

**GUIDELINES  
RESPONSES TO REQUESTS FOR  
PHYSICIAN AND ALLIED HEALTH PROFESSIONAL  
OBSERVATIONS/MEDICAL STUDENT AND RESIDENT ELECTIVES/ROTATIONS**

*Approved by* PSHMC and PHFH MEC's 5/2016

Requests for observation activities in patient care areas must come from a current Active Medical Staff member. The Active Staff member is fully responsible for the observer, and they must accompany them at all times (with the exception of visiting medical students/residents who will receive appropriate supervision through the applicable residency program).

**Student Observers** (Must be in process of gaining required observation hours, anticipating application to medical school): See hospital/medical staff 'Student Observer Policy' and request form. (Medical students not affiliated with PHC may also be granted a short term observation according to this process. If the observation is to fulfill a program requirement, the medical student should apply through the GME process below.)

- Time period of observation: Usually one day, maximum of five days. Requests beyond one week require approval of Chief Medical Officer or Division Chief.
- Request form needed: Contact Medical Staff Services at 474-3052 (PSHMC) or 482-2164 (PHFH). Students must attest that they are in active process of applying to medical school.
- Completed requests must be returned to the Medical Staff Office a minimum of two days prior to the observation.
- No confirmation of the observation is provided by the hospital. The sponsoring physician may confirm the observation, but this is not as a representative of Providence.
- Those observing in the OR must complete OR orientation packet.
- Medical Staff Services notifies the OR by sending a copy of the approved request. (The OR retains the option of declining observers if it is felt the observation would be disruptive to patient flow or safe care of patients. OR staff may limit the number of observers. Observers are under the direction of the sponsoring physician, as well as under the direction of the OR staff. The sponsoring physician should also clear the observation with an OR manager.)
- Student observer must obtain a 'student observer' badge from Medical Staff Services. NOTE: There is a \$10 cash refundable fee for the observation badge.
- Physician sponsor must request permission from the patient/s for the student observer's presence.

**Visiting Medical Students and Residents (GME)**. Spokane-based medical students and residents are employed by PSHMC and may observe and assist credentialed staff throughout the hospital. A limited number of visiting medical students and residents may be additionally approved through one of the Providence residency programs.

Contact: Residency Program

I:\Medical Staff Services\PHC-Urban POLICIES AND PROCEDURES\Current Policies\Observation Categories & Policy approved by Medical Staff 2016.doc

GME Program	Contact phone number	Program Director
Transitional Year	474-3020	Danielle Wolff, M.D.
Diagnostic Radiology	474-3021	Gordon Teel, M.D.
SHMC/UW Psychiatry	474-4744	Tanya Keeble, M.D.
Family Medicine	624-2313	Gary Newkirk, M.D.
Internal Medicine	474-3022	Judy Benson, M.D.

- Confirmations of observation are provided by applicable Residency Program.
- Students/residents will be listed in E-priv on the hospital's intranet.
- Residency programs will assure the student/resident is appropriately badged.

**OR/Procedural Observation - Surgeons and Proceduralists only.** Surgeons/proceduralists must inform the patient of the observer's presence. The observer may scrub in order to be able to observe the sterile field, but absolutely may not assist in the procedure in any way.

- Request is per case (If observer plans to observe over a block of several days, approval from the Chief Medical Officer or Division Chief is required.)
- Contact: OR or Procedural Desk to obtain prior approval from manager (SHMC 474-3232, HFH 482-2359)
- No application needed for observation by a licensed health care professional
- **If physician plans to assist in a procedure,** s/he must be appropriately credentialed through the Medical Staff Office to do so. A minimum of 2 weeks processing time is necessary.

**Inpatient Observation—Licensed health care professionals.** At the request of an active staff member and approval by each patient, licensed physicians, ARNP's or PA's may accompany an active staff member on the inpatient units. Area managers may decline an observation if it is felt it would be disruptive to patient flow or safe care of patients, or they may limit the number of observers on a unit at a given time. Observers are under the direction of the sponsoring physician, as well as nursing management. The sponsoring physician must inform patients of the observer's presence. The observer may scrub in to observe a sterile field, but absolutely may not assist in any procedure, nor examine the patient.

- No application needed for observation by a licensed health care professional
- Observations longer than one day must be approved by the CMO or Division Chief.

**Foreign Observers.** Contact the Medical Staff Office for 'Foreign Observer' policy and request form. Foreign physicians may not assist with care, unless licensed in the United States. Approval is granted by the applicable Division Chief or CMO.

**Allied health and ancillary staff training requests** will be routed through the PHC Educational Services office, as they manage affiliations, training, and rotations for these individuals.

10/2015; Update 5/2016