

TITLE: Student Observer of Medical Staff Members

POLICY #

MANUAL: MEDICAL STAFF

Approval: /s/

EFFECTIVE DATE: 8/26/08

Ed West, M.D., Chief of Staff

Revised 4/24/10, 2/28/17, 8/28/18

I VALUES CONTEXT

Our value of DIGNITY calls us to respect the inherent dignity and worth of every individual.

II PURPOSE\EXPECTED OUTCOME(S)

The purpose of this policy is to establish the process for approval and supervision of students who wish to observe the hospital-related activities of members of the Santa Rosa Memorial Hospital (SRMH) Medical Staff.

III POLICY

It is the policy of Santa Rosa Memorial Hospital to work with members of our Medical Staff who wish to assist students in exploring the possibility of medicine as a career choice.

DEFINITIONS

Eligible Student Observer

An eligible student observer is a high school (16 or older), college or medical school student whose application has been recommended by an eligible sponsor.

Eligible Sponsor

An eligible sponsor is an Active or Courtesy member of the Medical Staff (Member) who has agreed to sponsor, accept responsibility for a student observer and agrees to comply with the provisions of this policy.

Application Packet

The application packet consists of:

1. Student Observer Application Form
2. Student Observer & Medical Staff Member Contract
3. Confidentiality Agreement
4. Health Statement, including required documentation attached
5. Corporate Responsibility Handbook
6. Orientation Packet & Attestation Form
7. Hospital Dress Code
8. Letter from Student's school

IV PROCEDURES

I. Application Packet

Any member of the Medical Staff wishing to sponsor a Student Observer must contact Medical Staff Administration (MSA) to request the packet. Once requested, the MSA will forward the packet to the student for completion from the MSA. When completed, the student will return the forms to the MSA.

The Student Observer Application, including all required forms, must be fully completed and appropriately signed by the student. If the student is under the age of 18, all forms that are a part of the student's application must be signed by a parent or guardian (must be signed and notarized, or signed in the MSA). Once received, the MSA will contact the sponsor to review the packet and complete their signatures where required.

Students and sponsors are responsible for keeping a copy of the application packet and attachments.

An effort will be made to accommodate students and their sponsors; however, there is not a guarantee that all applications will be approved, particularly if all parts of the application packet are not submitted at least four weeks in advance of the first scheduled observation. Students are responsible for making arrangements with Medical Staff Administration for obtaining their identification badges at least one day in advance of their scheduled observation time.

II. Health Clearance Portion of Application

The Health Statement will be submitted with the application. Student observers are to obtain the required documentation of the items required for their health statement from their school's Health Services office or their private health care provider. The completed statement, including the required documentation, are to be taken to Santa Rosa Memorial Hospital's Medical Staff Administration office.

III. Approval of Application

Approval of the application will be obtained from Medical Staff Administration Director or the Chief Medical Officer. Students will be notified when the application has been approved and are not to begin observation until they have received notification of approval and have been issued a hospital identification badge.

IV. Rules for Observership

1. Because the Patient’s “Conditions of Admissions” is not applicable to student observers, each patient will be asked permission for student observation. While the observer is not present, the supervising Member must request the patient’s permission for the observer to be present at the time of the clinical visit, procedure, or other patient service. If the patient declines to allow the student observer’s presence, the student will not be allowed in the area. The sponsor will document consent in the patient chart.
2. The observer must wear an official Santa Rosa Memorial Hospital identification badge at all times.
3. The observer must abide by the Hospital’s dress code, a copy of which is provided with the application packet.
4. The observer must be supervised by an approved sponsor at all times when in the presence of patients. Student observers are not allowed unrestricted access to Santa Rosa Memorial Hospital facilities. If there will be more than one member of the Medical Staff providing supervision to the student observer, each of the sponsors will complete a Medical Staff Application to Sponsor Student Observer form.
5. The observer is not allowed direct patient contact. Direct contact, in the context of this policy, is defined as physically touching, performing a medical history and/or examination, counseling (patient or patient’s family/friends), assisting in surgery or any other procedure, discussing patient’s condition or circumstances.
6. The observer may not make patient chart entries or copies of patient records (paper or electronic).
7. Santa Rosa Memorial Hospital may, at its sole discretion, terminate this observership without recourse or due process appeal.
8. The observership is performed on a voluntary basis, and the observer is not employed by Santa Rosa Memorial Hospital or any affiliated entities.
9. Students are not allowed to drive on hospital business.

Author/Department: Pat Busbey, CPMSM, Area Director, Medical Staff Administration	
Reviewed/Revised by:	
Approvals: MEC 8/18/08, 4/13/10, 2/14/17, 8/14/18 BOT 8-26-08, 4/24/10, 2/28/17, 8/28/18	Distribution: Medical Staff & Hospital Departments