 SWEDISH MEDICAL CENTER <small>GRADUATE MEDICAL EDUCATION</small>	Policy Name: Graduate Medical Education Observer Policy and Procedure	Number: 202
Applies To: <input type="checkbox"/> Residents <input type="checkbox"/> Fellows <input type="checkbox"/> Faculty <input type="checkbox"/> Students <input checked="" type="checkbox"/> Observers <input type="checkbox"/> Program Staff <input type="checkbox"/> GME Staff		Effective Date: BEGINNING
Policy Revision Date: 9/19/18		Procedure Revision Date: 9/19/18

OBJECTIVE: Swedish Medical Center provides opportunities to observe (shadow) a Swedish medical staff member (MD/DO, DPM, DDS/DMD, PA, or nurse practitioner) at Swedish Medical Center and Swedish Medical Group sites. This document outlines the requirements for the experience in order to set up a safe environment for patients, staff, and trainees, while respecting patients' rights to privacy and confidentiality. There is no academic credit for this experience.

DEFINITIONS: The following definition(s) apply to this policy:

SMC: Swedish Health Services d/b/a Swedish Medical Center and Swedish Medical Group

GME: Graduate Medical Education

Observer: any person, 18 years of age or over, who is:

- A non-employee who wishes to observe an MD/DO, DPM, DDS/DMD, PA, or nurse practitioner at SMC
- A Swedish employee who wishes to observe an MD/DO, DPM, DDS/DMD, PA, or nurse practitioner in a specialty, department, or team different from the employees own

Preceptor: Medical Staff member who has agreed to sponsor the Observer

Preceptor Agreement: a contract between a potential Observer and Preceptor.

POLICY:

Observer must:

- Be at least 18 years of age at the time of the observership.
- Personally identify and contact the Preceptor to observe. SMC does not provide placements (see Preceptor Agreement)
- Complete the observer application process and may not begin their Observership until appropriate clearance* has been provided by GME (see Procedure)
- Wear a Swedish-issued ID badge onsite at all times.
- Never enter Swedish patient care areas independently (i.e. – without their Preceptor)

*GME clearance ensures that the Observer has met the SMC vetting requirements for individuals to be in patient care areas. GME clearance *does not guarantee access* to any location, department, or site. The Preceptor is responsible for ensuring location, department, or site availability prior to arriving with an Observer.

Preceptor must:

- Be a Swedish Medical Staff member in good standing.
- Have agreement with the related clinical department and the Observer (see Preceptor Agreement). The preceptor is responsible for all scheduling with the respective departments in which observation is done, including and especially, Operating Rooms
- Accompany the Observer at all times when onsite at Swedish.
- Ask each patient if the Observer may be present while receiving care.
- Be responsible for assuring that the Observer understands HIPAA, the confidentiality requirements, and relevant SMC policies.

Patient Observation

An Observer's presence is subject to permission granted by the patient.

- Observers may not provide medical care, conduct a patient interview, take a medical history, examine a patient, provide medical advice to a patient, or assist in any procedure.
- Observers may not interact with any patient independently.
- Observers may not access patient records in Epic. Consequently, Epic access is not provisioned for Observers.
- Isolation patients may not be observed at any time.
- If patient has agreed and granted permission, the Observer may participate in discussion of patient interactions with the preceptor.

Observation in the Operation Room


In addition to the entirety of this GME Policy and Procedure, Observers and Preceptors will abide by all applicable SMC Operating Room policy (see full **Operating Room Visitors Policy**)

OBSERVERS NOT COVERED IN GME POLICY

1. **Observerships** involving the following are **NOT** processed by GME, but by SMC Clinical Education (StudentOnboarding@swedish.org):
 - a. **Nursing**
 - b. **Allied Health**
 - c. **Behavioral/Mental Health**
2. **Physician Training.** GME Observerships do **NOT** apply in the following cases where a physician is:
 - Learning procedures from other Swedish physicians
 - Taking training courses from other Swedish physicians
 - Bridging an interim period while waiting to become a privileged provider at SwedishContact Medical Staff Services, medicalstaffservices@swedish.org, to inquire about temporary / interim privileges.

REFERENCES:

- Preceptor Agreement
- Operating Room Visitors Policy
- Clinical Education Observership Policy

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PROCEDURE:

Observer:

Public-facing Website with the Observer Application: <https://www.swedish.org/for-health-professionals/graduate-medical-education/information-for-observers>

Find a **Preceptor:** <https://www.swedish.org/swedish-physicians>

Complete a **Preceptor Agreement**.

Gather required documentation to upload for the **Observer Application:**

- Completed **Preceptor Agreement**
- Signed **Confidentiality Form**
- **Background Check** from place of primary residence
- **Health Insurance Coverage** verification, or **Waiver Form**
- Complete and up-to-date **Immunizations Record**
- **Photo** (jpg; passport-style, front-facing, plain background)
- **Orientation Modules** on HIPAA and SMC Safety
- **Curriculum Vitae**
(International Invited Guests only)
- **Letter of Good Standing** from current place of medical employment
(International Invited Guests only)
- **Invitation Letter**
(International Invited Guests only)
- **Government ID or Visa**
(International Invited Guests only)

Complete the **Observer Application** at **least three (3) full weeks** before the proposed observership start date:

- **Demographic Information:**
 - Legal First Name
 - Legal Last Name
 - Middle Initial ("x", if none)
 - Preferred First Name
 - Date of Birth
 - Last four digits of Social Security number
 - Preferred Email Address
 - Personal Telephone Number
 - Personal Mailing Address
- **Observership Information:**
 - Proposed Start Date
 - Proposed End Date
 - Department/Specialty of Swedish Preceptor
 - Name of Swedish Preceptor
 - Preceptor Credentials
 - Swedish Campus for Observership
 - Swedish Department/Specialty Coordinator (administrative/support staff for the specialty site)
 - Email address of Swedish specialty coordinator
- **Required Documentation Verification or Upload.**

GME:

Onboarding Communication: GME acknowledges receipt of completed application within two (2) business days, and follow-up on any inconsistencies or discrepancies in the submitted information and documents.

Clearance Communication: If and when all required documents are reviewed and processed, GME sends a clearance communication email to the Observer, copying the Preceptor and department coordinator attaching (1) an electronic Observer ID badge to be printed for and worn by the Observer, and (2) a photo of the Observer.