

Guidelines for Medical Staff Observerships within Alberta Health Services – Calgary Zone

Definition: A Medical Staff Observership provides an opportunity for a Guest Practitioner* to observe the daily work of Medical Staff Members (physicians, dentists, oral surgeons, and podiatrists with a Medical Staff Appointment in the Calgary Zone; as governed by the AHS Medical Staff Bylaws and Rules), as well as, recent innovations in surgery and medicine.

Medical Staff Observerships are subject to the requirements of the Alberta Health Services' Job Shadowing (Observational Experience) policy and the guidelines of the applicable college, including the College of Physicians and Surgeons of Alberta's (CPSA) Medical Practice Observership/Experience guidelines. During this experience, it is appropriate for the Guest Practitioner to introduce themselves as a "student" and are prohibited from physical contact with patients and access to patient information systems, are never to be left unattended with patients, and will not perform Charting/Dictation.

Process:

- 1) The Guest Practitioner initiates the request by contacting a willing Supervising Medical Staff Member.
- 2) The Supervising Medical Staff Member will contact the relevant Zone Clinical Department (ZCD).
- 3) The Zone Clinical Department Head (ZCDH) sends the Calgary Zone Medical Education Office (CZ-MEO) a recommendation letter detailing the experience, including:
 - a. Name and contact information for the Observer (e-mail address preferred)
 - b. Dates of the Practitioner Observership.
 - c. Department and Division name.
 - d. Name of the Supervising Medical Staff Member(s).
- 4) The CZ-MEO will draft a Letter of Agreement detailing the guidelines of the observational experience and the responsibilities and expectations of the Supervising Medical Staff Member(s) and Guest Practitioner and will forward the Letter with further instructions to the Guest Practitioner (with copy to the ZCDH).
- 5) The ZCD will collect the required documentation from the Guest Practitioner, including:
 - e. The signed Letter of Agreement.
 - f. Proof of completion of SIPAT for security and privacy training.
 - g. Copies of Immunization Records which include:
 - i. Proof of immunity (either by certificate or serology) to:
 - Measles, Mumps, Rubella (MMR)
 - ii. Tetanus/diphtheria
 - iii. Influenza vaccination is strongly recommended
- 6) The ZCD will collect the signatures of the Supervising Medical Staff Member(s) and ZCDH on the Letter of Agreement and submits the letter and documentation to the CZ-MEO.
- 7) The CZ-MEO collects all required documents from the Clinical Department and submits to the Calgary Zone Medical Director for final approval. The CZ-MEO is the office of record for Medical Staff Observerships.
- 8) Once approved, the CZ-MEO will distribute a Recognition Memo to all downstream systems.

MEO Contact Information:

Telephone: 403 943-1245

Fax: 403 943-1294

*Guest Practitioner = a Physician, Dentist, Oral & Maxillofacial Surgeon, or Podiatrist

December 2, 2013

Medical Education Office, Calgary Zone
5th Floor, 10301 Southport Lane SW
Calgary, Alberta T2W 1S7

RE: Request for Medical Staff Observational Experience for Dr. Guest Practitioner's Name

The Calgary Zone Clinical Department of Department and Division Name (if applicable) requests and supports that Dr. Dr. Guest Practitioner's Name be recognized as a Medical Staff Observer at Site Name from Start Date and ending on End Date. Dr. Supervising Medical Staff Member's Name will be the Supervising Medical Staff Member.

All parties . . .

- are aware the College does not issue licenses for Observers, and, the Observer will not be eligible for CMPA or malpractice coverage.
- understand, while within Alberta Health Services (AHS) facilities, the Medical Staff Observer may **not** undertake any direct patient care, including history-taking, physical examination, entries into Health Records or access to Patient Care Information Systems.
- have read the guidelines for Medical Staff Observerships.
- will introduce these individuals as “students” and obtain each patient’s verbal consent.
- understand the individual may need to have clearance and recognition of Immigration Canada (if visiting from out of country. If visiting from a visa required country the individual will need to contact the embassy and determine whether a work permit or medical clearance is required.

The Medical Staff Observer . . .

- understands, the position is for ‘shadowing’ only. While in AHS facilities, the Medical Staff Observer will **not** undertake direct patient care, including history taking, physical examinations, entries into Health Records or access to Patient Care Information Systems.
- will provide evidence of immunization as required by the Regional Policy regarding Job Shadowing in the Calgary Zone (Policy 1468).
- will complete Security & Information Privacy Awareness Training (SIPAT) and sign a Confidentiality Agreement prior to starting the Medical Staff Observational Experience.

The Supervising Medical Staff Member . . .

- will be responsible for the monitoring and supervision of the Medical Staff Observer.

The Zone Clinical Department . . .

- will provide the Medical Staff Observer with an orientation to the Department, and notify the Managers in the patient care areas where and when the Medical Staff Observer will be present.

Dr. Supervising Medical Staff Member's Name
Supervising Medical Staff Member

Insert Department Head's or Manager's name
Clinical Department Head,
[select the department]

Approved By (collected by the MEO)

Dr. Guest Practitioner's Name
Email Address

Francois P. Belanger, MD, FRCPC
Zone Medical Director, Calgary