

**Administrative Policy Manual****Scope:**

This policy applies to all individuals observing patients or patient care activities outside of an employment agreement with the Hospital or an affiliation agreement with the individual's educational institution.

**Policy:**

The Hospital allows individuals to observe patients and/or patient care activities on a case by case basis when all of the criteria identified below have been satisfied for each request, for education or training purposes. At the same time, the Hospital is strongly committed to patient privacy and confidentiality, as well as the safety and security of patients, employees and guests.

**Procedure:**

1. All observers must sign a copy of the appended observer agreement.
2. An employee who wishes to arrange observation status for someone else must coordinate this request with the Director of the area where the observation would take place. (\*Surgical Services must obtain permission from Director and Faculty Surgeon.)
3. There must be a "supervisor" assigned to the individual, from whom the individual will take direction regarding confidentiality, safety and security concerns. Unless indicated otherwise on the observer agreement, this "supervisor" will be the person/surgeon sponsoring the observer.
4. The individual may only be in the Hospital(s) while the assigned supervisor is physically present.
5. The individual agrees to abide by all policies and procedures, state and federal laws that may apply during the observation activities.
6. The fully executed Observation Agreement is maintained by the director/designee in departmental files.

7. This Observation Agreement does not permit direct patient care activities by the individual.

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Sharon Riley, CEO, UT Southwestern University Hospitals

Date approved: October, 2004

Reviewed/revised: 2/2006

Also reviewed and approved by: Physicians' Performance Improvement Committee

UT Southwestern University Hospitals – St Paul and Zale Lipshy  
**Observation Agreement**

The individual (observer) requesting observation privileges and the director/designee agree:

1. This agreement is voluntary and can be ended at any time by either the Hospital or the individual.
2. This agreement is a courtesy that the Hospital extends to the individual without any obligations on the Hospital's part.
3. The purpose of this agreement is to provide a setting for observations that will further the education of the individual.
4. The individual may only be in the Hospital while the assigned "supervisor" or sponsor of the observer is physically present.
5. The individual agrees to abide by all Hospital policies and procedures, state and federal laws to that may apply during the observation activities.
6. The individual agrees that in any urgent or emergency situation he/she will do exactly what the supervisor or designee instructs (e.g., leave the area if that is the instruction).
7. The individual understands and acknowledges by signing below that he/she is not covered by the Hospital's liability or health insurance and has NONE of the benefits afforded to employees, including NO coverage for an accident or injury that might occur on the Hospital premises, whether directly or indirectly related to the observation activities.
8. The individual agrees to recognize the strict confidentiality and privacy of patient information, procedures and outcomes. This obligation to confidentiality is permanent upon on the individual and does not expire when the observation activities cease.
9. The individual agrees to review all orientation material provided by the Hospital.
10. The individual confirms that he/she has no communicable disease and has been tested within the past year for TB. The individual further confirms that he/she will not remain in an observation area if he/she develops any signs/symptoms of communicable disease.
11. On occasion, an employee who is engaged in higher education will ask to observe activities outside of the scope of their usual work activities. In such an instance, the individual's usual supervisor, as well as supervisor for this additional observation, must sign and agree. Also, if the individual is an employee, then the following applies: during the hours of functioning as an observer, the individual is not paid and is not understood to be at the Hospital in "employee" status except with regard to parking privileges.

Example: an injury during observation activities is not an "on the job" injury.

Example: the individual who is here for observation activities can not mix duties and move from tasks as an employee to an observer role and back again. The individual must clearly demarcate work time by appropriately recording "punch in" and "punch out".

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Individual (observer)/Date

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Assigned supervisor for observation/Date  
OR Material Management Representative/Date

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Employment Supervisor (if an employee)/Date