

A. Purpose:

- To provide guidelines to support observership placements for individuals who are requesting to gain knowledge and expertise about health care and/or services within a healthcare organization. This may involve the opportunity to observe specific procedures and/or patient care processes.

B. Observers:

Other Healthcare Practitioners, which include MD's from outside Canada; and Non MD's from Canada or elsewhere.

Exclusions – Recruits in process wanting to observe while paperwork/appt in finished

C. Definitions:

An Observer is not considered an employee of the Hospital and therefore is not:

- Entitled to salary, benefits, reimbursement of expense of other form of compensation
- Covered under the Workplace Safety and Insurance Board (WCB)
- Covered under the organization's liability insurance
- Entitled to access to Occupational Health Services

D. Role of Observer:

- An observer is not permitted, in any circumstance to provide any patient care. This prohibition includes but is not limited to:
- Taking a medical history
- Conducting physical examination
- Diagnosing or treating patient's conditions
- Ordering, preparing or administering drugs
- Documenting on patients' health records, either in electronic or hard copy format
- Having independent access to health records, either in electronic or hard copy format
- Performing or assisting in surgical procedures, or diagnostic patient interventions
- Obtaining consent
- Interacting directly with patient
- Providing health care advice

E. Documentation Required to Request Observership (attached):

- Completed observer application with a criminal record check which includes a vulnerable sector search
- Statement of Agreement and Acknowledgment of Role & Responsibilities
- Confidentiality agreement

**Observer Statement of Agreement and
Acknowledgement of Roles & Responsibilities:**

1. An observer will not, under any circumstance, be involved in any form of direct patient care. Patient care involves, but is not limited to:
 - Taking a medical history
 - Conducting physical examination
 - Diagnosing or treating patient's conditions
 - Ordering, preparing or administering drugs
 - Documenting on patients' health records, either in electronic or hard copy format
 - Having independent access to health records, either in electronic or hard copy format
 - Performing or assisting in surgical procedures, or diagnostic patient interventions
 - Obtaining consent
 - Interacting directly with patient
 - Providing health care advice

2. Your sponsor must obtain a patient's verbal consent for your presence prior to any patient contact made by the attending physician. A patient's right of refusal is to be respected at all times.

Observer:

I have read and fully understand the information provided in this document package. I am aware of and agree to comply with the aforementioned roles and accountabilities.

I understand I may not observe without all of the requirements being completed and having been cleared through the Practitioner Staff Affairs office:

Fully completed application to be received by the Credentialing Coordinators minimum of one week in advance of requested Observership.

Signature

Date

Printed Full Name _____