Print the Spreadsheet
7. Program Director and Coordinator sign the Spreadsheet
8. Coordinator sends the signed Spreadsheet to the GME Office by the Deadline

TRANSFER-NO PROMOTION
1. Contact the GME Office for instructions and help entering the information in NI for transfers not promoting and with help printing the Spreadsheet.

TERMINATION SPREADSHEET
1. The spreadsheet is printed from the GME Website
2. The data on the spreadsheet auto-populates from New Innovations. Data in New Innovations must be correct for the data on the spreadsheet to be correct
3. Coordinators Review these Items on the Spreadsheet:
   a. House Officers terminating June 30 are listed on all pages of the Spreadsheet (a separate page is printed for each House Office level terminating).

Termination Spreadsheet Cont'd

b. The correct Reason Terminating must be on the Spreadsheet. For help contact the GME Office

- <u>Graduated</u> – This Reason is the default reason in NI for House Officers graduating from the training program after completing all required years.
- <u>Prelim Completed</u> – the GME Office changes the reason from Graduated to Prelim Completed for House Officers completing preliminary training to differentiate those completing a Prelim program from those completing a Categorical 3 – 7 year program
- <u>Graduated Cont as Facul</u> – for House Officers becoming Faculty July 1 ONLY. Automatically shown when someone is graduating and they are set to be faculty after their training. In their "Post Program Details" in the training record, their work role and status need to both be set as "Faculty"
- <u>Transferred External</u> – House Officer is not completing the training program. He/she is transferring to a program that is NOT a LSU program.
- <u>Dismissed</u> – House Officer has been dismissed from the program without graduating
- <u>Withdrew</u> – House Officer withdrew from the program without graduating
- <u>Transferred Internal</u> – for the purpose of the spreadsheet, this option should only appear on the Off-cycle spreadsheet; The GME Office requires the "Transfer & Promote" or "Transfer-No Promotion" spreadsheet for Internal Transfers.

4. Incorrect data must be corrected in New Innovations for the data on the spreadsheet to be correct.
5. If the information changes after sending the Spreadsheet to the GME Office, correct NI and send an updated and signed spreadsheet to the GME Office
6. Print the spreadsheet
7. Program Director and Coordinator sign the Spreadsheet
8. Coordinator sends the signed Spreadsheet to the GME Office by the Deadline

OFF-CYCLE & EXCEPTIONS SPREADSHEET

1. The spreadsheet is printed from the GME Website – select the option Off-Cycle & Exceptions
2. The data on the spreadsheet auto-populates from New Innovations. Data in New Innovations must be correct for the data on the spreadsheet to be correct
3. Coordinators Review these Items on the Form:
   a. House Officer Off-cycle Promotion
      - Current HO level
      - To HO Level
      - Salary
      - Promotion Effective Date
      - Exception Reason is correct.
   b. House Officer off-cycle Termination
      - Current HO level
      - Effective Date
      - Exception Reason is correct
4. Incorrect data must be corrected in New Innovations for the data on the spreadsheet to be correct.
5. If the information changes after sending the Spreadsheet to the GME Office, correct NI and send an updated and signed spreadsheet to the GME Office
6. Print the Spreadsheet
7. Program Director and Coordinator sign the Spreadsheet, the spreadsheet does not have signature lines; signatures must be at the bottom of the spreadsheet.

OFF-CYCLE & EXCEPTIONS SPREADSHEET Cont'd

8. Coordinator sends the signed Spreadsheet to the GME Office by the Deadline

HOUSE OFFICER BECOMING FACULTY JULY 1 SPREADSHEET

1. It is VERY IMPORTANT to note if a House Officer will become a Faculty Member July 1 so their Health benefits and other benefits are not terminated and they don't have a break in service.
2. A copy of the Termination Spreadsheet is submitted showing the House Officers that will become Faculty July 1 in the Reason Terminating field
3. The Reason Terminating field must state "Graduated Cont as Facul"
   - This reason is entered only for House Officers becoming Faculty July 1.
   - It is automatically shown when someone is graduating and they are set to be faculty after their training. In their "Post Program Details" in the training record, their work role and status need to both be set as "Faculty"
4. Coordinator notifies Human Resources and the benefits office of all House Officers that will become Faculty July 1 or after July 1. This is done to avoid a break in service for Health and other benefits.

If help is needed or Questions answered, Contact the GME Office.