

INTERNATIONAL OBSERVERS (INVITED GUEST) POLICY AND PROCEDURES

Swedish Medical Center provides an opportunity for international healthcare professionals to observe with a medical staff member at Swedish Medical Center (SMC) and Swedish Medical Group (SMG) sites. An observership is a shadowing experience for a pre-arranged time, designed to provide a not-for-credit educational experience for the visitor (observer). International observerships are by invitation only. This policy outlines the requirements to provide an environment that is safe for patients, staff, trainees, and medical or allied health professional staff, while respecting patients' rights to privacy and confidentiality. The policy also defines a successful experience for the observer. There is no academic credit for this experience.

SWEDISH HOSTS

Observership Director: Institute Executive Director or Medical Director.

Observership Preceptor: Individual who will take primary onsite responsibility for the Observer.

Observership Coordinator: Direct contact within hosting Institute/clinical area to handle details .

REQUIREMENTS OF THE OBSERVER

- Must be at least 18 years of age at the time of the Observership.
- Must receive a **formal invitation** from the Observership Director.
 - Invitation should state (among other things):
 - Start and end dates
 - Times
 - Expected experiences
- Must complete International **Preceptor Agreement** with chosen preceptor at least six (6) months in advance of a proposed start date, reflecting any pertinent information from the invitation letter, and submitted to GMEOnboarding@swedish.org.
- Must apply online at least six (6) months in advance, using information from the Preceptor Agreement:
 - <http://ehealth.swedish.org/gme>
 - Under "International Invited Guests", select "Apply Here", fill the application; submit
- Must arrange all details for visas, travel, lodging, and so on, at personal expense. Swedish does not process visas.
- Must wear a Swedish-issued ID badge on campus at all times.

OBSERVERSHIP PRECEPTOR

- Is confirmed by the Observership Director.
- Is in good standing on Swedish Medical Staff.
- Must have agreement from the related clinical department, clinical service area, or institute. (See **Preceptor Agreement.**)
- Must accompany the Observer when on campus or arrange an approved alternate mentor/preceptor.
- Asks each patient if the Observer may be present while observing care.
- Is responsible for assuring that the Observer understands HIPAA and the confidentiality requirements and relevant Swedish policies.

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

- Isolation patients must not be observed at any time.
- Observers may participate in discussion of patient interactions with the designated supervisor only if the patient has agreed and granted permission.
- Observers must not interact with any patient independently.
- Observers must 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 are not issued Epic access and may not view patient records in Epic.

EDUCATIONAL CONFERENCES

- Observers may attend grand rounds, conferences and other didactic activities as approved by the Chair of the | educational activity.
- Observers may attend M&M conferences when accompanied by the Supervising Physician.
- Observers may request complimentary access to CME activities which have registration fees if space allows and the Course Director gives approval.

OPERATING ROOM. Observers will abide by all applicable SMC policies (see [Operating Room Visitors Policy](#))