

ETSU RESIDENT / FELLOW CHECK-OUT FORM

(This form should be completed by the Resident/Fellow and *verified* by Program Coordinator)

Resident / Fellow Name: _____ ETSU E#: _____

Department: _____ Contract End Date: _____ Last Day Worked: _____

Reason for Leaving: Completed: _____ Resigned: _____ Transferred: _____ Other: _____

Dates of ETSU Residency / Fellowship: _____

Please Note: Individual verifying clearance must initial and date.

Please check all that are applicable:

	<u>JCMC</u>	<u>BRMC</u>	<u>HVMC</u>	<u>MEAC</u>	<u>ACADEMIC DEPT</u>
Contact Person:	Tawana Holland	Kathy Olinger	Kathy Olinger	Clinic Manager	Dept Coordinator
Medical Records Completed	_____	_____	_____	_____	_____
Keys/Access Card.....	_____	_____	_____	_____	_____
Books	_____	_____	_____	_____	_____
Lab Material	_____	_____	_____	_____	_____
University Equipment	_____	_____	_____	_____	_____
Laptop w/charging adapter	_____	_____	_____	_____	_____
Laptop repair fees paid	_____	_____	_____	_____	_____
Pager	_____	_____	_____	_____	_____
Hospital Badges.....	_____	_____	_____	_____	_____
IRB (Theresia Cannon, cannontl@etsu.edu)					
ETSU ID Card / Badge	Turn in to your program coordinator/designee				<input type="checkbox"/>
Complete Board Score Report	provided to program (<i>FM Residents only</i>)				<input type="checkbox"/>
GME End of Program Checklist in New Innovations					<input type="checkbox"/>

MANDATORY VAMC CHECKOUT: (Fellowships, JC FM, IM, Pathology, Psychiatry, Surgery)

Obtain VAMC Checkout form from your Program Coordinator.

Completed VA form must be signed off by ACOS Education Office: VA Bldg 3 (see Stephen Culbertson)

VA Signature: _____ Date: _____

Resident / Fellow Signature: _____ Date: _____

For the Office of Graduate Medical Education:

Resident/Fellow Cleared: _____ Yes _____ No; if not specify reason: _____

Program Coordinator or Designee Signature: _____ Date: _____

Program Coordinator or designee is required to VERIFY all hospital departments for clearance & dispense with hospital/institution badges appropriately – do not send badges/IDs to GME Office but DO send a PHOTO COPY of ALL BADGES collected from departing resident or fellow to the GME OFFICE

PROGRAMS: Send completed Check-Out Form, photo copy of all badges collected, and all up-to-date leave forms to Stephanie Nave, Office of Graduate Medical Education.