

GUIDELINES FOR CLINICAL OBSERVERS

Memorial Hospital for Cancer and Allied Diseases Memorial Sloan-Kettering Cancer Center (MSKCC)

Preamble: The following remarks pertain to physicians, dentists and doctors of philosophy (PhD) or related health care professional coming to Memorial Hospital/MSKCC for Clinical Observership. Individuals coming to work or study solely in the laboratories of the Sloan-Kettering Institute (SKI) will be governed by SKI's policies.

Definition of Clinical Observer: A physician, dentist or PhD or related health care professional who wishes to visit memorial Hospital for a period ranging from one day to three months for the purpose of observing clinical or non-clinical activity.

Physicians and dentists seeking formal residency or fellowship training with "hands-on" patient experience must be formally enrolled in a Memorial Hospital Graduate Training Program. Interested applicants must contact the education coordinator in the department of their specialty for information.

International Observers: (Two month maximum duration) Observers from institutions outside the United States must be reviewed and approved by the International Center. Information on the International Observer program can be found at:

<http://www.mskcc.org/cancer-care/healthcare-professionals/international-observership>.

Visa sponsorship is not provided by MSKCC. International observers should secure a business tourist visa (B-1 visa) for their visit.

U.S. Observers: Observers from U.S. institutions must complete the Clinical Observer Application form and submit all materials required below.

Please Note: Travel, housing, food, stipends and/or allowances will not be provided for Clinical Observers. Certificates of completion are not granted to Clinical Observers.

Observer Rules & Regulations

1) Any physician, dentist or PhD wishing to be a Clinical Observer must be sponsored by an MSKCC professional staff member and be appropriately registered in the Office of Graduate Medical Education.

2) An Observer Application must be completed for each period of Clinical Observership. The Observer application packet must be accompanied by:

- a) Completed application form with required approvals from Faculty Sponsor & Department
- b) Photo identification
- c) Curriculum Vitae (in English)

- d) Statement of Educational Goals for observership
- e) Letter of reference from current employer (must be printed on letterhead and dated within 6 months of observership start)
- f) Attestation of health clearance signed by current employer
- g) Signed copy of Guidelines for Clinical Observers
- h) Payment of \$100 processing fee unless qualified for waiver

3) A local address and phone number is required for the period of time the individual will be at Memorial Hospital. This information can be provided at registration on the first day of observership.

4) All correspondence with the observer, including the Observer Application form and accompanying documents, must be coordinated through the office of the sponsoring physician at Memorial Hospital. All documents should be submitted to the Office of Graduate Medical Education at least four weeks in advance of the observership.

5) A Clinical Observership is limited to a maximum period of three months (two months for international observers). Exceptions to this limitation will be handled on a case-by-case basis. All requested extensions must be made in writing to the attention of the Physician-in-Chief. The Office of Graduate Medical Education will not honor Clinical Observership requests for greater than three months without signed approval by the Physician-in-Chief.

6) A Processing Fee of \$100.00 will be charged to Clinical Observers applying to Memorial Hospital (unless exemption applies, see below). Checks should be made payable to Memorial Sloan-Kettering Cancer Center. Fee waivers will only be granted under the circumstances listed below. There are no exceptions to this requirement. The sponsoring physician or clinical department can elect to pay the administrative fee on behalf of the observer.

- Individuals applying for Residency or Fellowship programs at MSKCC who are visiting for interview purposes (maximum period of one week);
- Individuals being recruited for appointment to the medical staff;
- Individuals presenting at departmental conferences/grand rounds; and
- Individuals of national/international prominence in the field of Medicine.

7) **All Observers must be currently employed as a clinician**, and provide a letter of recommendation from their current employer. The letter must be printed on letterhead and dated no more than 6 months before the start date of the observership, or a replacement will be required.

8) The Observer should prepare a Statement of Educational Goals for the observership, to be reviewed by the faculty sponsor. Sponsors will only accept Observers whose goals are appropriate and reasonable for an Observership; can be met within the allotted time; and which will not impose an undue amount burden on the part of Memorial Hospital faculty, staff, and other resources.

9) The Observer must submit an Attestation of Medical Fitness form that has been signed by his/her current employer.

10) On the first day of observership, Clinical Observers must register in the Office of Graduate Medical Education (Room M-2101A. Hours: Monday to Friday 8:30 AM to 5 PM. X6788) and present the following in order to obtain a Clinical Observer Identification Badge:

- Photo identification, e.g., passport, driver's license or government issued identification
- A valid passport **must** be presented for international Clinical Observers

Accommodation can be made for observers beginning earlier than 8:30 AM. The sponsor's office should contact the GME Office at X6788 for more information.

11) The Memorial Hospital sponsor or qualified professional staff must be present during all patient encounters by the Observer. Sponsors will inform each patient of the Observer's status and the patient will be given a meaningful opportunity to object to the Observer's presence during the provision of care. Observerships will not be granted for patients' family members who wish to observe surgeries, procedures, or other clinical encounters.

12) Clinical Observers are **forbidden** to have any patient care responsibilities, clinical research involvement with patients, or any other "hands-on" experience with patients.

Observers may not have access to any patient protected health information for any purpose other than their educational experience at Memorial Hospital. Observers may not have access to patient medical records, whether hard-copy records or electronic files, without prior approval of the attending physician. Under no circumstances will an Observer be permitted to make notations in a patient's record. Observers are not permitted access to HIS or other MSK clinical system, or any departmental databases.

Observers are not permitted to remove any materials containing patient protected health information, including paper documents or electronic files, from the premises without prior written approval from the sponsor. Observers may not use cameras, video, audio, or digital recording devices while on the premises without prior written approval of the attending physician and the patient.

13) **Compliance Training:** All Clinical Observers whose observership is greater than 5 days are required to complete the following training modules and provide proof of completion to the Observers' administrative contact or to the GME office by the end of their first day of Observership: Code of Conduct, Privacy Basics, Privacy in the Clinical Setting, and Keeping Data Safe. Links to the online courses will be provided to the Observer by the first day of their Observership.

14) The ID badge must be returned to GME or your Administrative contact at the conclusion of the Clinical Observership. No certificate will be given to the Clinical Observer. However, upon request of the MSKCC sponsor, a form letter certifying the Clinical Observer's stay at MSKCC may be issued by the Departmental Coordinators or sponsoring staff.

By accepting the status of Clinical Observer, the applicant agrees to abide by all the rules and regulations, policies and procedures of MSKCC governing visitors and patients. In particular, Clinical Observers:

- are forbidden to have any patient care responsibilities and/or clinical research involvement with patients;
- must wear the observer identification badge at all times at MSKCC during the approved period of the observership;
- must obtain patient permission prior to observing;
- confirm their understanding the Clinical Observership is a "**hands-off**" experience; and,
- demonstrate respect for confidentiality of the patient's condition and medical record, including, but not limited to, by completing a privacy education session as required by Memorial Hospital's Privacy office, in cooperation with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), on the first day of their Clinical Observership.
 - Observers at Memorial for 5 days or less complete a handbook education session
 - Observers at Memorial for more than 5 days must complete computer-based training modules

If it is determined that a Clinical Observer has failed to abide by any of the aforementioned rules and regulations, then termination of the Clinical Observership will be **immediate**.

I agree to abide by all of the rules, regulations, policies and procedures of Memorial Hospital for Cancer and Allied Diseases/Memorial Sloan-Kettering Cancer Center:

Observer Signature _____ Date _____

Observer Name: _____