

FLORIDA HOSPITAL
GRADUATE MEDICAL EDUCATION
OBSERVERSHIP POLICIES AND PROCEDURES

In support of its educational mission, FH GME provides students with observership experiences in its Residency Training Programs or with GME registered FH Medical Staff members in good standing. An observership is a shadowing experience of at least one week and no more than four weeks per specialty, designed to provide an educational experience for the observer. The purpose of this policy is to provide an environment that is safe for patients, office staff, medical trainees and medical staff; respect patients' rights to privacy and confidentiality; and enhance the experience of the observers.

- I. An observership is a voluntary experience that does not constitute graduate medical education, continuing medical education, or any training experience leading to licensure or board certification.
- II. An observer receives no FH academic credit for the observership, but may receive a letter of recognition or a certificate of completion for some fulfillment of an observational or shadowing requirement as necessary.
- III. An observer must be at least 18 years of age at the time of the observership.
- IV. Observers must be in the presence of and be directly supervised at all times by the designated supervising physician.
- V. Licensed physicians and International Medical Graduates who wish to apply for an observership experience must contact the Florida Hospital Medical Staff Office.
- VI. Licensed physicians and International Medical Graduates are not permitted to apply for observership at any of the GME training programs.
- VII. The FH GME office does not provide housing or meals for observers.
- VIII. OBSERVERSHIP AT FH GME TRAINING PROGRAMS
 1. Observers must complete the FH GME application online before any consideration for an observership. The application is submitted to the Residency Coordinator of the training program of interest.
 2. Observers must show proof of PPD (TB screening) results within the last 12 months.

3. Observers must be identified by an FH ID badge provided by the Residency Coordinator at the orientation and the school's photo ID badge. Both badges must be worn at all times while on FH site. The FH ID badge must be returned at the end of the observership. There is an assessment of \$10.00 for unreturned or damaged FH ID badge.

IX. OBSERVERSHIP WITH FH MEDICAL STAFF

1. An observer must complete the FH GME application online before any consideration for an observership. Application is submitted to the approving physician.
2. Observers must show proof of PPD (TB screening) within the last 12 months.
3. The approving physician must be a GME registered FH Medical Staff member in good standing.
4. The approving physician completes the Preceptor Statement (page 2 of the application) and forwards the completed application to the GME Coordinator.
5. Upon receipt of the application, the GME Coordinator will contact the applicant to schedule an orientation.
6. Observers must be identified by an FH ID badge provided by the GME Coordinator at the orientation and the school's photo ID badge. Both badges must be worn at all times while on FH site. The FH ID badge must be returned at the end of the observership. There is an assessment of \$10.00 for unreturned or damaged FH ID badge.

X. OBSERVERSHIP FOR LICENSED PHYSICIANS AND INTERNATIONAL MEDICAL GRADUATES

1. The physician observer must complete the application process as delineated by the Florida Hospital Medical Staff Office.
2. All FH GME observership policies apply to licensed physicians and international medical graduates as well.

XI. OBSERVERSHIP PROCEDURES:

1. Patients must be informed of the presence of observers and observe only if permission has been granted by the patient.
2. Isolation patients must not be observed at any time.

3. Observers may participate in grand rounds, conferences and other didactic activities as appropriate.
 4. Observers may participate in discussion of patient interactions with the designated supervising physician only if the patient has agreed and granted permission.
 5. Observers must not interact with any patient independently.
 6. 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.
 7. Observers must not make entries into patient medical records. They must not make copies of any patient medical records or other materials identified with patient names or other patient information.
 8. Observers must not write orders for patients or make verbal orders for patients.
 9. Observers must not bill for any service.
- XII. There may be extraordinary circumstances when there is a request for an observership experience that does not meet the extent of this policy. Such requests may be approved at the discretion of the GME Director of Academic Affairs.
- XIII. Observers will abide by all applicable Florida Hospital policies.
- XIV. Any violation to any of the above policies will result in immediate termination of the observership experience and may be denied future observership experience at Florida Hospital sites.