CU Program Coordinator Step by Step:

1. On an annual basis at the commencement of each rotation year, GME Office will send a Letter of Good Standing covering all incoming Residents for the year.

2. One quarter in advance of the rotation start, CU Program Coordinator is to send a list of the resident names, rotation dates, rotation name, and Rose Surgical Center supervising physician name to Emma Gudenkauf. Program Coordinators will also provide headshot pictures of all incoming Residents for the coming year (whether on a CD or via email).

3. No later than 2 weeks prior to the rotation start, the Chief Resident at RSC and/or CU Program Coordinator is to send the following to Emma Gudenkauf:
   a) Completed Statement of Responsibility and Confidentiality (in the form attached here to as Exhibit A)
   b) Completed Confirmation of Insurance (in the form attached here to as Exhibit B)
   c) Completed Consent and Release to Background Check Reports (in the form attached here to as Exhibit C)
   d) Completed Consent to Release of Health Information (in the form attached here to as Exhibit D)

4. Prior to the rotation start date, Emma Gudenkauf will reach out to request the necessary documentation from the appropriate entities. Upon request:
   a) The GME Office will provide copies of the Background Check Report, "negative" drug screen report, and malpractice coverage confirmation for each Resident (signed exhibits C and D required for release of documentation)
   b) ProHealth will provide immunization records (signed Exhibit D required for release of documentation)

5. The Chief Resident at RSC will bring new Residents to the Med Staff Office on first day of rotation to receive badges, and to provide/oversee Facility orientation for all new Residents. The Chief Resident will also serve as a liaison between RSC, the Residents and CU, to ensure RSC’s timely receipt of all required documentation.