

Anesthesiology Observer Program Agreements

You must read the following agreements, then return to the form to attest that you agree to each requirement. These agreements contain valuable information meant to protect you and the patient. ***Please read them carefully.***

A final copy will be emailed to you along with the information you submit in the application form.

Thank you,
The Department of Anesthesiology Admin Team

VCU Health System (VCUHS) Student Observation Confidentiality Agreement

• Patient Information

It is Virginia Commonwealth University Health System's ("VCUHS") obligation to respect the rights of patients to Personal Privacy and Confidentiality of "Personal Health Information" in accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), applicable laws of the Commonwealth of Virginia, and VCUHS policies and procedures.

To assist VCUHS in meeting these obligations, I agree not to disclose any information about a patient, received in the course of observing as a Student Observer.

- I understand and agree that all patient information is considered confidential and private, including the fact that a person is the patient of VCUHS.
- I will not ask or seek information about patients, their conditions, or any information about their families, without a specific need to know, which is related to my role as a Student Observer.
- I will not discuss a patient's Hospital or Clinic stay, or any information associated with that stay, with any person outside the applicable Hospital or Clinic or otherwise with anyone who is not authorized to receive such information.
- I agree to report promptly any unauthorized disclosure of a patient's information to VCUHS's Privacy Office at 804-828-0500 or 800-620-1438.
- I understand my obligation to maintain the confidentiality of patient information is a continuing one that extends indefinitely, even after termination of my observation with VCUHS

• Organizational/Proprietary Information

- I agree not to disclose any Organizational/Proprietary information including, but not limited to, information that is patient-identifiable, financial, employee-identifiable, intellectual property, non-public, contractual, of a competitive nature, and information from any source or in any form (i.e., paper, magnetic, or optical media, conversations, film, etc.) that is considered confidential. I agree to protect this confidential information as required by law and the policies of VCUHS.
- I will not access VCUHS information from the medical record or elicit such information from staff or patients.
- I will not disclose any confidential information. I also understand that I have no right or ownership interest in confidential information.
- I agree that disclosure of confidential information is prohibited indefinitely, even after my role as a Student Observer ends.
- I agree to indemnify and hold VCUHS harmless for costs associated with my acts and omissions that cause the unauthorized disclosure to information

• Observer Acknowledgement

- I acknowledge this is an observation-only role and I will not participate in direct or indirect patient care nor conduct research;
- I acknowledge facility capacity constraints may limit the number of participants in a specific department at the discretion of the facility.

I understand my failure to comply with this Agreement may result in corrective action, which might include, but is not limited to, termination of my observational access and/or loss of privileges within VCUHS. By signing this agreement, I acknowledge the requirements for access and use of confidential information of VCUHS and the consequences of inappropriate use or disclosure.

VCU Health System Code of Conduct Acknowledgement

Integrity is the cornerstone of our success and fundamental to achieving our mission.

Professional integrity and compliance does not just happen. It requires all of us to do our part by steadfastly adhering to our ethical standards, laws, regulations and policies that apply to us. You demonstrate your commitment to integrity by acknowledging the following:

- I have read and understand our Code of Conduct
- I understand that more detailed guidance is provided in other resources, such as the VCU Health System's Policy Page, and I know how to access them, or who to ask for assistance gaining access.
- I understand that I am responsible for knowing and following our Code of Conduct and all laws, regulations, and policies or other guidance that apply to me.
- I understand that I must disclose any personal/business interests that may appear to affect my decisions in the workplace.
- I understand that I have a duty to speak up, and I will raise concerns of any actual or suspected violation of our Code of Conduct, laws, regulations, or policies.
- I understand the policy against retaliation, and I will not take any retaliatory action against any team member who raises a concern in good faith or participates in an investigation.
- I understand that I may be subject to disciplinary action if I compromise our Code of Conduct or any applicable laws, regulations, or policies.

I have read, understand and agree to adhere and to comply with our Code of Conduct. Any questions I may have had were answered to my satisfaction.

VCU Health Infection Control Training for Observers

Infection Control Training is designed to help you understand how you can help protect yourself from a blood borne pathogen exposure while observing at Virginia Commonwealth University Health System (“VCUHS”). Blood borne pathogens are passed from person to person by blood, body fluids, or other potentially infectious materials. Blood borne pathogens include viruses like hepatitis B, hepatitis C, and HIV, the virus that causes AIDS. Health care workers can become infected with these viruses if they are exposed to a patient's blood or body fluids in a way that can transmit disease such as a needle stick or splash. As an observer, you will not be allowed to perform tasks that will bring you in contact with blood or body fluids, so you are at extremely low risk for having an exposure to a blood borne pathogen.

What is an exposure?

Although observers are not allowed to perform tasks that bring them into contact with blood or body fluids, accidental exposures can occur. If you are exposed to blood or body fluids in any of the following ways, you may be at risk for getting a blood borne pathogen:

- Getting stuck with a sharp object that has blood or body fluids on it (needles, scalpel, and broken glass).
- Getting blood or body fluids on non-intact skin (cuts, abrasions, hangnails, rash)
- Getting blood or body fluids into your eyes, nose, or mouth
- Getting blood over a large area of intact skin
- Getting stuck with an unidentified object

As an observer, you should not be at risk for these kinds of exposures. However, if you do accidentally have one of the above exposures or get body fluids on your clothes, immediately ask for assistance from your sponsoring physician. Remove any contaminated clothing without contaminating the rest of your body. Such clothing must be laundered or disinfected before it can be taken home. Wash any exposed area of your body immediately with soap and running water. If your eyes, nose, and/or mouth are splashed with blood or body fluids, flush them with large amounts of running water. **Report your exposure immediately to the Post Exposure Prophylaxis (PEP) Team.**

Standard Precautions

Standard Precautions are used to prevent health care workers, hospital staff and volunteers from coming in contact with blood or body fluids. Because no one can tell who may have a blood borne pathogen, using Standard Precautions means you must consider all patients' blood, body fluids, mucous membranes and tissue to be infected. Following these precautions will help keep you safe while you observe:

- Do not eat, drink, apply cosmetics, lip balm or handle contact lenses in patient care areas
- Do not handle sharp instruments or glass containers that may be contaminated with blood, body fluids, or human tissue
- Do not handle contaminated materials containers
- Do not handle patient specimens or put food or drink in refrigerators, freezers, or cabinets used to store patient specimens
- Do not touch surfaces or objects that may be contaminated with blood or body fluids
- Do not observe or get close to a procedure in which spray of blood or body fluids may occur
- Do not clean up blood or body fluid spills
- Do not handle linen that is visibility soiled with blood or body fluid.

I hereby certify that I have read the above information and agree to abide by all protocols and regulations set forth in this training document and other applicable policies while at VCUHS

VCU Health Student Observer Guidelines and Expectations

- **Observation and Shadowing** – Student observers may shadow clinician on rounds, observe procedures and enter the operating room. They may also participate in educational programming and conferences taking place at VCU Health facilities.
- No hands-on patient contact or responsibility for patient care
- No direct access to medical records or entry into the patient's chart
- No patient care or other orders may be written or given verbally
- No research conducted on-site or utilizing information gathered while participating in the program
- **Identification (ID) Badges** - Student observers are provided with a VCUHS ID badge and/or student observer badge buddy. The badge and/or badge buddy must be worn above the waist and visible at all times while at a VCU Health facility. VCUHS ID badges must be returned at the completion of the observation time period. Badges not returned within one week of the final observing date may incur a replacement fee.
- **Code of Conduct and Observer Etiquette** - Student observers must engage in professional and appropriate conduct at all times. Examples of unprofessional conduct include, but are not limited to, breaches of patient confidentiality, abusive language, sexual or other forms of harassment and verbal or nonverbal conduct that harms or intimidates others. All VCU Health facilities are tobacco free. No tobacco products may be used in the facilities or outside on campus.
- **Dress Code** - Student observers must adhere to the VCUHS Dress Code policy. Student observers not abiding by the dress code policy will not be permitted to participate in observer activities. **To ensure participant and patient safety, shoes with open-toes, shoes with high heels, jewelry and other items may be prohibited. In some instances, observers may not be permitted to wear perfume, cologne or scented lotions while at a VCU Health facility.** This is enforced to prevent adverse reactions. Departments may provide specific protective equipment (gloves, coats, protective eyewear) to use in certain circumstances to reduce risk of exposure to potentially infectious agents. Observers may not wear scrubs during the program unless they are provided by VCU Health.
- **Parking** - Student observers may park in areas designated visitor parking areas unless otherwise noted by the facility.

I hereby certify that I have read the above information and agree to abide by all protocols and regulations set forth in this training document and other applicable policies while at VCUHS.

VCU Health Student Observer Agreement

Observer will follow the instructions included in the Student Observer Agreement and the Student Observer Guidelines and Expectations.

- Observer understands that he/she will not be provided with liability or medical insurance nor qualify for workers compensation benefits if injured during the course of the observership. Observer certifies they have health insurance coverage that is valid in the United States
- Observer will not provide medical care to patients which includes but is not limited to:
 - Take a medical history
 - Prescribe and/or administer drugs
 - Bill for services rendered
 - Perform physical examinations
 - Write notes and/or orders in a patient chart
 - Diagnose and/or treat a patient's condition
 - Perform and/or assist in a procedure
- Observer acknowledges that providing medical care to patients is in violation of this agreement and the Student Observer Guidelines and Expectations.
- Observer understands that he/she must be accompanied by his/her sponsor when observing patient care activities.
- Observer has no independent access to patients or patient records (electronic or hard-copy).
- **For extended observations beyond 2 hours:** Observer agrees to obtain all necessary vaccines and provide proof of vaccination for (COVID19, Influenza, MMR, TdAP). Additionally, the observer must have a negative PPD within 3 months or CXR within a year of the planned observership date.
- **Observer agrees to refrain from patient care observation at any time observer has an infectious disease or condition that could be transmitted to patients.**
- Observer or VCUHS may terminate this Agreement at any time and for any reason prior to the scheduled conclusion of the observership by providing written or oral notice to the other party. Observer acknowledges that there are no grievances, appeal, or other due process procedures available to challenge the termination of an observership experience or Observer Agreement.
- Observer agrees to comply with all applicable policies and procedures of VCUHS, including but not limited to policies on Observers and protecting patient confidentiality. Observer will not disclose or discuss patient identifiable information with any persons except in accordance with applicable law, VCUHS policies and with the approval of other healthcare providers involved in the patient's care as needed to facilitate the observership experience.
- Observer assumes all costs incurred, including meals, parking, etc., during and related to observation hours.
- **Observers are expected to dress business casual and are not permitted to wear open-toed shoes, tank/tube tops, T-shirts, jeans, cutoffs, shorts, sweats, heavy perfume, or dangling/inappropriate jewelry. Observer with such attire may be sent home in VCUHS' sole discretion.**
- **Observer is not permitted to use any personal devices capable of video, photography, or communication while in Restricted Areas. All such devices must be stored in a locker, left at home, inside his/her vehicle, or otherwise outside of VCUHS clinical facilities.**
- Release of Liability: Observer releases VCUHS, trustees, officers, employees and agents from any responsibility or liability for personal injury, including death, and damage to or loss of property that Observer may incur due to negligence of VCUHS and its affiliates, trustees, officers, employees, and agents arising in relation to the observership

I have read the VCUHS Student Observer Guidelines and Expectations and the above Agreement. I understand that my failure to comply with this Agreement may result in corrective action, which might include, but is not limited to, loss of privileges within VCUHS and termination of my observational access. By signing this agreement, I acknowledge the aforementioned requirements for participation as an observer.