

***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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***