Physician Observership Rules & Guidelines

Introduction
Aurora Health Care is not considered an Institute of Higher Learning therefore cannot offer formal credit for observership time or provide interview rotations. The experience provided is strictly for observation purposes only. There is no EPIC access or contact with patients.

Definition
A period of time, usually weeks to a month, but no more than 24 hours, during which an international medical graduate – a doctor educated and trained outside of the US – joins a medical or surgical team at a teaching hospital in the US to observe the style and particulars of patient management.

At Aurora Health Care the observership is for no more than 24 hours. If you are looking for an experience longer than 24 hours, please work with our volunteer services department at https://www.aurorahealthcare.org/patients-visitors/volunteer#Overview

Goal of Job Shadow and Observership
The overall goal of the observership is to strengthen clinical knowledge in the identified specialty.

Eligibility Requirements
During the Application Process the following documents must be provided in their English translation to the Aurora Clinician Student Services Department:

- Copy of the Medical School Diploma or copy of your transcripts if you are observing for educational experiences
- Curriculum Vitae
- Letter of Recommendation
- Photo ID – Passport or US Driver’s License or School ID with photo.
- Health/Immunization History to reflect the following has been completed:
  - Evidence of immunity to Measles, Mumps and Rubella (2 doses of MMR)
  - History of Chicken Pox or documentation of the Varicella Vaccine
  - Pre-placement and annual TB test or chest x-ray as appropriate
  - Proof of being offered Hepatitis B Vaccine (dates vaccine given or a signed declination form)
  - Influenza vaccination is required between October 1st and April 1st of each year.

Application Process & Fee
Applicants must complete the Observership Application Form in its entirety and returned a minimum of two months prior to the observership start date. Please allow two weeks processing. There is one observership experience allowed for the specifically identified specialty and time frame.

After acceptance, there is a $100 non-refundable application processing and observership coordination fee. The fee can be paid by check or money order payable to Aurora Health Care
Medical Education, these are the only two payment methods accepted. The fee must be paid with
the application submission.

**HIPAA Privacy & Confidentiality**
Prior to the designated start date the observer must read, sign and return the Confidentiality
Agreement Form to the Aurora Clinician Student Services Department.

**Rules for Observership**
Once the observership has been coordinated and approved Aurora will provide a letter reflecting
the observer’s acceptance, timeframe of observership, location and specialty.
Observer must abide by all Aurora Health Care policies, rules and regulations while on-site and
must always wear the school or work ID badge. If you do not have a school or work ID badge,
work with loss prevention via your preceptor’s clinic manager to obtain a guest badge. Badge does
not have any access to clinics or offices.

Observer must abide by all Aurora Health Care policies, rules and regulations while on-site.

Observers are always expected to dress in a professional manner. No blue jeans, T-shirts, sandals,
etc.

An Aurora Health Care medical staff member must always accompany the observer while in the
presence of patients.

During any/all interactions with patients the observer must identify themselves as an “Observer”
and is required to request the patient’s permission to be present. If the patient declines, the
observer must leave the area immediately.

The observer is not allowed any other direct patient contact. Contact is defined as touching,
talking with, performing a medical history and/or exam, counseling (patient or patient’s
family/friends), assisting in surgery or any other procedure, or otherwise interacting with patients,
either individually or in the presence of others.

The observer cannot make patient chart entries (electronic or hard copy). They may not make
copies of charts. **There is no EPIC access.**

Observers are approved to participate in the following:
- Hospital Rounds
- Discuss patient interactions with the faculty if the patient has agreed
- View and discuss video of patient evaluations if the patient has agreed
- Participate in grand rounds, seminars, and other education activities
- Participate in case conferences

**Parking**
There is no charge for parking at any of our Aurora Health Care sites and it is recommended that
the observer park in the on-site parking structure; they are monitored.
**Working Hours**
The observer’s schedule is determined by their preceptor. It is recommended that the general schedule is established prior to the observership start date. Your scheduled time may not exceed 24 hours of time.

**Meals**
The observer is responsible for his/her own meals.

**Housing**
Housing is not provided for observers, you are responsible for your own accommodations during your observership duration.

**Cancelation Policy**
Once your observership has been confirmed it is our expectation that you complete your experience. If for any reason you need to cancel you are required to notify us in writing a minimum of 30 days before your observership begins. As a reminder, your $100 application processing and observership coordination fee is non-refundable.

**General Questions**
For any additional questions you may have please feel free to reach out to us at medical.education@aurora.org, you will receive a response within 48 business hours.

I agree, understand and will comply with all of the responsibilities and requirements outlined above and I will PERFORM AS AN OBSERVER ONLY.

__________________________________________
Printed Name

__________________________________________
Signature

___/___/____
Date