

CLINICAL OBSERVERS AND SHADOWERS

PURPOSE

To define the circumstances and conditions when an individual is allowed to “shadow” or “observe” a UCLA licensed health professional within the UCLA Health System.

SCOPE

This Health System Policy applies to the Ronald Reagan Medical Center, Santa Monica UCLA Medical Center, and UCLA Health Ambulatory Clinics.

DEFINITION

“Shadowers” = pre-health students, non-professionals, ages 18 and older (age exceptions may be made for approved programs)

“Clinical observers” = physician colleagues, degreed/licensed health professionals (ie. nursing and other allied health professions)

POLICY

UCLA Health System & DGSOM believe that under certain circumstances there are benefits for pre-health students (***non-professional “shadowers”***) and physician colleagues (***health professional “observers”***) to accompany UCLA Health/DGSOM physicians or other licensed health professionals (ie. medical doctor, nurse, dietician, dentist, etc.) as they perform clinical duties. Because “shadowers” and “clinical observers” impact operations, cost and the patient experience, the institution defines who and where this practice occurs and which policies must be observed.

PROCEDURE

- I. Shadowing guidelines:
 - A. Shadowing by undergraduate and graduate students is **permitted only as part of a formalized program** sponsored by DGSOM or the Health System; new DGSOM or Health System programs require Dean’s office approval.
 - B. “Shadowers” from formally sponsored programs must be at least 18 years of age; however, exceptions may be made for long established, organized programs which have already been in place for a number of years. (ie. Eve and Gene Black Summer Program)
 - C. “Shadowers” must comply with hospital policies (listed in Addendum I).
 - D. **Individual student shadowing which is not part of a DGSOM or Health System sponsored program is not permitted.**
 - E. DGSOM Departments and the UCLA Health System may designate certain areas as “off-limits” to shadowing.

- F. The UCLA physician being shadowed by a student in a formalized DGSOM or Health System sponsored program must submit a sponsor form with guidelines and signature stating that she/he agrees to policies.
 - G. Verbal patient consent must be obtained by the physician before the shadower enters the room. Patients have the right to refuse shadowers.
 - H. Individuals approved to shadow under a formalized DGSOM/Health System approved program will be processed through the Direct Referral program in Volunteer Services.
 - I. List of Formalized Programs (listed in Addendum II)
 - J. Procedures to Become a Formalized Program:
 - i. A Formalized Shadowing Program Application must be completed and submitted to the Volunteer Office for review.
 - ii. The program must be approved by the Dean's Office.
 - K. Exceptions regarding eligibility:
 - i. A Shadowing Exception Request form must be completed and submitted to the Volunteer Office for review.
 - ii. The form must be approved and signed by the Dean, Chair or Designee, HS COO or Designee, whichever person is most immediately responsible for the exception.
- II. Clinical Observer guidelines:
- A. Licensed healthcare professional "clinical observers" from other institutions **are** permitted.
 - B. "Clinical observers" must comply with hospital policies (health clearance, HIPAA, immunizations, etc.).
 - C. Verbal patient consent of the patient must be obtained by the physician before the observer enters the room. Patients have the right to refuse observers.
 - D. Medical professionals invited by faculty to observe clinical activity for a specified period of time (6-90 days) will be processed as a "clinical observer" through the Health Professional Observership Program by the Volunteer Services.
 - i. International Clinical Observers will be referred to and processed by the Center for World Health (for requirements and guidelines please contact Center for World Health)
 - E. **A non-refundable application/processing fee will be charged to review documentation, immunizations, Visa status and medical credentials.** Financial hardship requests will be considered on a case-by-case basis with final determination by the Dean's office.
 - F. Prospective "clinical observers" must complete and submit the following requirements and forms to the Volunteer Office 30 days prior to their start date (listed in Clinical Observer Guidelines).
 - G. Exceptions regarding eligibility:

- i. A Clinical Observer Exception Request form must be completed and submitted to the Volunteer Office for review.
 - ii. Forms must be approved and signed by the Dean, Chair or Designee, HS COO or Designee, whichever person is most immediately responsible for the exception.
- III. Time constraints:
 - A. Individuals invited for “observerships” limited to fewer than 6 days are considered “guests” and should be processed at the departmental level.
 - B. Guests requesting time extension for over 5 days must be on boarded as “clinical observers” by the Volunteer Services.

FORMS

Addendum I

Addendum II

Formalized Shadowing Program Application

Clinical Observers Policy Guidelines

Shadowing Exception Request Form

Clinical Observer Exception Request Form

REFERENCES

Laws, Regulations, Policies referred in the text of the policy.

CONTACT

Director of Volunteer Services

REVISION HISTORY

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APPROVAL

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ATTACHMENTS

NONE