

Observation Process

Last updated: September 2021

Includes students, career exploration, active employees

excludes physician observers and vendor observations

Before filling out an application, please make sure to have all of the following immunizations up to date. Employees are required to provide proof of immunizations.

Proof of immunization records required:

- MMR (measles, mumps and rubella): Documentation of 2 vaccinations is required. Or documentation of positive immunity titers.
- Varicella (chickenpox): Documentation of 2 vaccinations is required. Or documentation of positive immunity titers.
- Tuberculosis screening: Observers must have a negative 2 step Tuberculosis Skin Test (TST or Mantoux) test or negative blood assay M. tuberculosis (BAMT) in their medical history with annual negative TST or BAMT. Observers with a positive TST test must have a negative chest x-ray test within the 12 months prior to the observation and negative annual tuberculosis symptom survey.
- Hepatitis B Vaccination Series: A 3 shot Hepatitis B vaccination series is required for observers who may have contact with blood or other potentially infectious material. Or the observers must document their decision to decline to be vaccinated against Hepatitis B.
- Pertussis (t-dap): One-time vaccination \geq 13 years of age for observers in a facility where patient care is provided.
- Annual Flu Shots (influenza): Annual flu shots are required during flu vaccination season Oct 1-Mar 31.
- COVID-19 Vaccine: Documentation of any of the varied COVID-19 vaccines available

Process

1. Send a request with a brief description of the observation experience including dates, total hours, location, and designated preceptor to students@fairview.org
2. Once the Medical Education team has confirmed they approve of the observation with the preceptor, someone from the team will reach back out with a link to apply for the observation
3. The student will create a profile first, then apply for the observation using the same link provided
 - a. *Important: Be sure to list the start date to be at least two weeks from the submission date*
4. Immunization records will need to be uploaded to the application and will need to be verified by the Medical Education team before the student is able to submit the application
5. Once the student is able to submit the application, they will then receive an email stating it is accepted
6. After the application is accepted, the student will coordinate hours with the preceptor or coordinator of the observation. Preceptors/hosts can use the email stating the student is compliant as a green pass for the observation

- Observers will not be issued a badge. They will need to use their ID from their parent organization for identification.
- Observers will need to meet with the host or staff person at the door after screening at the entrance

Please allow at least 2 weeks from the start of the observation for onboarding and processing.

Hours

High school, undergraduate, and career exploration observers are limited to 24 hours per experience. Experiences are separated by preceptor, location, and department. Observers will need to reapply if they would like another experience. Graduate students may observe over 24 hours and this will be granted case by case.

Observations are to not be used to fulfill academic credit.

HELP: Clinician Nexus Guide

<https://intercom.help/cliniciannexus-c1e865f2cc5d/en/articles/5436186-pre-approved-job-shadows-and-observations>

University of Minnesota Medical School Observations

Exempt from completing paperwork. May use their student badge to observe.

Physician Observations

All observers who are licensed to practice and that are out of training wanting to observe will need to go through the Medical Staffing Office (Joanna Perrier jperrie1@fairview.org)

Vendor Observations

Vendor observers will need to go through Supply Chain