

 <p>All HFHS Includes: Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: Observership or Shadowing Experiences (MEP 237)		Policy No: MEP 237
	Type of Document: Policy		
	Applies to: Tier 3: Department Business Unit: All HFHS Site: [Site] Department: Graduate Medical Education		
	Category: Clinical Sub-Category: Graduate Medical Education		Current Approval Date: 3/15/2019 Last Revision Date:
	Owner: Graduate Medical Education		Approver: HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	Related Policy/Procedure: <i>Include title and number</i>		
	Author: Graduate Medical Education Policy Management Members		
	External Regulatory Requirement: [Regulations]		
	Audience: Interns, Residents & Fellows (House Officers)		
	Key Words: shadow; observation		

Background

To define the conditions under which observerships or shadowing experiences may be obtained.

Policy

Observerships or shadowing experiences may be available. The sponsoring physician, program or clinical department may only accept observers onto their own clinical service and must ensure that all encounters with patients are directly supervised. **Direct patient care is not allowed during observerships or shadowing experiences.** All shadowing or observership participants must provide proof of immunizations, including influenza (December – April), TB test results, and display an approved form of HFHS identification.

High School & College Students

High school and college students interested in experiences to gain exposure to the hospital environment may serve as a volunteer. Students interested in volunteering must complete the **Volunteer Services Application** located on www.henryford.com and complete all requirements prior to beginning the volunteer experience.

High school and college students interested in an opportunity to observe or job shadow should refer to the Volunteer Services website on www.henryford.com for more information.

Medical School Students

Medical School Students – Affiliated Schools. Observerships or shadowing experiences for medical school students from schools **with a formal affiliation with HFHS** are available in some clinical departments. Students interested in observerships or shadowing experiences must make arrangements with a physician willing to sponsor the student. The sponsoring physician must obtain the approval of the residency or fellowship program director and then contact the Medical Education Office for final approval and to initiate the process of on-boarding. The student from the affiliated school must participate in Medical Education Office Observer Orientation prior to participation; appropriate identification will be provided.

Medical School Students – Non-Affiliated Schools. Observerships or shadowing experiences for medical school students from schools without a formal affiliation with HFHS may be available through individual sponsoring physicians in some clinical departments. Students interested in observerships or shadowing experiences must make arrangements with a physician willing to sponsor the student. The sponsoring physician must obtain the approval of the residency or fellowship program director and then contact the Medical Education Office for final approval and to initiate the process of on-boarding. Thirty days in advance of the approved experience, the student must provide proof of current immunizations, TB test results and a copy of their Medical School identification. They must participate in Medical Education Office Observer Orientation prior to participation; appropriate identification will be provided.

For more information about official medical student rotations, see [Medical Education Policy 101: Clerkship Rotations](#).

Medical School Graduates

Residents & Fellows in a GME Program. Observerships for residents and fellows currently enrolled in an approved GME program may be available in structured programs approved by the DIO at least 90 days in advance of the start of the observership. ***The observership must be approved by the sending and receiving residency or fellowship program director.*** The program director or coordinator will contact the appropriate HFHS Medical Education Office for final approval and to initiate the process of on-boarding. Thirty days in advance of the approved experience, the resident or fellow must provide proof of current immunizations, TB test results and a copy of their GME program identification. They must participate in Medical Education Office Observer Orientation prior to participation; appropriate identification will be provided.

Medical School Graduates not in a GME Program. Observerships for medical school graduates who are seeking additional U.S. experience prior to applying for a residency or fellowship position may be available in structured programs approved by the DIO at least 90 days in advance of the start of an observership. Observers must obtain approval from the residency or fellowship program director for permission to engage in an observership. Once permission has been obtained for the observership, the program director or coordinator will contact the appropriate HFHS Medical Education Office for final approval and to initiate the process of on-boarding. Thirty days in advance of the approved experience, the medical school graduate must provide a copy of their medical school diploma, proof of current immunizations, TB test results and a copy of government-issued identification. They must participate in Medical Education Office Observer Orientation prior to participation; appropriate identification will be provided.

Established Clinicians

Observerships for established clinicians, licensed and practicing medicine in a specialty area, seeking exposure to highly specialized diagnostic and therapeutic medical care, may be available through clinical departments. Established clinicians must contact the Henry Ford Medical Group division providing the diagnostic or therapeutic technique to arrange the observership. The sponsoring physician must contact the ***Physician Staff Services*** to initiate the process.