

<b>CHLA</b>	<b>HOSPITAL POLICY AND PROCEDURE MANUAL</b>			
	SUBJECT: Observation of Patient Care			
	ORIGINAL DATE: 3/22/2005	EFFECTIVE DATE: 4/3/17	PREVIOUS NAME/NUMBER:	PAGE NUMBER: Page 1 of 3
POLICY NUMBER: ADM - 67.0	CHAPTER: ADMINISTRATIVE		APPROVED BY: Medical Executive Committee; Board of Trustees	

**PURPOSE:**

The purpose of this policy is to outline specific requirements and protocols for allowing individuals seeking medical educational observership experiences at Children’s Hospital Los Angeles (CHLA). Exceptions to this policy are CHLA employees, medical staff members, medical students, dentists and physicians in training seeking academic credit. For Clinical Services disciplines, refer to CHLA Policy [CC - 023.0 Student Placements, Observation, and Job Shadowing/Tours of Patient](#).

**POLICY STATEMENT:**

CHLA is a teaching hospital and serves as an educational facility for various healthcare students in formal educational programs and professionals wishing to observe patient care. Additionally, CHLA provides an opportunity for high school and college students to receive an up-close look at the world of health care as a basis for career planning.

The purpose of an Observership is to allow individuals, with or without prior medical education, to observe medical professionals as they care for patients and families for a specific period of time at CHLA. All observers require a CHLA Medical Staff sponsor. An observer is only to watch under the supervision of their CHLA sponsor. The observer is not permitted, under any circumstances, to have any patient /family physical or verbal contact related to clinical or research activity, provide consulting services, do any work, or attend any CHLA medical staff committee meetings or activities. An observership is undertaken solely for the purposes of gaining knowledge by observing. There will be no access to clinical systems, no compensation, no benefits, no educational credit, and no employment relationship with CHLA in connection with this Observership.

**PROCEDURE:**

**1. Physicians, dentists, and physician assistants**

- A. Medical Staff Services Department processes physicians, dentists and physician assistants, who are not employees or Medical Staff members at CHLA. All completed observer application materials (Attachments 1-5) must be provided to Medical Staff Services at least two weeks prior to the proposed start date of the observer.
- B. International physician observers must be processed through the Center for Global Health prior to submission of application materials to Medical Staff Services Department. Contact [globalhealth@chla.usc.edu](mailto:globalhealth@chla.usc.edu). Once Medical Staff Services processes and clears the observer, a hospital Identification Badge will be issued. Refer to CHLA Policy [EOC - 19.0 Identification Badge](#) for more information.

**2. Medical Students**

- A. Medical students from the Keck School of Medicine at USC or those seeking clinical electives for academic credit from other medical schools are processed through the Medical Education Office at [MedEdOffice@chla.usc.edu](mailto:MedEdOffice@chla.usc.edu). Students not from the Keck School of Medicine at USC who wish to observe in clinical areas without academic credit will be

<b>CHLA</b>	<b>HOSPITAL POLICY AND PROCEDURE MANUAL</b>			
	SUBJECT: Observation of Patient Care			
	ORIGINAL DATE: 3/22/2005	EFFECTIVE DATE: 4/3/17	PREVIOUS NAME/NUMBER:	PAGE NUMBER: Page 2 of 3
POLICY NUMBER: ADM - 67.0	CHAPTER: ADMINISTRATIVE		APPROVED BY: Medical Executive Committee; Board of Trustees	

cleared by the Medical Education Office under the guidelines outlined in this policy. All completed observer materials must be provided to the Medical Education Office at least two weeks prior to the proposed start date.

- B. Medical students from the Keck School of Medicine at USC participating in research must also be processed through the Medical Education Office at [MedEdOffice@chla.usc.edu](mailto:MedEdOffice@chla.usc.edu). Medical students from other schools who wish to participate in research will not be provided observer status, and will be processed through TECPAD and TSRI at [tecpad@chla.usc.edu](mailto:tecpad@chla.usc.edu).

**3. High school and college students**

- A. High school and college students, who are seeking an observership experience must be participating in an approved CHLA program or sponsored directly by a member of the CHLA Medical Staff. All completed observer materials must be provided to Medical Education Office at least two weeks prior to the proposed start date. Contact [MedEdOffice@chla.usc.edu](mailto:MedEdOffice@chla.usc.edu). Students must meet the following requirements:
- i. Students must be at least 16 years of age to observe care at CHLA.
  - ii. Students younger than 18 years of age must have a parent or legal guardian consent prior to starting their observership experience.

**4. Volunteers**

- A. Individuals who seek a volunteer experience are not covered by this policy. Please contact [volunteers@chla.usc.edu](mailto:volunteers@chla.usc.edu).

**5. Individuals Participating in Research**

- A. Individuals who seek a research experience are not covered by this policy. Please contact [tecpad@chla.usc.edu](mailto:tecpad@chla.usc.edu).

**DOCUMENTATION/ATTACHMENTS:**

All of those covered by this policy must review and complete the following attachments:

1. [Expectations of Observer and Sponsor \(ADM - 067.1\)](#)
2. [Observer Privilege Form \(ADM - 067.2\)](#)
3. [Confidentiality Statement \(ADM - 067.3\)](#)
4. [HIPAA and HITECH \(ADM - 067.4\)](#)
5. [Immunizations \(ADM - 067.5\)](#)
6. [CHLA Environment of Care \(ADM - 067.6\)](#)

<b>CHLA</b>	<b>HOSPITAL POLICY AND PROCEDURE MANUAL</b>		
	SUBJECT: Observation of Patient Care		
	ORIGINAL DATE: 3/22/2005	EFFECTIVE DATE: 4/3/17	PREVIOUS NAME/NUMBER:
			PAGE NUMBER: Page 3 of 3
POLICY NUMBER: ADM - 67.0	CHAPTER: ADMINISTRATIVE	APPROVED BY: Medical Executive Committee; Board of Trustees	

**POLICY OWNER:**

Director, Medical Staff Office

**CONTRIBUTORS:**

Madeline Schneikart

Director, Medical Staff Office

Rima Jubran, MD, MPH, MACM

Director, Graduate Medical Education (DIO)

Marianne Ward

Medical Education Office

Tracy Tierney

Medical Education Office

Mae-Fay Koenig

Director, Center for Global Health

Lindsay Bui

Analyst, Compliance and Privacy

Training Education Career Planning and Development, Saban Research Institute

CHLA Volunteer Services

CHLA Legal Counsel