



## Policy for Shadowing, Observing, and Student Experiences

### **PURPOSE:**

1. To outline the requirements for:
  - a. Individuals, who because of professional interests, request to observe a procedure.
  - b. Students from affiliated programs and educational institutions (high school, colleges, graduate or tech school) involved in observational experiences in patient care areas.
2. To protect the patient's right to privacy, to reduce the potential risk of infection, and to prevent unnecessary interruptions in patient care.

### **PROCESS & POLICY:**

As an extension of our mission, TRIA Orthopaedic Center supports and contributes to the learning of students and professionals. TRIA education coordinator must be contacted prior to the observation date via e-mail or phone. If prior contact has not been made, the student/professional will be sent away. **There may never be more than 5 individuals observing/shadowing/interning in the clinic and surgery combined.**

- The on-site mentor/instructor is responsible to assure that all policies are followed during the experience, including wearing a nametag and professional attire, which includes suits, dress pants, blouses and skirts. Business shoes are required. All attire should be neat, clean and pressed.
- Students/professionals who are shadowing must be with their mentor/or designee at all times while in patient care areas.
- Under no circumstances will an individual be allowed to observe surgery on a family member.
- Student experiences associated with affiliated programs are established and outlined in contract.

We have five opportunities to offer:

#### **1. Shadowing/Observation**

- a. Must be at least 16 years of age.
- b. Limited to 0.5-5 days (4-40 hours) four times per calendar year.
- c. One-on-one observation with assigned onsite mentor. No hands on patient contact, diagnosing, or treating.
  - i. Please note that observation/shadowing in our Physical and Hand Therapy and Radiology departments is limited, please contact the Education Coordinator for more information.
- d. Must have an educational reason for observing.
- e. Must have written objectives.
- f. Required paperwork (annually):
  - i. Observation/shadow policy
  - ii. Confidentiality agreement (must be signed by both the student and parent if under 18 years of age).
  - iii. Completed application

## 2. High school presentations

- a. Offered to high school classes when requested (dependent upon staff availability).
- b. Observation of surgical procedure will be limited to viewing in our conference room facility.
- c. Tour of TRIA facility will only be offered in non-clinical areas; virtual/photo tour will be given as part of the presentation.
- d. Required paperwork:
  - i. Confidentiality agreement (must be signed by both the student and parent if under 18 years of age).

## 3. Internship

- a. Must be at least a sophomore in college.
- b. Formal application and interview process.
- c. Must have an educational reason for the internship.
- d. Required paperwork:
  - i. Application and interview process
  - ii. Observation/shadow policy
  - iii. Confidentiality agreement (must be signed by both the student and parent if under 18 years of age).
  - iv. Completed information sheet
  - v. Background check
  - vi. Volunteer orientation (to include immunity testing and mantoux)

## 4. Students in medical professional programs (medical school, physician assistant, physical therapy, occupational therapy, radiology, etcetera)

- a. School affiliation agreement (signed agreement addressing roles/responsibilities of the organizations involved which may involve hands on patient contact/clinical experience).
- b. Required paperwork:
  - i. Observation/shadow policy
  - ii. Confidentiality agreement
  - iii. Completed information sheet
  - iv. Background check
  - v. Proof of immunity
  - vi. Mantoux

## 5. Licensed Medical Professionals (OT, PT, MD, PA)

- a. Must be a licensed medical professional.
- b. Limited to 1 day (up to 8 hours) once per calendar year.
- c. One-on-one observation with assigned provider. **No hands on patient contact, diagnosing, or treating.**
- d. Must have written objectives.
- e. Required paperwork (for each occurrence):
  - i. Observation/shadow policy
  - ii. Confidentiality agreement
  - iii. Completed application

## **Mentor Responsibilities**

- Understand student goals.
- Understand responsibility/informed consent by patients allowing individual observing/shadowing to be part of their visit.
- Complete evaluation (if required)