

M Health Fairview Observation Process



Students	Career Exploration	Employees
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Proof of Immunizations Required:

MMR (measles, mumps and rubella)	Documentation of 2 vaccinations is required. Or documentation of positive immunity titers.
Varicella (chickenpox)	Documentation of 2 vaccinations is required. Or documentation of positive immunity titers
Tuberculosis screening	Observers must have a negative 2 step Tuberculosis Skin Test (TST or Mantoux) test or negative blood assay M. tuberculosis (BAMT) in their medical history with annual negative TST or BAMT. Observers with a positive TST test must have a negative chest x-ray test within the 12 months prior to the observation and negative annual tuberculosis symptom survey.
Hepatitis B Vaccination Series	A 3 shot Hepatitis B vaccination series is required for observers who may have contact with blood or other potentially infectious material. Or the observers must document their decision to decline to be vaccinated against Hepatitis B.
Pertussis (t-dap)	One-time vaccination ≥ 13 years of age for observers. Vaccination must be within the past 10 years.
Annual Flu Shots (influenza)	Annual flu shots are required during flu vaccination season Oct 1-Mar 31.
COVID-19 Vaccine	Documentation of any of the varied COVID-19 vaccines available.

Important Information Before Beginning the Process

Please read!

- Before filling out an application, please make sure to check you have all of the following required immunizations up to date. There are no exceptions to these requirements. Employees are also required to provide proof of immunizations.
- If you are an active clinical employee, volunteer, or student at M Health Fairview, please reach out to students@fairview.org to confirm you are able to be excluded from the immunization requirements.
- Observations are strictly hands off and are restricted to any direct patient contact.
- *Please allow at least 2 weeks from the start of the observation for onboarding and processing. Applications must be submitted at least two weeks prior to the start date.*
- **Observations are to not be used to fulfill academic credit.**
- All observation requests must be completed within 90 days and not exceed 90 days. If the experience is over 90 days, observers will need to reapply to add more time.
- Observations may be paused or canceled at the discretion of Fairview Health Services.

The Process

1

Find a host!
You will need to have a host who has agreed to have you observe before applying. Due to capacity, students@fairview.org does not have a matching process

2

Observer and/or coordinator sends an email request with a brief description of the observation experience including dates, total hours, location, and designated preceptor to students@fairview.org

3

Once the Medical Education team has confirmed the observation with the preceptor, the Medical Education team will provide a link to apply for the observation.

4

Use the link to create a profile if you do not already have one through Clinician Nexus. If the you are not enrolled in an academic program, please enroll under *Clinician Nexus Sample School*

5

Re-click the same link provided to access the correct application for your application.

6

Click "apply." You will then complete all steps required and upload required immunizations on the application. Dates can be an estimated range, but please do not put a start date within 2 weeks or your application will close if we do not review it in time before the start date.

7

Once all items are complete, you will see a "submit" button on the bottom of the screen. Once the application is submitted, please allow two weeks from the start date for review.

8

After the application is accepted, the observer will coordinate hours with the preceptor or coordinator of the observation. Preceptors/hosts/check in desks can use the email stating the student is compliant as a green pass to schedule the observation.

FAQ's

- Scheduling is separate from Clinician Nexus. We only require the range of dates that you will be scheduling an observation. Once your application has been accepted and immunizations are approved, you may reach out to your host to schedule specific dates and times.
- If you are observing more than one location with the same host, please indicate so in the application under the "Observation Experience Information" section.
- If you are having difficulties with Clinician Nexus, please contact their help chat on the bottom right corner of the page.
- If you do have an expedited request and need your application approved before the two week window, please let us know at students@fairview.org and we will try our best to accommodate.
- If you are not currently enrolled in a program and would like to observe, we will need you to set up a student profile anyways with a future "grad date" and using the school "Clinician Nexus Sample School"

Identification/badging

- Observers will not be issued a badge. They will need to use their ID from their parent organization for identification.
- Due to our policy, observers must be accompanied by a staff member at all times
- Observers will need to meet with the host or staff person at the door after screening at the entrance

HELP!

<https://intercom.help/cliniciannexus-c1e865f2cc5d/en/articles/5436186-pre-approved-job-shadows-and-observations>

Please contact Clinician Nexus via help chat if you experience and issues with the site.

This process does not apply to:

University of Minnesota Medical Students

University of Minnesota Medical Students are exempt from completing paperwork. They may schedule without paperwork and use their student badge to observe.

Provider Observers

Providers who have an active license to practice & have completed a training program (residency) can submit an application to Joanna Perrier in the UMMC Medical Staff Office: joanna.perrier@fairview.org

Provider observer: graduate of an LCME accredited medical school, an AOA accredited osteopathic school or international equivalent; a practitioner licensed by a US state or possesses an international equivalent; a practitioner whose initial formal training (residency or equivalent) has been completed; If observer is a non-physician advanced practice professional, Observer must have active and appropriate license, registration or certification relevant to their professional capacity.

Vendor Observers

Vendor observers will need to go through Supply Chain

Observation Policy

Policy Statement:

- I.** Student Observation requests must receive approval through the standardized observation process prior to the observation period.
- II.** All student observers must have a sponsoring provider for the area in which the individual will be observing. The sponsoring provider retains all responsibility for patient care and assumes responsibility for supervision of the observation experience.
- III.** Prior approval is required for all student observations (see procedure section below).
- IV.** Students may not use the student observation process to set up a clinical rotation experience for the completion towards a degree or certificate program. They must follow the student placement process of the medical education department.
- V.** Student observers are not permitted to provide any patient care.
- VI.** Student observers may not have independent access to patient information (electronic or written)
- VII.** At all times, student observers must agree to and must maintain patient confidentiality and comply with all applicable policies and procedures of Fairview, including completing the required onboarding required learning modules.
- VIII.** All student observers must provide sufficient documentation of immunization requirements.
- IX.** Observers will not be issued a badge. Observers will need to use their student ID From their school/institution for identification while on site. Observers must always be with their sponsoring provider or an identified staff member when on site.
- X.** High school student observers are limited to 24 hours per experience, unless participating in an approved program for career exploration.
- XI.** High school students interested in observing in ORs, must be participating in an approved healthcare program for high school students or participating in a program on career exploration to observe in the Operating Room (OR).
- XII.** High school students may observe in the OR if gallery viewing is available, or appropriate approval is received from leadership (CAO/VPMA).
- XIII.** Students under the age of 16 are not allowed to observe unless special approval is obtained by the Chief Academic Officer.
- XIV.** All student observations under the age of 18 require a parent or legal guardian approval unless the approval is part of a formal program process.
- XV.** International student observers must be able to meet all the requirements of this policy and procedures to participate in an observation experience. Documentation must be translated to English to ensure documentation meets the observation requirements.

Purpose:

It is the goal of our system to have a centralized and standardized student observation process for approving, tracking and document compliance for observation experiences within our system that minimizes risk and maintains a positive learning experience.

Definitions:

Observer. An observer is an individual who observes medical professionals as they care for patients and are interested in the medical field and not for academic credit (i.e. job shadows, interest in applying for school/program in healthcare).

Procedure:

- I.** Observer will send an email request with a brief description of the observation experience including dates, total hours, location, and designated preceptor to students@fairview.org
- II.** Observation requests must be submitted at least 2 weeks prior to the requested observation time frame to allow for approval and verification of the observation request. All observation requests must be completed within 90 days and not exceed 90 days.
- III.** Once the Medical Education team has confirmed the observation with the preceptor, the Medical Education team will provide a link to apply for the observation. The student will create a profile first, then apply for the observation using the link provided Important: Be sure to list the start date to be at least two weeks from the submission Date.
- IV.** All steps of the observation application must be completed prior to being submitted, including uploading Immunization records. The submitted application will be verified by the Medical Education team. Partial applications cannot be viewed by the medical education team.
- V.** After verification by the Medical Education team, the observer will receive an email alerting them their application has been approved.
- VI.** After the application is accepted, the observer will coordinate hours with the preceptor or coordinator of the observation. Preceptors/hosts can use the email stating the student is compliant as a green pass for the observation.
- VII.** University of Minnesota Medical Students currently enrolled and in good standing may observe without completing observation documentation and must wear their Fairview student ID badge.
- VIII.** Observations may be paused or cancelled at the discretion of Fairview Health Services.
- IX.** Visiting physician and professional staff observers must follow Visiting Clinical Observer
- X.** Vendor observations must work with the Supply Chain and complete the Vendormate process.
- XI.** Research observations must follow the research policy and process, contact research@fairview.org