



## Massachusetts General Hospital (MGH) Department of Radiation Oncology Observer Agreement

### **Definition:**

An observer is considered any individual who has received approval in accordance with the MGH Observership Policy for Educational Purposes to observe clinical, research and/or education activities at MGH for a limited, clearly defined period.

### **Patient Interaction:**

As guests of the MGH, observers are not to have any physical contact with patients. While an observer may be present during case discussions, s/he may not directly participate in case advisement or physically engage with any patient. An observer may not behave or speak in any manner that would lead a patient to believe that s/he is a practicing physician or other clinician on staff at the MGH.

Observers must be clearly identified to all patients and staff, and permission must be obtained from each patient (or proxy) for observer to be present during any encounter / procedure. All interactions with patients must be done in a culturally sensitive, compassionate and respectful manner. Should a patient request an observer to leave at any point during an encounter, the observer must leave at once.

### **Financial Expectations:**

Observers are considered non-employees; no salary or other remuneration or compensatory reimbursements or benefits are available from the MGH to the observer. Observers are responsible for their personal transportation, accommodations, meals, medical insurance, required immunizations and any other personal expenses incurred while at the MGH. Observers are not practicing health care providers at the MGH, and therefore malpractice insurance is not required.

Depending on the extent of the visit, some observerships require a fee to be paid to the department in advance.

### **General Expectations and Limitations:**

Observers must comply with all MGH standards, rules and regulations, as well as all applicable federal, state and local laws pertaining to government health care programs.

Observers are expected to maintain appropriate and professional attire and appearance. Business casual or business professional attire is expected (jeans, t-shirts, and/or open-toed shoes are not permitted). Observers are encouraged to bring white coats and identification (ID) badges from their home institution to wear in addition to MGH-issued ID badges.

Observerships are limited to one month (20-working days) but can be extended up to three months (60-working days) with appropriate chief approval. An observership may be terminated (with written notice) by the MGH or observer at any time.

The MGH Radiation Oncology Observership Program is not affiliated with any Harvard Medical School program(s) and does not award medical education credits. Participation in the observership program does not have any bearing on any pending or future internship, fellowship, or employment applications. The department will not provide any letters of reference, recommendation or commendation on behalf of observers. Upon request, a letter verifying attendance may be issued.

Observers **may**:

- Attend MGH conferences, lectures, seminars and committee meetings as deemed appropriate by their host
- Observe both inpatient and outpatient clinical activities with prior approval from assigned MGH sponsor and each patient

Observers **may not**:

- Administer treatment or render services to patients
- Be involved in obtaining patient consent for any encounter or procedure (clinical or research)
- Participate in patient care management, including writing orders or notes in patient records and / or giving verbal orders related to patient care
- Take any photographs or recordings that may compromise patient privacy or hospital security
- Publish any works that imply a formal affiliation with MGH
- Have access to MGH / PHS computers & systems. This includes:
  - Network logon and/or password
  - Direct access to any clinical applications that contain PHI (protected health information)
  - MGH / PHS email address
  - Listing in MGH / PHS telephone directory
  - Access any clinical or research IS applications under any other users' name or ID
  - Publish any works that imply a formal affiliation with the MGH
  - Obligate the MGH financially
  - Suggest or imply that s/he is acting with the authority of the MGH

**I understand and agree to abide by the expectations outlined above.**

\_\_\_\_\_  
Observer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date