

**East Jefferson General Hospital
Staff Services
Metairie, LA 70006
Procedure MSO - 11
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TITLE: Student Shadowing
Date: July 1, 2003**

**Medical
Policy &
Effective**

Approved By:

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Revised: 10/25/06, 12/14/07, 4/25/17**

Medical Director

I. POLICY

The Medical Staff Services Department has developed a procedure for granting approval for a medical student to shadow a current member of the Medical Staff while in the Hospital.

II. GUIDELINES

"Sponsoring Physician" must be a current member of the Medical Staff of East Jefferson General Hospital.

Student must only observe, and shall not be involved in any examination or treatment of the patient or write orders or enter any documentation in the medical chart.

The physician shall introduce the student to the patient/family present, briefly describe the student's purpose for being present and dismiss the student if any objection is expressed.

Student will agree to wear the issued EJGH identification tag and be professionally dressed (EJ dress code) and adhere to the approved dates.

The physician and student affirm that the student has no diseases or other medical condition(s) that may present a risk to patients or others, including the student.

The student acknowledges that all Personal Health Information (PHI) is confidential and agrees to keep any such information strictly confidential. The student shall not record or retain any document containing PHI at any time.

III. PROCEDURE

- A. The physician makes a request to the Medical Staff Office.
- B. The requesting physician must complete the appropriate documentation.

C. Upon approval by the Medical Director, the student is issued an identification tag by the Medical Staff Office with:

1. Name of Student
 2. Expiration date of shadowing
 3. Sponsoring Physician
- D. The sponsoring physician and student must agree to and abide by the rules contained on the Physician Shadowing form.

E. Completed forms will be maintained in the Medical Staff Services Office.

F. Upon request, a temporary COMPAS code may be issued to the student for view only purposes and will terminate at the end of the rotation.