

***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, 6th Floor, Suite 602, in a folder with the checklist in the front.  
\*\*If a resident is OFF CYCLE please send their packets within 30 days of their departure\*\**

***DUE DATE is JULY 31, 2010***

*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’)*

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