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Owner Wendy Merchant-Schulte:
Executive Director
Education
Area Education
Applicability Logan System

Observer Program, EDU805

PURPOSE

Logan Health seeks to contribute to the education of individuals by maintaining an observer/shadowing program committed to providing quality, career exploration experiences.

POLICY

Tours and Limited Observation:

- A. Every group interested in a tour or limited observation experience at any LH facility must be pre-approved by the Student Affiliations (SA) department.
- B. Approved tour or limited observation groups will be guided by an LH employee at all times

Observer:

- A. You must be at least 16 years of age to observe in our facilities. If you are under the age of 18 you will need to have your legal parent or guardian fill out the Minor Observer Agreement and provide it with the Observer application.
- B. **Every observer**, including current LH employees, LH Volunteer and LH contracted employees, must obtain permission from the Student Affiliations (SA) department prior to beginning any observer experience. A submitted complete application does not guarantee an observation experience. Observations are authorized by department/clinic leadership and are subject to availability.
- C. Observers must complete LH requirements with the SA department prior to beginning the observation experience. Observer applications are processed once all requirements are met and submitted to the Student Coordinator.
- D. The required ID badge must be worn above the waist, in plain view while in any LH facility.

- E. Observers are required to complete observation log.
- F. Observers must be under the direct supervision of an employee designated by the approving manager or supervisor at all times during their experience.
- G. Observers must comply with LH policies and procedures. Any incidences of misconduct or infractions should be reported to the SA department at the earliest opportunity. Observers who exhibit misconduct or infractions are subject to termination of the learning experience and/or personal liability.
- H. **Observers must comply with confidentiality.** Observers may be exposed to private and confidential information about LH patients and employees. This information may NOT be shared outside of the observation setting with any member of the public. The intentional breach of confidentiality regarding patients and/or organization employees is considered gross misconduct and reason for termination of the learning experience and subjects observers to personal liability up to the maximum penalty under HIPAA laws.
- I. If a situation arises where a LH staff member believes the observers presence is not appropriate, the observer must leave when instructed to do so.
- J. Observers are required to practice good hand-washing practices. Observers are required to wear appropriate personal protective equipment (PPE) and remove all jewelry, if necessary.
- K. Observers are expected to maintain three feet of distance from any sterile field.
- L. If an observation has not been completed within 6 months from the date of the application submission, the application will need to be resubmitted.

PROCEDURE

Tours and Limited Observation:

- A. All participants interested in an LH Tours and Limited Observation experience must complete the LH Tours and Limited Observation Interest form provided by the LH SA department.
- B. Once a completed interest form is submitted; please allow 48 Business Hours to receive a response that the SA office is processing your paperwork.
 - 1. Student Affiliation Office Hours are Monday-Friday 8:00 AM – 4:30 PM
 - 2. During high volume seasons (spring break, summer break, and winter break); interest form processing can take up to 72 business hours.
- C. Once the Tour and Limited Observation experience has been coordinated, all participants will be required to complete the Tours and Limited Observation Form. This form must be returned to LH at least one week prior to tour date. Failure to complete required forms could result in cancellation of the Tour and Limited Observation experience.

Observer:

- A. All Observer must complete the Observer Application on the Logan Health Website. All observers must comply with immunization requirements.
 - 1. Immunization Requirements:

- a. MMR (measles, mumps, rubella): Two official records of vaccinations OR positive results from titers showing immunity
 - b. TB test (PPD-tuberculosis):
 - i. You are required to complete the Tuberculous Management form.
 - ii. You are required to provide a negative TB skin test (PPD), T-SPOT blood test or QuantiFERON Gold (QFT) blood test, unless your observation experience is going to be less than 8 hours.
 - c. Varicella (chickenpox): Record of two vaccinations OR positive titer results showing immunity OR observers can provide documentation for proof of having the chickenpox from their Primary Care Provider
 - d. Tdap (tetanus w/pertussis):
 - e. Covid-19 Vaccination/Exemption Form – to be completed unless your observation experience is going to be less than 8 hours.
- B. Once a completed application is submitted; please allow 48 Business Hours to receive a response that the Student Affiliations office is processing your paperwork.
- 1. Student Affiliation Office Hours are Monday-Friday 8:00 AM – 4:30 PM
 - 2. During high volume seasons (spring break, summer break, and winter break); application processing can take up to 72 business hours.
- C. Student Coordinator will coordinate observation experience with department/clinic leadership.
- D. Once pre-screening requirements have been met and department/clinic leadership has approved, the Student Coordinator will notify the observer they have been cleared. The Student Coordinator will finalize ID badge and Observer Log and forward to appropriate department point of contact.
- E. The observer is to schedule observation dates and times with the department point of contact.
- F. Once the observation experience is complete the observer must return their student badge and completed Observer Log to the SA department.
- G. If an Observer is going to be absent from a scheduled observation experience, they must notify the unit/department they were scheduled at the earliest possible opportunity.
- H. An Observer must not be ill when they report to LH for an educational experience.
- I. During the observation experience, Observers must immediately report any injury, illness, dizziness, or lightheadedness at LH to the employee designated by the approving manager or supervisor and the unit manager or supervisor to determine appropriate care.
- 1. Illness or injury should also be reported to the SA department at the earliest convenient time.
 - 2. Observers are responsible for all costs incurred as a result of any injury or illness during or as a result of their observation experience. In the event of a significant or unusual incident, injury or illness, the unit supervisor should work with the observer to complete a MIDAS report of the event.

- J. Observer reviews Emergency Procedure on back of Observer's ID badge:
1. In case of an emergency at:
 - a. LH Medical Center, dial 2213
 - b. LH Brendan House 2213
 - c. LH Behavioral Health or LH Medical Fitness dial 9 for an outside line, then 911
 - d. All other areas, dial 911
 2. Give the operator the following information:
 - a. The nature of the emergency
 - b. The exact location of the emergency (building, department, floor, room number)
 3. Emergency codes are as follows. Emergency code names can be found on the back of the ID badges.

CODE BLUE	Medical Emergency
CODE SILVER	Threat with Weapon
CODE RED	Fire
CODE ORANGE	Hazardous Material Spill
CODE PINK	Infant/Child Abduction
CODE GRAY	Behavioral Emergency
SECURITY ALERT	Security Threat
INCIDENT ACTIVATION	Activation of Incident Command

DEFINITIONS

- A. **Limited Observation and Tours:** An LH employee guided group experience lasting 2 hours or less in any one specific designated LH area.
- B. **Observer:** An observer is a person who is in the facility to shadow a specific person(s) for two hours or more in one designated LH area. The observer will have no direct physical contact with the patient, nor would they, in any way, direct or participate in the treatment of the patient. This person is in the organization to observe only.
- C. **Logan Health (LH) Employee:** person employed for wages or salary.
- D. **Volunteer:** a person who performs a service willingly and without pay.
- E. **Contract Employee:** A contract worker, also known as an independent contractor is an individual who enters into a contractual agreement with a business in order to provide a service.
- F. **Completed Application:** Includes observer application, immunization records, observer picture and Minor Observer Agreement (if under the age of 16).

REFERENCES

Website: [Student Affiliations](#) | [About](#) | [Logan Health](#)

Attachments

[Minor Observation Agreement](#)

[Observer Log](#)

[Tours & Limited Observation Form](#)

Approval Signatures

Step Description	Approver	Date
Admin Approval	April Mcgauley: VP Patient Services and Chief Nursing Officer	04/2022
Policy Committee	Kelly Stimpson: Associate General Counsel	04/2022
Reviewer	Wendy Schulte: Executive Director Education Services	03/2022
Owner	Wendy Schulte: Executive Director Education Services	03/2022