Observation Requirements for Medical, Dental, Nursing, Licensed Independent Practitioners and any Students Enrolled in Healthcare Specialty Training.

Owner/Dept:  Vice President, Medical Affairs-HCH, Vice President, Medical Affairs, Holy Cross Health Network, Senior Vice President, Medical Affairs-HCGH, Chief Medical Officer, Chief Nursing Officer

Date approved:  May 2018

Approved by:  Medical Executive Committee, President, Holy Cross Hospital, President Holy Cross Health Network and President of Holy Cross Germantown Hospital

Next Review Date:  May 2021

Affected Departments:  Medical and Dental Staff of Holy Cross Hospital and Network
Medical Staff of Holy Cross Germantown Hospital
Medical Education Department

Purpose:  To outline the Medical Education Department's policy and procedure regarding observation requirements for medical, dental, nursing, licensed independent practitioners and any students enrolled in healthcare specialty training.

Applies to:  Holy Cross Health Colleagues and Medical Staff (All sites)
Medical Students, Dental Students, Licensed Independent Practitioner students, Nursing Students and students enrolled in any healthcare specialty training programs.

Definitions:  An observer is an individual, at least age 18, enrolled as a student in a program that prepares them for a career in health care. This includes medical students, dental students, nursing students, licensed independent practitioners (physician assistants, nurse practitioner, podiatry, psychology) students and students enrolled in any healthcare specialty training programs.

Observer does not receive any academic credit. An observation period does not represent medical education nor can it be used as evidence of clinical experience.

Nursing Students will be directed to the Nursing Education Department for requesting observation periods.
Policy overview

Under limited circumstances, Medical Staff members who are in good standing with the Medical and Dental Staff of Holy Cross Hospital, Holy Cross Health Network and Holy Cross Germantown Hospital, may request medical students, dental students, nursing students, licensed independent practitioners (physician assistant, nurse practitioner, podiatry, psychology) students and students enrolled in any healthcare specialty training programs to observe them within the hospital or clinics. The Medical Education Department does not match requesting students to a provider.

Scope of permissible observer activities: **The observer is not allowed any direct patient contact, but is allowed to be present for examinations and interactions with the patient.** The observer is not allowed physically to touch patients. The observer is not allowed to perform a medical history or examination. The Observer may not counsel patients or their families. The Observer may not assist in surgery or any other procedures. The Observer is not permitted to access the EMR. No compensation is given to the observer.

Length of Observation Periods:

Observation periods are available for a maximum of five days. Observer may not do more than five days per calendar year. Any request for a longer period of observation, will require and Affiliation Agreement/ Memorandum of Understanding with the student's school and Holy Cross Health. This additional process takes approximately six months and are not guaranteed.

Procedure for obtaining Observation Requests:

Depending on the location of the requested observation, the Medical Staff member makes a request in writing to the Vice President, Medical Affairs for Holy Cross Hospital, the Vice President, Medical Affairs for Holy Cross Germantown Hospital or the Vice President of Medical Affairs for the Holy Cross Health Network. The request letter must also be sent to the Medical Education Department at Holy Cross Hospital. Request must be made 2 weeks in advance of observer coming to hospital or the clinic.

Requesting Medical Staff member and the student observer will be given this policy to review. Physician sponsor must also give observer a copy of the hospital's HIPAA policy and confidentiality statement.
Requirements of observers:

Observer must complete and return all required documentation:

- Register with Medical Education Department on the first day of the observation period.
- Sign confidentiality form.
- Requesting Medical Staff member will also sign the confidentiality form as the supervising provider (indicating complete responsibility for observer).
- Provide proof of negative PPD or negative chest x-ray within the last year.
- Provide proof of influenza vaccine (if during flu season) within the last year.
- Provide evidence of health insurance coverage.
- Provide driver's license or photo identification.

All paperwork must be returned to the Medical Education Department 1 week prior to the observation start date.

Wear a visitor badge: Observer will stop by the information desk, located in the lobby, each day he/she is observing to pick up a visitor badge. No access badge (hospital ID) and no parking will be issued to the student observer.

If the requesting Medical Staff member wishes the observer to accompany him/her to the operating room, they must first contact the Director of Perioperative Services at least three working days prior to the observation period to receive approval.

The observer is to be instructed by the requesting Medical Staff member/physician sponsor to adhere to all hospital policies, including all infection control policies as well as the patient safety policies of the hospital.

The Vice President of Medical Affairs, CMO, Department Chairs, or any member of the hospital's leadership team has the authority to immediately remove the observer for non-compliance with this policy or for any other reason deemed to be in the best interests of the hospital or patient care.

Responsibility of Medical Staff/Physician sponsor with Observers:

- The sponsoring Medical Staff member must accompany the observer at all times while in the hospital and shall be responsible for all of the observer's activities while in the Hospital.
- If the observer will be with more than one physician sponsor, separate requests and forms must be completed by each physician sponsor.
- Observations are specific to a provider and not a department or area of the hospital.
- Observers are not given any computer access.
• Observers will not be given independent access to clinical areas in the hospital.
• No confirmation of this observer experience will be provided by the Medical Education Department to any education institution.

An observation period does not constitute medical education, graduate medical education, or training leading to licensure or board certification.

No stipend, compensation, or insurance coverage is provided by Holy Cross Health to the observer.

Approved:
Medical Executive Committee 5.1.2018