

Physician Education Express

Job Shadow / Observer – ADM 1.83

December 2017



Audience: Providers

Education Level: YELLOW

Effective: December 31, 2017

Purpose

The purpose of this policy is to establish guidelines for authorizing observation experiences in clinical and non-clinical areas at Indiana University Health. The policy applies to all individuals and workforce members who are invited to observe and participate in the roles and responsibilities related to observer activities within IU Health in both inpatient and outpatient settings. Exceptions to this policy may be made that are more restrictive in nature, but changes should not be made to make the policy less restrictive.

On Boarding Packet

The onboarding packet will include the following items:

1. Observer/Shadow Application
 - ✓ Observer Information and Emergency Contact Information
 - ✓ Observer Application Questionnaire
 - ✓ Health Screening Questionnaire
 - ✓ Required Immunization Checklist
(proof/documentation must be provided)
 - ✓ Observer/Shadow Agreement and Acknowledgement
2. Facility Specific Non-Hospital Personnel Observer Orientation Information (may include quiz)
3. Hand Hygiene Information (may include quiz)

Highlights

- ✓ An Observer must be at least 18 years of age or older. **Verification of age must be completed through review of birth certificate or driver's license.**
- ✓ Observers must have **up to date immunizations** (Proof/documentation must be provided)
- ✓ Expiration of approved observation timeframe occurs 30 days from the date of the **completed/read TB test**. Exceptions may be granted by the facility's student liaison for extension of this 30 day limit if approved by all involved parties

For questions, contact:

Julie Ohi, RN, JD, CPHRM
Privacy Program
Indiana University Health -
317-963-7815
johi@iuhealth.org

Click here to review the policy
[ADM 1.83](#)