



Vice President and Chief Executive Officer of the Medical Center

MEDICAL CENTER POLICY NO. 0315

- A. SUBJECT: Management of Observers
- B. EFFECTIVE DATE: April 1, 2014
- C. POLICY:

This policy sets forth a standardized process for the onboarding and management of individuals seeking to use Medical Center resources for observation and career exploration. This process shall be managed by the Office of the Associate Vice President for Hospital and Clinics Operations.

For information on the management of Students Preceptorships, refer to [Medical Center Policy No. 0316 "Management of Student Practicums/Preceptorships"](#). Student practicums and preceptorships, as described in that policy, require a formal affiliation agreement between a host school and the University of Virginia Medical Center.

For information on the management of Non-UVA GME Trainees, contact the GME Office (434-243-6297).

For information on the management of visiting physicians, contact the Clinical Staff Office (434-243-5896).

1. Definitions:

- a. "Observer" shall refer to high school students at least 16 years of age, post-secondary students or adults, including but not limited to friends and relatives of current employees, with a *bona fide* educational interest in using Medical Center facilities, programs, and services for observation and/or career exploration opportunities, the duration of which does not exceed a 30-day calendar period within one calendar year. An Observer does not provide patient care or other services within or for the benefit of the Medical Center.

The request for an observation exceeding a 30-day calendar period within one calendar year shall be reviewed by the manager/supervisor of the area in which the observation would take place, as well as by the Manager of Volunteer Services, and the Director, Special Projects for Hospital and Clinic Operations.

- b. "Sponsor" shall refer to a Medical Center, School of Medicine, School of Nursing or UPG employee responsible for supervising the Observer and ensuring all policy requirements are met.

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2. Responsibilities of Observers

- a. Observers shall comply at all times with Medical Center policies and procedures, including but not limited to those related to patient privacy.

3. Responsibilities of Sponsors

- a. The Sponsor shall supervise or ensure adequate supervision, at all times, of Observers during their observation.
- b. The Sponsor shall be responsible for scheduling of the Observer's experience.
- c. The Sponsor shall obtain approval from the Sponsor's manager, or the manager of the area where the observation will take place, if different, prior to accompanying an Observer to any patient care area or to any area not open to the public.
- d. The Sponsor shall obtain/complete the following documentation prior to the observation experience:
 - i. For **observations in non-clinical/non-patient care settings, or for observations less than 10 days in a clinical/patient care area**, the following requirements must be met prior to the beginning of the observation, and all related documentation retained for a period of five years as further described below:
 - a) **Contract/Agreement:** The Sponsor must complete a Medical Center Observation Agreement, available from Medical Center Contracts Management (434-924-5039). The Sponsor is required to retain a copy of the completed agreement for five (5) years and submit the original document to the Director, Special Projects for Hospital and Clinic Operations (434-924-9161).
 - b) **Orientation:** The Sponsor is required to review with the Observer the orientation information provided in the Medical Center Observation Agreement, and to obtain required signatures (all documentation shall be retained with contract/agreement described in Section C.3.d.i.a above).
 - c) **Infection Control:** The Sponsor is required to review with the Observer the infection control information provided in the Medical Center Observation Agreement, and to obtain required signatures (all documentation shall be retained with contract/agreement described in Section C.3.d.i.a above).
 - d) **Infectious Disease Requirements:** The Sponsor must ensure Observer is in compliance with Medical Center Infectious Disease Standards related to the influenza vaccination; refer to the Infection Prevention and Control Manual, Chapter 12, Policy B04 (all documentation shall be retained with contract/agreement described in Section C.3.d.i.a above).
 - e) **Criminal Background History:** Not required.
 - ii. For **observations between 10 and 30 days in length in a clinical/patient care area**,

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the following requirements must be met prior to the beginning of the observation, and all related documentation retained for a period of five years as further described below:

- a) **Contract/Agreement:** Sponsor must complete a Medical Center Observation Agreement as provided by Medical Center Contracts Management (434-924-5039). The Sponsor is required to submit the original document to the Director, Special Projects for Hospital and Clinic Operations (434-924-9161) when the document has been fully executed, and to retain a copy of the completed agreement in the Sponsor's records for five (5) years.
- b) **Standard Precautions/Infection Control:** Sponsor is required to obtain documentation of Standard Precautions training within past 12 months. If documentation not available, observer must complete the UVA Standard Precaution/Infection Control Computer Base Learning Module. (all documentation shall be retained with contract/agreement described in Section C.3.d.ii.a above)
- c) **Medical Center Orientation Mandatory Training:** Sponsor must contact the Learning & Organizational Development office (434-243-3344 or email LMS@Healthsystem.virginia.edu) to register observer for mandatory training. Additional registration and orientation training may be required as determined by the Sponsor based on the Observer's role/work environment (all documentation shall be retained with contract/agreement described in Section C.3.d.i.a above).
- d) **Infectious Disease Requirements:**

Sponsors must obtain the following documentation from Observers, and retain all documentation with the contract/agreement described in Section C.3.d.i.a above:

- (1) Negative Tuberculin Skin Test (TST) within the past 12 months and appropriate care if positive. If unable to receive a TST, a negative TB signs and symptoms review plus documentation of a past negative chest x-ray.
- (2) 2 MMRs or the equivalent or positive titers to all three diseases or medical documentation of having all three diseases.
- (3) Tdap (tetanus, diphtheria and acellular pertussis) if it has been > 2 years since the last Td (tetanus-diphtheria).
- (4) 2 doses of Varicella vaccine or report of history of disease or positive titer to the disease.
- (5) Three doses of appropriately spaced Hepatitis B vaccine along with a positive titer to the disease.
- (6) Influenza vaccination, as required to be in compliance with Medical Center Infectious Disease Standards. Refer to the Infection Prevention and Control Manual.

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Note: In the event of an outbreak of any vaccine preventable disease, Hospital Epidemiology, in conjunction with the State Department of Health, will determine restrictions to be placed on individuals who lack evidence of immunity.

e) ***Respiratory Fit Testing:***

- (1) Observers who may be exposed to patients who are on airborne precautions shall have respiratory fit testing to a N95 mask (manufacturer and type used by the Medical Center) and shall be required to wear a fit-tested N95 mask for all such observation/care experiences.
- (2) The University of Virginia Medical Center shall provide the Observer, upon request, with information regarding the manufacturer and type of N95 masks that are in use at the Medical Center.
- (3) N95 masks other than those types available at and provided by the University of Virginia Medical Center shall be provided by the Observer.

f) ***Criminal Background History:*** Sponsor should obtain a completed Attestation of Criminal Background form, available from Medical Center Contract Management (434-924-5039).

- (1) In the event of a prior criminal conviction, the Sponsor shall consult with the Manager/Supervisor of the unit on which the observation would take place.
- (2) The Manager/Supervisor will be responsible for deciding whether the Observer is permitted in this area. In this regard, Manager/Supervisors are encouraged to consult [Medical Center Human Resources Policy No. 202 "Criminal Background Check"](#) for guidance in making this decision.

D. PROCEDURE

1. Identification Badge

- a. On the Observer's first day, the Sponsor must take the Observer to ID Badge Services (434-982-4009) and acquire an identification badge.
- b. The badge must be worn by the Observer at all times while on Medical Center premises, and must state 'Observer'.
- c. Following the observation, the Sponsor is required to collect the ID badge from the Observer and return to ID Badge Services; refer to [Medical Center Policy No. 0004 "Medical Center Identification"](#) for further information.

2. Parking

- a. Observers who wish to request parking at a Medical Center site are responsible for contacting University Parking and Transportation prior to the observation experience.

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- b. A temporary parking pass is available for purchase.
- c. Additional questions regarding parking information may be directed to Parking and Transportation Services (434-924-7231).

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:

3/21/14

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Approved March 2014

Approved by Associate Vice President for Hospital and Clinics Operations

Approved by Medical Center Administration