



### **Expectations for observers:**

- As guests of the MGH, observers are not to have any physical contact with patients. While an observer may be present during case discussions, s/he may not directly participate in case advisement.
- Observers are not practicing physicians at the MGH, and therefore malpractice insurance is not required.
- Observers must be clearly identified to all patients and staff, and permission must be obtained from each patient (or proxy) for observer to be present during any encounter / procedure. Should a patient request an observer to leave at any point during an encounter, the observer must leave at once.
- An observer may not behave or speak in any manner that would lead a patient to believe that s/he is a practicing physician on staff at the MGH.
- Observers are responsible for their personal transportation, accommodations, meals, medical insurance, required immunizations and any other personal expenses incurred while at the MGH.
- Observers are considered non-employees; no salary or other remuneration or compensatory reimbursements or benefits are available from the MGH to the observer.
- The MGH will not provide any letters of reference, recommendation or commendation on behalf of observers; upon successful completion of an observership, a certificate of attendance will be issued by the MGH Office for Visitor Education Programs.
- Participation in the VEP observership program does not have any bearing on any pending or future internship / fellowship / employment applications
- Observerships are limited to one month (20-working days), but can be extended up to three months (60-working days) with appropriate chief approval
- Observers must comply with all MGH standards, rules and regulations, as well as all applicable federal, state and local laws pertaining to government health care programs.
- An observership may be terminated (with written notice) by the MGH or guest at any time.



**Dress Code (unless otherwise specified by VEP representative):**

- Business or business casual attire (dress pants, dress shirt and tie, close-toed shoes). *Jeans and/or T-shirts are not acceptable.*
- Clinical observers are required to wear lab coats issued by their home institutions.
- In addition to MGH-issued ID's, all observers are required to wear identification badges issued by their home institution.

**Observers May:**

- Attend MGH conferences, lectures, seminars and committee meetings
- Observe both inpatient and outpatient clinical activities with prior approval from assigned MGH sponsor

**Observers May Not:**

- Administer treatment or render services to patients
- Be involved in obtaining patient consent for any encounter or procedure (clinical or research)
- Participate in patient care management, including writing orders or notes in patient records and / or giving verbal orders related to patient care.
- Have access to MGH / PHS computers & systems. This includes:
  - Network logon and/or password
  - Direct access to any clinical applications that contain PHI (protected health information)
  - MGH / PHS email address
  - Listing in MGH / PHS telephone directory
- Access any clinical or research IS applications under any other users' name or ID
- Publish any works that imply a formal affiliation with the MGH
- Obligate the MGH financially
- Suggest or imply that s/he is acting with the authority of the MGH

**I understand and agree to abide by the expectations outlined above**

\_\_\_\_\_  
Observer signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date