

INSTRUCTIONS

DOCUMENTS FOR TERMINATING HOUSE OFFICERS

Terminating = Completed Training; Resignation; Non-Renewal of Contract

Note: If House Officer is not completing training/terminating June 30, list on appointment Form as “Holdover” and submit items below at time of training completion/termination.

House Officers Terminating Off-Cycle, or without completing the training year: coordinator MUST submit the documents listed in #2-7 below; and Review and Update #1-4 below.

DO NOT SUBMIT INSTRUCTION SHEET WITH DOCUMENTS

DOCUMENTS TO BE SUBMITTED

1. Submit signed House Officer Termination Spreadsheet listing House Officers terminating on June 30. (Auto populated form on GME Website).
2. If Applicable, Submit PER 3 to Terminate. Only for House Officers paid by Military, Off-Cycle House Officers; House Officers resigning June 30; House Officers transferring to a non-LSU-N.O. sponsored program without completing all years of the LSU categorical training program. If not sure, see document PER 3 vs no PER 3, (Note: Last Day cob. Worked is the last day worked and last day to include in paycheck; effective date is the first day to not pay. For Example, a June 30, 2016 termination would be effective 7/1/2016; last cob worked 6/30/16).
3. Email list of Terminating House Officers to HRM Employees Separating from University email address: LSUHSC-NONotificationofEmployeeSeparation@lsuhsc.edu; copy Yolanda Lundsgaard in GME Office.
4. End-of-The Month Report - Terminating House Officers **MUST** sign or submit email certifying June rotation before graduating/leaving.
5. Updated Personal Data Sheet for GME **MUST** be included in Post Program Completion Packet.
6. **Post Program Completion Packet** - completed by coordinators and due July 31st or 30 days after departure. Packet includes listing of paperwork needed to be sent to the GME office (implemented in June 2009).
7. Notify LSBME - Notify LSBME of House Officer’s graduation/resignation/termination from training program. Send name, Program name, date of separation to Ms. Sandra Broussard, Sbroussard@lsbme.la.gov

REVIEW AND UPDATE

1. Verify the House Officer is **NOT** assigned in PS-RTS for July or dates after termination date.
2. Update the Biographical Data in New Innovations (Forwarding address; training dates; other items that **should be completed in database**).
3. **Confirm Medical Records clearance from all training sites (hospitals) – House Officer should not have any delinquent charts at any training facilities.**
4. **All Check-out requirements completed at UMCNO and other Hospitals; for Training Program and for GME – if check-out is required when rotation/training completed at each site.**