

Providence Staff Responsibilities for Observational Requests

Philosophy

Providence Health & Services – Oregon Region is supportive of learning experiences for non-graduate students that will expand their understanding of the medical field. Sometimes this is best done through an extended observation (greater than 8 hours). In collaboration with HR, we have established the following process to accommodate such requests.

Required forms and reference materials:

- 1) Observational Rotation Application Request (see [GME Website](#));
- 2) Observer HR spreadsheet (see [GME Website](#));
- 3) PHSOR Prof Staff Policies Revised 05 28 18 (see Article XVI, Section 6, p 72, Addendum A of this document)

Steps to follow:

- 1) **Observer** secures agreement with a **PHSOR Staff Member** to supervise them.
- 2) **Observer** completes the application and includes the required documentation (drug screen, criminal background – must be a global check for international applicants, immunization records & Observer HR Spreadsheet). Documents should be translated into English as needed. If Observer needs help getting a drug screen and background check done, they should submit the Observer HR Spreadsheet to the HR Affiliations team (studentaffiliation@providence.org) and ask for assistance. There are fees for both of these checks (totaling less than \$100).
- 3) **Observer** sends completed application and required documents, preferably in one pdf file to **PHSOR Staff Member or appointed Department Administrator**.
- 4) After reading Article XVI, Section 6, p. 72 - 73 of the PHSOR Staff Policies, **PHSOR Staff Member** signs Medical Staff Member Agreement and gets their **Department Chair's** signature on the form as well.
- 5) *If the student will be in the **PPMC OR***, **PHSOR Staff Member or appointed Department Administrator** sends application packet and completed Observer HR spreadsheet to **Loretta Kemper**, (loretta.kemper@providence.org). **Loretta** sends the documents to HR Student Affiliation (studentaffiliation@providence.org) for clearance.
- 6) *If the student will be in the **PSVMC OR***, **PHSOR Staff Member or appointed Department Administrator** sends application packet and completed Observer HR spreadsheet to **Vicki Warneking**, (victoria.warneking@providence.org). **Vicki** sends the documents to HR Student Affiliation (studentaffiliation@providence.org) for clearance.
- 7) **Loretta** or **Vicki** will notify **PHSOR Staff Member or appointed Department Administrator** that HR has cleared the student for observation.
- 8) *If the student will not be in the **OR***, **PHSOR Staff Member or appointed Department Administrator** sends completed application packet and Observer HR Spreadsheet directly to the HR Student Affiliation team (orreghrstudentaffiliation@providence.org) and waits for confirmation of clearance.
- 9) **PHSOR Staff Member or appointed Department Administrator** submits badge request to your local Security office. Please include a digital headshot of the student.
- 10) **PHSOR Staff Member or appointed Department Administrator** notifies observer of clearance to start along with any pertinent details of start date, time and location.
- 11) **PHSOR Staff Member or appointed Department Administrator** maintains forms on file for 3 years.

NOTE: **Observers** are requested to allow 4 – 6 weeks lead time for processing. For international requests, allow 8 weeks.

ADDENDUM A: PHSOR Prof Staff Policies Revised 05 28 18 (see Article XVI, Section 6)

Section 6. Medical Observers

- A. Medical Observers are typically individuals preparing for careers in medicine, podiatry, dentistry, clinical psychology, physician assistant, certified nurse midwifery, nurse practitioner disciplines, or advanced nursing anesthesia but not yet enrolled in a formal education program.
- B. Medical Observers may also be medical students, residents, fellows, or fully licensed physicians present to observe aspects of patient care for educational purposes when a full affiliation agreement or privileging and involvement in direct patient care is not required to meet educational goals.
- C. Medical Observers who wish to observe less than eight hours must comply with the PHSOR Onsite Career Exploration Policy.
- D. Medical Observers who wish to observe over eight hours must fulfill the following requirements:
 - 1. Must undergo appropriate background checks, health screening, and training in hospital policies in accordance with current Providence human resources process.
 - 2. Must be accompanied by the Medical Staff member at all times when observing patient care
 - 3. Must not interact with patients independently
 - 4. Must make patients aware of, and consent to, observation of their care
 - 5. May not have access to the medical record, make chart entries, or write orders
 - 6. May not provide medical care including performing patient interviews and histories, examining patients, providing medical advice to a patient, or assisting in procedures.
 - 7. May not use the observership experience towards meeting the requirement of a formal degree program.
 - 8. May participate in discussions of patient interactions and clinical findings with their supervisor and attend educational events.
 - 9. Must wear a Providence name badge at all times with their status clearly marked.
- E. It is an individual Hospital's prerogative to allow observers for more than eight hour increments. In Hospitals that elect to host observers, the Hospital leadership will allocate administrative assets other than the GME or medical staff office to interact with the observer, ensure on-boarding materials are completed, and obtain a security badge.
- F. In Hospitals choosing to host observers, PHSOR supervising Professional Staff Members must be in good standing, must obtain the permission of the department chair sponsoring the observer, and must attest to their understanding of the responsibilities outlined in these policies and procedures.
- G. The regional GME department is responsible for working with human resources to develop standardized on-boarding materials for Hospitals who choose to host observers.
- H. The number of observers present must not interfere with the training opportunities and accreditation of Providence-sponsored education programs.