

	The Johns Hopkins Hospital Corporate and Administrative Policy Manual Administration	<i>Policy Number</i>	ADM019	
		<i>Effective Date</i>		
		<i>Approval Date</i>	N/A	
	<i>Subject</i>	Student Observer of Clinical Care	<i>Page</i>	1 of 4
			<i>Supersedes</i>	N/A

Keywords: clinical experience, student, observational experience, share time, volunteer, shadow time, unit visit

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Appendix A: Student Observership Sponsor Form	Click Here
Appendix B: Confidentiality Pledge for Visitors (Web Link)	Click Here
Appendix C: Student Observer of Clinical Care Packet	Click Here

I. OBJECTIVES AND POLICY HIGHLIGHTS

The purpose of this policy is to establish a process for clinical observerships at The Johns Hopkins Hospital by students interested in the healthcare industry. The intention of student observerships is for educational purposes only.

II. INDICATION FOR USE AND EXCLUSIONS

- A. This policy applies when a student observer requests an observership experience with a sponsoring clinician/designee, not to exceed 2 weeks or 80 hours total over the course of one academic semester.
- B. This policy is not indicated for:
 1. Job shopping
 2. Student clinical placements or practicums
 3. Observations lasting longer than 2 weeks or 80 hours. For observation longer than 2 weeks or 80 hours, contact the Volunteer Office in Carnegie 173

III. DEFINITIONS

Student Observer	A student interested in the healthcare industry who will be watching patient care for educational purposes, but not subject to a written contract. Students must be 16 years of age or older. Students under the age of 18 years must provide a signed parental consent form (See Appendix C).
Observation Time	A limited period of time not to exceed 2 weeks or 80 hours over one academic semester.
Sponsoring Clinician/ Designee	The individual who acts as a host to the observer and is responsible for the observer's conduct. The sponsor must be a current employee of JHU or JHH. They are responsible for making sure that the student observer completes the required paperwork and follows JHH policies and procedures.

IV. RESPONSIBILITIES

- A. Sponsoring Clinician/Designee:

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1. Approves student observations at own discretion and completes the Student Observership Sponsor Form (See appendix A)
 2. Obtains signature on Confidentiality Pledge for Visitors and maintains form **in department on unit** per HIPAA office policy (See appendix B)
 3. Provides student observer with required Student Observer of Clinical Care Packet prior to beginning observation (Appendix C)
 4. Assures completion and storage of required documentation as determined by department
 5. Provides a safe and educational clinical observation for student, assuring that student has no physical contact with patients
 6. Introduces student to all patients as either a "student observer" or "observer" **and obtains verbal permission from the patient to allow the student observer to be present**
 7. Assures student observer is always accompanied by a sponsoring clinician/designee **while in a clinical area**
 8. Provides any additional training associated with patients, hazardous materials, dangerous equipment, or exposure to animals
 9. Notifies department administrator of the observation
 10. Complies with hospital and clinical policies which may prohibit visitors from accessing certain patient care areas
- B. Student Observer:
1. Signs Confidentiality Pledge for Visitors (Appendix B)
 2. Completes required documentation in the Student Observership of Clinical Care Packet and returns to sponsoring clinician/designee (Appendix C)
 3. Abides by expectations set forth in this policy
 4. Has no physical contact with patients
 5. Is accompanied by a JHH or JHU employee at all times while in any clinical area

V. PROCEDURE

- A. General Information:
1. Student observers are not issued employee ID badges or keys
 2. The hosting department for the sponsoring faculty/designee is responsible for issuing a "Student Observer" badge which is worn by the student observer at all times while on campus
 3. Student observers shall not:
 - a. Have physical contact with patients
 - b. Be given access to electronic medical records systems
 - c. Be issued a JHED ID
 4. Patients have the right to refuse to have a student observer present during examinations and discussions. If a patient refuses to permit a student observer to be present during examinations and discussions, that request must be honored
- B. Prior to beginning student observership, the sponsoring clinician/designee shall:
1. Complete the Student Observership Sponsor Form (Appendix A) and file per departmental requirements
 2. Inform student about required documentation prior to starting observership and provide requesting student with:
 1. Confidentiality Pledge for Visitors (Appendix B)
 2. Student Observer of Clinical Care Packet (Appendix C)
 3. Determine the type of student observation to be provided and obtains necessary approvals, as indicated, prior to student visit
- C. Once student observership begins, the sponsoring clinician/designee shall:
1. Assure completion of all required documentation and file in departmentally-determined designated area

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2. Provide student **observer** with "Student Observer" badge
3. Assure that student **observer** is accompanied by a JHH or JHU employee at all times while in any clinical area

VI. DOCUMENTATION

Required student observership documentation shall be stored in area designated by each department and shall include:

1. Student Observership Sponsor Form (Appendix A)
2. Confidentiality Pledge for Visitors (Appendix B)
3. Student Observer of Clinical Care Packet (Appendix C):
 - Parental Consent Form
 - Expectations of Behavior
 - Immunization Record
 - Bloodborne Pathogens Overview

VII. EDUCATION AND COMMUNICATION

- A. The Office of Medical Affairs will send notification to clinical department heads to communicate the policy to appropriate staff in their departments.
- B. Important aspects of the policy will be communicated via Medical Staff and Nursing publications.
- C. Functional Unit Directors will inform relevant staff members about this policy.
- D. This policy will be placed in the Interdisciplinary Clinical Practice Manual on the [JHH website](#).

VIII. SUPPORTIVE INFORMATION

See Also/References:

- [JHH HIPAA website](#)
- Johns Hopkins Hospital, Nursing Practice and Organization Manual Vol I
 - [E&R308 Clinical Observations for Students and Visitors](#)
 - [PAS007 Visitors in the Operating Rooms](#)
 - [PME012 Confidentiality Agreements](#)

Sponsor:

- Administrative Committee of the Medical Board

Developers:

- Volunteer Services
- Risk Management
- Office of Medical Affairs

Medical Board - Approval Date:

Effective Date:

Review Cycle - Three (3) years

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IX. SIGNATURES

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