Student Observing Policy
Department of Pediatrics
University of Utah School of Medicine
October 28, 2015

Scope

Student observers applies to undergraduate students who are:

- within 1 year of applying to Medical school (or are current University of Utah Medical Students/Dental Students)
- students who wish to observe University of Utah Pediatric Faculty

Faculty should read through this policy carefully before allowing any student to observe them while performing clinical responsibilities:

Required Documentation

Undergraduate Observers

Undergraduate observers must complete the following documentation requirements prior to observing. All documents are to be kept on file in the Pediatric Education Enterprise for one year after they observe. Submit all documentation to Jessica Cole, Pediatric Residency Office, located on the first floor of Eccles, Primary Children's Hospital (PCH).

- **Application to Shadow University of Utah Workforce Member**
  The application must be signed by the student, the faculty member to be observed, and either the Medical Director/Department chair OR the Service Director/Clinical Admin Manager over the faculty member.

- **Confidentiality and Information Security Agreement**
  The observer must read through and sign the agreement, then attach it to the shadowing application.

- **HIPAA Training (Shadower, Vendor, Visiting Students Module)**
  Students must complete HIPAA training. Once training is completed, the observer should print out the training certificate and attach it to the observing application.

- **Successfully Complete a Background Check**
  In addition to fulfilling University requirements, the Department of Pediatrics also asks that observers pass a background check. The cost is $42, which needs to be paid to Jessica Cole upon submission of the paperwork. (We can substitute a background check from Volunteer Services or HR, but it requires documentation that they cleared).
Medical or Dental Student Observers

- Are required to complete the Application to Shadow University of Utah Workforce Member form.
- Must wear a temporary shadowing badge, NOT their student badges

Observing at Intermountain Healthcare Facilities

- If the faculty member to be observed performs clinical duties at PCH, Jessica Cole will work with the Student Placement Coordinator at PCH, to process the additional requirements for PCH. All observers at PCH must comply with PCH requirements in addition to the University procedure.
- **Observing in the ED is prohibited** (unless a medical student with an invitation from a faculty member AND prior permission from the Division Chief/Director).
- **Observing Pediatric faculty within Intermountain is ONLY available at Primary Children's Hospital**
  - Observing is not available at outreach locations, such as McKay Dee or Riverton.

Observing at the University (outside of PCH): South Main, UPC, DAC, WBN, and NICU (NARI program)

- The Pediatric Education Enterprise will coordinate all required University documentation and training.
- Schedules must be coordinated with each location (division, unit, center, or clinic) liaison

Out of Scope

- Jennifer Kendall (801-662-3520; pcmcstudents@imail.org), is the contact for non Pre-Med Students (RN, PA, graduate students, etc.) wishing to observe at PCH. These student types will not be processed through the Pediatric Education Enterprise.
- **International MD’s are not observing students** and must coordinate with the Medical Staff Services Office at Intermountain 801-662-6520. These observers will not be scheduled through the Pediatric Education Enterprise. Faculty should not agree to host them without contacting Medical Staff Services at PCH 2-3 months prior to the visit.
- Non pre-med undergraduate or medical student observers (graduate students, mid level provider students, etc.) at these sites must complete required University documentation and be coordinated through the location liaison.

Any questions regarding student observing should be directed to the following:

**Pamela Carpenter**
Pediatric Education Enterprise, Residency Office
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