



ALLIED HEALTH OBSERVERSHIP GUIDELINE

1. INTRODUCTION:

Cleveland Clinic (CC) Florida Global Health Center and International Medical Education are pleased to establish the Allied Health Observership Program.

The CC is accredited by the Joint Commission Accreditation and Healthcare Organization (JCAHO) and the Accreditation Council for Continuing Medical Education (ACCME), sponsoring Continuing Medical Education for healthcare givers.

Under these accreditation standards, certain rules apply for accepting "Allied Health Observers". This policy has been developed to establish some uniformity and providing guidance to clinical departments that would like to participate in this program.

2. DEFINITION

"Allied Health Professionals" are distinct professions, except: "Dentistry, Medicine, and Nursing". They provide diagnostic, technical, therapeutic, direct patient care, and support services that are critical to the other healthcare providers.

"Observer" is the term used in a healthcare setting for those who wish to observe a particular medical specialty or medical department in the healthcare settings, for an abbreviated period of time (1-4 weeks), without patient contact.

3. GOAL

In keeping with our mission: "Educating Those Who Serve" and our vision: "Striving to be the world's leader in patient experience, clinical outcomes, research and education; as well as being the destination for "Complex Medical and Surgical Conditions", our goal is to develop and maintain collaboration, communication, and education among the healthcare providers in order to: exchange knowledge; discover recent innovations on patient care, while experiencing Cleveland Clinic's model of care. Additionally, being acquainted with the latest medical technologies to achieve the highest standard of excellence in the healthcare.

4. ELIGIBILITY FOR REQUIREMENTS

A) This program is granted to "Allied Health Professionals", such as: Anesthesiology Assistants, Athletic Trainers, Audiologists, Case Managers, CRN Anesthesiologists, Dietitian/Nutritionists, Exercise Physiologists, Histologists, Medical Technologists, Perfusionist, Pharmacist, Physician Assistants, Physical Therapists, Psychologists, Social Workers, Speech Therapists and Surgical Technicians.

B) Work for health institution with relationships with Cleveland Clinic

C) Referred by physicians, allied health professionals, or any Cleveland Clinic's healthcare providers.

D) The candidate, who does not meet the above requirements, alongside of the supporting documents, must provide two reference letters from allied health professionals in the same field.

5. APPLICATION PROCESS

The observers must fill out the application form and provide the supporting documents. Two separate Observerships are permitted in different department. The Observership period will be from three days to four weeks in length, and it cannot be extended.

There is \$250.00 application fee which is non-refundable. The fee can be paid by certified bank check, cash or money order payable to Cleveland Clinic Florida.

The observer will be notified, in writing, of either acceptance or denial of the application. The observer may ask questions or check on the status of the application by email to the Director, Allied Health Observership Program at: flahealthobserver@ccf.org

This guideline has to be signed and send it with the application and required documents, one month in advance.
It may be sent by: mail, email in pdf, or fax, to the following address:

Cleveland Clinic Global Health Center & International Medical Education

Allied Health Observership Program

2950 Cleveland Clinic Boulevard, 4th Floor, Weston, FL 33331 – USA

Phone: 954-659-5077 Fax: 954-659-5649

E-mail: flahealthobserver@ccf.org

6. RULES FOR OBSERVERSHIP

1. The observer must obtain prior confirmation letter from the Director.
2. To begin the Observership, check in by 8:00 a.m. on the morning for a first-day orientation meeting, specified in the confirmation letter
3. Observers are required to watch the video located on <http://my.clevelandclinic.org/florida/education/observerships.aspx> . Follow the instructions on the link and send the confirmation HIPPA video viewed form with the application.
4. The observer must be proficiency in Ingles.
5. A temporary identification (ID) badge will be issued and must be worn all times while on CC premises. A \$20.00 deposit is required. This amount will be returned when return the badge.
6. Observer must adhere by all guidelines, HIPPA policies, and bylaws of CC.
7. The observer has to wear a white lab coat while in CC facilities. The observer has to bring his/her own white lab coat
8. Observer is expected to dress in a professional manner. Cutoffs, open toe shoes, t-shirts, etc. are not allowed. **It is recommended to wear comfortable shoes.**
9. The observer must be followed by a CC allied health professional staff at all times when in the presence of patients.
10. The observer must introduce him/herself to the patient as an “**Observer**”, and must request the patient's permission to be present at the time of the clinical visit, or other patient services. If the patient declines to allow the observer's presence, he/she must leave the area.
11. The observer is not allowed any other direct patient contact. Contact is defined as physically touching, talking with, performing a medical history and/or examination, counseling (patient or patient's family/friends), assisting in surgery or any other procedure, or otherwise interacting with patients, either individually or in the presence of others.
12. The observer cannot make patient chart entries (electronic or hard copy). He/she may not make copies of patient charts (paper or electronic).
13. No stipend support, compensation, insurance coverage, and benefits, will be provided by CC.
14. The observer is not an allied health professional staff at CC, and must not represent him/herself as such. The experience is properly characterized as an “**Observer**”.
15. The following activities are allowed for the observer:
 - May observe walking rounds with the CC allied health staff.
 - May view and discuss patient interactions with the CC allied health staff.
 - May view and discuss videotapes of patient evaluations, if the patient has agreed.
 - May utilize software and hard copy educational resources (teaching software, books, and journals) from our Medical Library. The access to the internet from computers in the library, or departments will be in accordance with current standard.
 - Participate in grand rounds, seminars, or other continuing medical educational activities.
 - Participate in case conferences or chart rounds. Observers who are engaged in this activity may be asked to sign a document Acknowledge of the responsibilities and confidentiality.
16. The Observership time period will be from one to four weeks per individual. It cannot be extended.
17. Upon completion the observation period, the observer will receive an Observership Certificate.

