

On the first day of your elective rotation, it is mandatory that you:

1. Check in with Denise LaGrone at Trainee and Alumni Affairs no later than 9AM. Trainee and Alumni Affairs is located in the Houston Main Building (HMB), Room 16.155, 1100 Holcombe Boulevard. (713-745-0939)
2. You also have a *10AM appointment with Employee Health and Well- being. Employee Health is located in the "Nabisco" Building (TMC Building), 2450 Holcombe. Their number is (713) 745-6900. Please ask TAA for the shuttle location. *Appointment times may vary; I will notify you of any changes in your schedule.
3. Lastly, after EH&WB please check in with me and I will escort you to your next destination. My office is located in the Faculty Center (across the street from the Main Hospital) 1400 Holcombe, Suite FC11.2000, Houston, TX 77030. Once you arrive to Faculty Center, take the elevator to the 11th floor and you will see the Division of Cancer Medicine. Please ask for me at the receptionist desk.

On the last day of your elective rotation, it is mandatory that you complete the following checkout procedures:

1. Turn in your badge.
2. Complete an Oncology Elective Rotation Evaluation.

Your checkout location will be at the Division of Cancer Medicine/Administrative Offices, Suite FC11.2000.

I will give you a scheduled checkout time and date on your first day.

We appreciate your cooperation with the above procedures required by the Division of Cancer Medicine- Educational Programs at M.D. Anderson Cancer Center. Please sign below acknowledging that you have read and understand that the check-in and checkout procedures listed above are mandatory and are an imperative step to completing your elective rotation at M.D. Anderson Cancer Center.

Division of Cancer Medicine Representative:
Lori E. Bianchi
Administrative Analyst, Educational Programs
Ph: (713) 745-2078 Pager: (713) 404-4022

Print Name:

Signature:

Date: