



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.20, **Observers (NOT IN EFFECT, STILL DRAFTED)**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish a policy for Medical Graduates, inclusive of both US-based (LCME/AOA) and International (IMG), who wish to observe clinical activities in TTUHSC graduate medical education programs.

REVIEW: This SOM Policy and Procedure shall be reviewed within each year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

This policy is limited to Observerships. Observership is defined as the position of observing patient care in a health care setting, without patient contact, for the specific purpose of gaining medical knowledge. **No research involvement is allowed.** Observerships are limited to graduates, not active students, from US-based or International medical schools that are also not active residents in non-TTUHSC, ACGME-accredited residency or fellowship programs. Active residents in non-TTUHSC, ACGME-accredited residency or fellowship programs are considered rotators and must follow the *TTUHSC Office of Graduate Medical Education application for resident or clinical fellow rotation process*. This policy does not supersede or restrict educational opportunities developed by the Office of Global Health through its International Agreement procedure for student and faculty exchange.

1. **Eligibility.** Individuals who may be eligible for observership include the following:
 - a. Graduate of a US-based medical school, not actively participating in an ACGME-accredited residency or fellowship program.
 - b. Graduate of an international medical school, not actively participating in an ACGME-accredited residency or fellowship program. International medical school graduates are required to demonstrate the following for eligibility:
 - (1) ECFMG certificate or proof of ECFMG certificate eligibility.

2. **Application.** TTUHSC GME Programs are not required to accept observers. Discretion of approval of observer applicants is the responsibility of the TTUHSC GME Program Director in the requested specialty. Each GME Program is responsible for collecting the observer application and supplemental documentation. The application packet must consist of the following; programs may require further application documentation, an interview, and/or an additional fee:
 - a. Observership Application, non-refundable application fee (\$150), and checklist, including:
 - (1) ECFMG certificate, or proof of eligibility, if applicable
 - (2) Current CV/Resume
 - (3) Medical School transcripts
 - (4) USMLE score reports
 - (5) Letter of Recommendation
 - (6) Headshot

After a preliminary review of the application, the GME Program will ensure the application is complete. The GME Program will present the application to the Designated Institutional Official, who will approve or disapprove the eligibility. If the person is determined to be eligible, the application will be processed by the GME Program of interest.

3. **GME Program Process.** After approval of the applicant eligibility by the DIO, the department sponsoring the applicant for the observership will be responsible for assisting the applicant to complete/obtain:
 - a. Consent to and completion of a Criminal Background Check
 - b. Completion of online Compliance & Safety Training

- c. Submit documentation of required immunizations and be cleared by the Office of Institutional Health
- d. Submit an epaf for a Nonpaid, Non Tech position (H88701)
- e. Enroll applicant in TTUHSC Professional Liability Insurance under Observer (OBS) provider-type for duration of observer experience
- f. Request badge from Texas Tech Police

Should the observer applicant need a B-1 visa, the GME Program will provide the physician with a letter for visa appointment and/or for presentation at the port of entry. Compliance with HSC OP 10.10 *International Visitors* is the responsibility of the GME Program.

4. **Rules for Observership.** The following applies to all clinical observers under supervision of TTUHSC faculty, whether approved through this policy/procedure, or through processes outside TTUHSC:
- a. Observers are not members of the TTUHSC workforce. However, they are required to comply with all TTUHSC, and affiliated clinical site(s), policies and procedures. A violation of any policy or procedure will result in the termination of the observership.
 - b. Observers must be supervised by a faculty designee at all times, especially when in the presence of patients.
 - c. All observers must wear a badge while on TTUHSC property
 - d. Observers are not allowed to have direct contact with patients, their families or friends. "Contact" includes, but is not limited to, taking patient histories, performing physical exams, writing/entering notes or orders in medical records, drawing blood, assisting clinicians with procedures, obtaining the results of diagnostic tests, counseling of any kind and all other activities that might be considered or related to patient care.
 - e. There is a maximum of two (2), one-month observerships per individual, which may not be extended.
 - f. No stipend support, compensation, medical insurance coverage, benefits, or housing will be provided by the TTUHSC or the affiliated clinical sites.
 - g. Observers will not receive any academic credit for the experience or special consideration for future residency or fellowship placement. The observership does not constitute medical education, graduate medical education, continuing medical education or training leading to licensure or board certification.
 - h. The following activities are permissible for observers:
 - (1) Participation in grand rounds, seminars, or other didactic activities;
 - (2) Participation in case conferences or chart rounds;
 - (3) May observe walking rounds with the supervising faculty physician or designee;
 - (4) May view and discuss patient interactions with the supervising faculty physician or designee, if the patient has agreed to permit observation;
 - i. Upon satisfactory completion of the observership, the sponsoring program will provide the Observer with a letter or certificate of completion of the observership.

5. **Acceptance into an Observership position will not constitute a precedent or guarantee future acceptance into residency or fellowship training in GME programs sponsored by TTUHSC.**