



Expectations for Observers

- As guests of the Mass General Hospital, 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 Mass General Hospital, 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 Mass General Hospital.
- Observers are considered non-employees; no salary or other remuneration or compensatory reimbursements or benefits are available from the Mass General Hospital to the observer.
- Non-employees are not covered under the Worker's Compensation Policy. In compliance with both State & Federal mandates, the Massachusetts General Hospital requires all non-employee Observers to purchase and maintain health insurance for the period of time that they are engaged in Mass General Hospital-sponsored activities and/or programs. Proof of coverage will be required 10-days in advance of the non-employee's arrival to the Mass General Hospital.
- The Mass General Hospital 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 Mass General Hospital International Center.
- Participation in the International 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 Mass General Hospital 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 Mass General Hospital or guest at any time.

Observer Dress Code (unless otherwise specified by International Observerships 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 Mass General Hospital-issued ID's, all observers are required to wear identification badges issued by their home institution.

Observers May:

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

Observers May Not:

- x Renegotiate the terms of the approved observership, including:
 - o Change of observership dates
 - o Change of observership sponsor
 - o Change of department, specialty or sub-specialty
- x Administer treatment or render services to patients
- x Be involved in obtaining patient consent for any encounter or procedure (clinical or research)
- x Participate in patient care management, including writing orders or notes in patient records and / or giving verbal orders related to patient care.
- x Have access to Mass General Hospital / PHS computers & systems. This includes:
 - o Network logon and/or password
 - o Direct access to any clinical applications that contain PHI (protected health information)
 - o Mass General Hospital / PHS email address
 - o Listing in Mass General Hospital / PHS telephone directory
- x Take any photographs or recordings that may compromise patient privacy / confidentiality or hospital security
- x Take or remove any patient or confidential information from the Mass General Hospital
- x Access any clinical or research IS applications under any other users' name or ID
- x Publish any works that imply a formal affiliation with the Mass General Hospital
- x Obligate the Mass General Hospital financially
- x Suggest or imply that s/he is acting with the authority of the Mass General Hospital

I understand and agree to abide by the expectations outlined above

Observer signature

Printed name

Date