***POST PROGRAM COMPLETION PACKET for coordinators****This packet is to be completed for each graduating resident and sent to the GME office, Lions Blding, 2020 Gravier Street, 7th Floor, Suite B, in a folder with the checklist in the front.*

***DUE DATE is JULY 31, 2009***

*NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROGRAM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESIDENT’S non LSU email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMPL ID:\_\_\_\_\_\_\_\_\_*

*\_\_\_ Exit survey form(If not already sent in with terminating packet)*

 *\_\_\_ Bi annual evaluation and final evaluation*

 *\_\_\_ Duty hour report showing up to date completetion(please run the
 ‘Resident Duty Hours with week totals’, see attached example)*

 *\_\_\_ Procedure log summary (if applicable)*

 *\_\_\_ Core Curriculum completion summary report (reports will be run by the
 GME office in early June and issued to you)*

 *\_\_\_ Beeper turned into coordinator*

 *\_\_\_ Copy of diploma & final completion letter*

 *\_\_\_ Personal data change form (if information has changed since May)*

 *\_\_\_ Verify the resident’s file is complete and organized according to the
 checklist guildlines*

***Coordinator’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***