Clinical Observership Program

Program Policy

Purpose
The Clinical Observership Program offers clinicians from other healthcare institutions an opportunity for ongoing training and education at the NewYork-Presbyterian Hospital (NYPH), however, without involvement in “hands-on” or any direct patient care activities.

Policy
1. A clinical observer is a physician, dentist, doctor of philosophy (PhD), or medical resident who is involved in clinical practice and desires to visit the NewYork-Presbyterian Hospital for an informal educational experience.

2. The length of an observership may range from one day to three months. Upon approval of the Service Chief, observership status may be extended for up to three additional months. The Service Chief must clearly state why the observership is being extended and exactly what the clinical observer will be doing.

3. Clinical observerships may be requested by an NYPH Service Chief, medical staff member or directly by the clinician interested in an observership at NYPH.

NOTE: Observership requests made by medical students will not be granted. Interested medical students will be advised to contact the appropriate department within the medical college directly.

4. Observerships will not be granted for patient’s family members who wish to observe surgeries, procedures or other clinical encounters.

5. Any physician, dentist, PhD, or resident requesting a clinical observership must be sponsored by a member of the NYPH medical staff and must have approval of the Service Chief. The clinical observer is also required to be appropriately registered with the Medical Staff Office prior to commencement of the observership experience.

6. A clinical observer is not allowed to have any patient care responsibilities or engage in any “hands-on” experience with patients and their families. Clinical observers must always be accompanied by their sponsor or a university/hospital employee while on patient/clinical care areas.

7. A clinical observer may attend educational conferences, seminars and committee meetings. An observer may also watch surgeries or other procedures, patient care rounds and patient history and physical taken by the sponsor or other hospital/university clinician.

8. A clinical observer must be fluent in English and must submit the following documents as part of the application process. If the observer is part of a group at least one of the members of the visiting team must be fluent in English.
   a. Completed clinical observer application
   b. Curriculum Vitae
   c. Signed confidentiality agreement
   d. Signed waiver of liability, consent and immunity form
e. A government issued ID that must be verified by either an NYPH or university employee
f. Two letters of professional references from Director level persons at clinical observer’s home institution
g. For clinical observers coming from non-English speaking countries, observer must submit evidence of language competency in oral and written English (e.g., score of Test of English as a Foreign Language or another equivalent test). If neither test score is available, a telephone interview to assess English proficiency is required

NOTE: All correspondence and documents must be made in English.

9. A clinical observer must undergo health clearance which can be completed as follows:
   a. If observership is less than 30 days, the applicant may complete a Health Clearance Attestation form.
   b. If observership is greater than 30 days, the applicant is required to obtain medical clearance from the NYPH Work Force Health and Safety department.

NOTE: International practitioners must submit the above documents to International Services. Practitioners practicing within the United States must submit the above documents to the clinical Department which will in turn submit to the Medical Staff Office.

10. The Medical Staff Office must obtain
   a. A letter from the Service Chief requesting the observership including the exact dates of the observership, area of practice, procedures to be observed, and the name of NYPH medical staff member responsible for observer.
   b. Primary source:
      i. For those practicing in the United States
         • License
         • OIG
         • NPDB
         • Criminal Background Check
      ii. For those practicing outside of the United States
         • ECFMG
         • If not registered with ECFMG, observer will need to submit a Professional School Verification with a raised seal
         • International Background Check

11. No certificate will be given to the clinical observer; however, upon request by the observer the Medical Staff Office will issue a form letter acknowledging the date and type of observership completed and the name of sponsor.

12. On the first day of the observership, the clinical observer is required to go to the clinical department of the observership, obtain an “ID badge authorization letter.” The clinical observer will then present the letter to the security department and obtain the NYPH temporary ID badge. On the last day of the observership and prior to departure from NYPH, the clinical observer will return the temporary ID badge to the security department.

13. Clinical observers may be charged a fee for their observership.
14. If a clinical observer fails to adhere to any of the rules of the observership program or NYPH’s policies and procedures, the clinical observerships will be immediately terminated.

**Clinical Observership Program**  
**Guidelines for Clinical Observers**  
& **Observership Agreement**

The following is a summary of guidelines clinical observers must adhere to while at the NewYork-Presbyterian Hospital (NYPH).

- Clinical observers are not considered employees of NYPH or members of the medical staff. Therefore, they will not act as members of the medical staff or employees.

- Clinical observers do not receive any salary, other remuneration or compensatory reimbursements or benefits from NYPH.

- Clinical observers must wear the NYPH ID badge at all times while on hospital premises.

- Clinical observers may not be required to secure malpractice insurance. NYPH will not be responsible for the securing malpractice insurance for clinical observers.

- Clinical observers must be clearly identified to all patients and staff, and permission must be obtained from each patient (or proxy) for observer to be present during any encounter / procedure. Should a patient request a clinical observer to leave at any point during an encounter, the observer must leave at once.

- Clinical observers may not engage in any “hands-on” experience or activities with patients.

- Clinical observers may attend case discussions, patient care or teaching rounds, seminars, and committee meetings.

- Clinical observers may rotate in any clinical departments within NYPH and as directed or supervised by the sponsor. Areas may include inpatient or outpatient services, operating rooms, procedures areas such as interventional radiology, cardiac catheterization laboratory, and others.

- Clinical observers may not behave or speak in any manner that would lead a patient or family member to believe they are practicing physicians on staff at NYPH.

- Clinical observers are responsible for own personal transportation, accommodations, meals, medical insurance (if necessary), required immunizations and any other personal expenses incurred while at NYPH.
• Clinical observers are eligible to receive a certificate of attendance/completion of clinical observership at NYPH. They will not be entitled to receive any letters of reference, recommendation or commendation from their NYPH sponsor or mentor.

• Participation in the clinical observership program at NYPH will not have any bearing on any pending or future internship, residency, fellowship, or employment applications at NYPH or its affiliated medical schools.

• Clinical observerships can up to three months in length, but can be extended up to three additional months upon approval by Service Chief.

• Clinical observers are expected to adhere to all NYPH standards, rules and regulations, as well as all applicable laws while at NYPH.

• Clinical observers may not receive an NYPH computer access, engage in obtaining patient consents for procedures, write treatment orders or progress notes, administer treatments to patients, or indicate an affiliation with NYPH in any publications.

• A clinical observership may be terminated (or its duration may be changed) by the observer or the NYPH sponsor at any time.

  I understand and agree to abide by the guidelines outlined above

Clinical Observer’s Name

Clinical Observer’s Signature               Date

NYPH Sponsor’s Name (or designee)

NYPH Sponsor’s Signature (or designee)                                          Date