

EXPECTATIONS FOR OBSERVERS AND SPONSORS

ADM – 067.1 Attachment A

- Observer will only watch. He or she is not permitted any direct patient contact and may not perform any patient services which includes, but are not limited to, performing the following functions: taking medical history, performing physical examination, diagnosing and treating patient's condition, prescribing and administering drugs, writing notes or orders in patient's chart, performing and assisting in a procedure, or billing for services rendered.
 - 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 or family request an observer to leave at any point during an encounter, the observer must leave at once. An observer may not behave or speak in any manner that would lead a patient to believe that s/he is involved in patient care activities.
 - The Observer must also be accompanied and supervised by a CHLA attending physician or other designated staff clinician when observing patient care activities.
 - Observerships are limited to 30 days with exceptions for International Observers who may observe for no more than 90 days. Limited exceptions may be made with appropriate approval only from the Chief of Staff or the CEO.
 - Observer must wear a CHLA Identification badge or appropriate single day visitor pass (issued by the CHLA front desk) upon completion of the appropriate paperwork and prior to entering the hospital and hosting department. The Identification Badge will be temporary and will display the title of "Observer" and must be returned to the Observer's Department/Division Administrator or to Human Resources at the end of the observer appointment.
 - Observer will not be permitted to engage in any research activity associated with observation; i.e. laboratory or clinical research projects/manuscripts.
 - Observer may not have an infectious disease or condition that could be transmitted to patients
 - Observers are responsible for their personal health insurance, personal transportation, accommodations, meals, required immunizations and any other personal expenses incurred for observing at CHLA.
 - Observer will not be considered an employee or staff member of CHLA and will not be entitled to salary, benefits, reimbursement of expenses or other compensation; nor will this Observer appointment apply towards elective credit or transcripts for completion of any educational programs (i.e. clinical schools, residencies or fellowships).
 - Observer acknowledges and agrees to the CHLA Sexual Harassment Policy (HR & MS- 46.0)
 - Observer acknowledges and agrees to the CHLA Intellectual Property Policy (ADM 142.0). Observer agrees to disclose and do hereby assign to CHLA any and all rights, title and interest in and to any inventions, ideas, or confidential information, whether or not patentable, made or conceived by me alone or in conjunction with others, which: (i) is made with the equipment, supplies, facilities, confidential information or time of CHLA; or (ii) relates in any manner to the business of CHLA; or (iii) is suggested by its results from work performed by me for or on behalf of CHLA.
 - CHLA will not provide a certificate of completion for Observerships. Letters indicating dates and activities may be only be provided Center for Global Health or the Graduate Education Office.
 - Observer agrees to comply with the CHLA Social Medical Policy (HR 63.0) Observer understands that he/she is prohibited from friending, following, or otherwise engaging with patients of our hospital in an effort to preserve and protect their privacy from being breached. Observer also agrees not to photograph any materials presented at conferences, any patients, or other materials at CHLA.
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Effective Date: 4/3/17

- The observer is expected to leave on the designated end date of their observership. If the observer was given a badge, it must be returned to Human Resources or the assigned Division observing in.
- Observers must comply with all CHLA standards, rules and regulations, and policies as well as all applicable federal, state and local laws pertaining to government health care programs, including patient confidentiality and Health Insurance Portability and Accountability Act (HIPAA).
- The Observer, the sponsoring physician or CHLA may terminate this appointment at any time and for any reason prior to the scheduled conclusion of the observer appointment by providing written or oral notice to the other party. Observer acknowledges that there is no grievance, appeal or other due process procedures available to challenge the termination of an Observer appointment.
- Observer Dress Code per CHLA Dress Code (HR- 06.0)
 - Business or business casual attire including closed-toe shoes, per CHLA dress code

I have read and understand what is expected of the observer and the sponsoring physician.

Signature – Observer

Signature – Sponsoring Physician

Print Name

Print Name

Date

Date
