

**Name of Policy:** Observerships at UTMC/Shadow Program  
(Non-Medical Students)

**Policy Number:** 3364-81-11

**Approving Officer:** Dean, Executive Vice President for  
Clinical Affairs

**Responsible Agent:** Vice Dean for Undergraduate Medical  
Education/CMO UTMC

**Scope:** UTMC/UT COMLS



**Original effective date:**  
03/28/18

<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo Medical Center has oversight over the number of trainees or individuals interested in participating in health care experiences at UTMC or UT COM related affiliate sites.

(B) Purpose of policy

The purpose of this policy is to define the process by which UTMC will allow observers who are not enrolled in medical school to observe the delivery of clinical care at UTMC. UTMC will ensure that observerships do not compromise patient safety, efficient operation of UTMC, or the integrity of the learning environment for UT students.

An observer is defined as anyone who is not a medical student, physician or healthcare provider who has an interaction with a patient in the clinical environment.

(C) Scope:

This policy applies to observers at UTMC. Medical students, residents and physicians who have completed medical school training are excluded from this policy. UTMC does not allow residents and physicians to participate in observerships.

(D) Definition

Observership: An observership is an observational experience that does not constitute training. Observers do not participate in direct or indirect patient care or management. Observers do not receive any form of certification or evaluation at the end of their observership period.

(E) Procedure

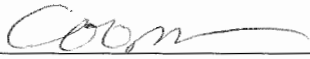
Individuals who have graduated from any medical school may **not** perform observerships at UTMC or its affiliated sites. High school or college undergraduate students may apply for a time-limited observership not exceeding one week (in a specific discipline or specific clinical service), by completing an application. A form is available for download at <http://uthealth.utoledo.edu/depts/volunteer/shadowprogram.html> No one may perform an observership unless approved by the Office of Medical Education.

In addition, all observers must provide documentation of health and immunization requirements, and criminal background check. UTCOM DME will verify the credentials of each observer, maintain a complete roster of observers, and approve the assignments of each observer. Individual faculty members may not allow observers to participate in the clinical environment without explicit and written approval from UTCOM and the Department of Medical Education. Violation of this policy may result in disciplinary action based on professionalism policy.

- (1) Applications for observership will be submitted to the Department of Medical Education prior to the start of any observership clinical activity.
- (2) Approval of attending physician and clinical service will be necessary prior to starting the observership as well. Faculty sponsors are responsible for oversight of all observers. It is the responsibility of sponsoring department to assure observers are displaying a UT issued badge at all times.
- (3) Upon approval of the application, students may be assigned as observers depending on availability of faculty members willing to have observers and the number of medical students and other trainees at that site.
- (4) Physician Assistants, nurses, pharmacists, and other health professionals need specific, written approval from their respective colleges and coordination with their colleges at University of Toledo prior to assignment as observers.
- (5) Failure to comply with this policy may result in disciplinary action for staff, students, and faculty members.

Approved by:

Christopher Cooper, M.D.



Name

Executive Vice President for Clinical  
Affairs and Dean of the College of  
Medicine and Life Sciences

Title



Date

*Review/Revision Completed by:*

Vice Dean for Undergraduate  
Medical Education/CMO UTMC  
SLT

**Policies Superseded by This Policy:**

• *None – new policy*

Initial effective date: 03/28/2018

Review/Revision Date: n/a

Next review date: 03/28/2021 (three years from  
most recent revision/review date)