

Department of Anesthesia

Title:

Visiting Healthcare Providers

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Summary Table

Hospital Policy 136

POLICY:

It is the policy of the Department of Anesthesia of the Georgetown University Hospital to ensure patient and staff safety by appropriately identifying and processing observing/visiting health care providers (HCPs) and other authorized personnel.

DEFINITIONS:

Healthcare Provider:

For purposes of this policy, a healthcare provider is a physician, nurse practitioner, or learner in a post-graduate training program (resident, fellow, intern, nurse).

Observing Healthcare Provider (OHP):

An individual who is visiting Georgetown University Hospital and is only observing care. This individual does not participate in direct patient care in any way, does not document in any patient records and is not left unsupervised at anytime in a patient care area.

Visiting Healthcare Provider (VHP):

An individual who is visiting Georgetown University Hospital and in the course of that visit is requesting to participate in **direct patient care**. These individuals must be credentialed and privileged through the Office of Medical Staff Affairs or processed through the Office of Graduate Medical Education.

PROCEDURE:

1. Observing Healthcare Provider for **ONE** day only

For those physicians, nurses or other authorized personnel to observe a healthcare setting, the following are required:

 - a. Observer is escorted at all times by a member of the Medical Staff
 - b. The observer wears a Visitor ID
 - c. The OHP shows identification and is logged in by the hosting Department/Division
 - d. The Chief of the Department/Division formally approves the visit
2. Observing Healthcare Provider for 2-30 days maximum
 - a. Request in writing to VPMA with reasons for extended observation
 - b. Approval in writing from the VPMA to the Chief of the Department or Division hosting the observer
3. Visiting Healthcare Provider for any length of stay
 - a. Written approval by VPMA or GME office
 - b. A curriculum vitae and letter of introduction
 - c. Health clearance

- d. Confidentiality Statement (*Note: What is this?*)
- e. D.C. license for MDs, ANPs, RNs and residents at PGY5 level or above
- f. Letter of support from Chief of Department/Division to VPMA
- g. Two letters of reference in addition to Chief's letter
- h. Malpractice insurance or letter of indemnification from parent institution
- i. Official government or hospital issued Identification or equivalent photo.

ADDITIONAL NOTES:

At the completion of the observation, the observing HCP is required to return the identification to the Office of Medical Staff Affairs or Graduate Medical Education. Failure of the HCP to do so will result in the inability of the host department to request additional visitors until the identification is returned.

Visiting Medical or Nursing Students

- 1. Medical or nursing students requesting to visit at Georgetown University Hospital must be processed through the appropriate Dean's Office at either the School of Medicine or School of Nursing and Health Sciences.
- 2. Students at accredited US medical/osteopathic and nursing schools must provide letters of reference, student health insurance and liability malpractice insurance from the parent educational institution.
- 3. A health clearance form is required that includes tuberculin testing and immunizations as required by the District of Columbia
- 4. No stipend is paid to visiting students and housing is not provided.
- 5. The respective Dean's Office reviews all applicants and facilitates appropriate identification of these students. At the conclusion of the visit, the student must return the visitor badge prior to receiving documentation from Georgetown University attesting to the completion of the visit.

SUMMARY TABLE CAN BE FOUND ON THE NEXT PAGE

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Chief of Service, Anesthesia

	Physician/APN	Medical/Nursing Student	Trade/Media
Observing Health Care Professional 1 Day only	<ul style="list-style-type: none"> Approval of Dept/Division Chief Visitor ID Escorted by GUH MD/APN staff Logged in by Department <p><u>Example:</u> Visiting surgeon to observe new technic</p>	<ul style="list-style-type: none"> Approval of Dept/Division Chief Visitor ID Escorted by GUH MD/APN staff Logged in by Department <p><u>Example:</u> visiting medical student on interview for internship</p>	<ul style="list-style-type: none"> Approval of Dept/Division Chief Visitor ID Escorted by GUH member Logged in by Department Media cleared through Public Relations Trade cleared through Purchasing <p><u>Example:</u> sales representative for an orthopedic implant</p>
Observing Health Care Professional 2-30 days	<p>In addition to above, approval of VPMA</p> <p><u>Example:</u> surgeon visiting for several days to observe technic</p>	<p>In addition to above, approval by GME office</p> <p><u>Example:</u> student spending several days with Dept. to assess residency</p>	<p>In addition to above, approval by VPMA</p> <p><u>Example:</u> CNN team doing piece on neonatal ICUs</p>
Visiting Health Care Professional Any Duration	<ul style="list-style-type: none"> Approval in writing by VPMA or GME Office License in D.C. Health clearance Liability Insurance Confidentiality statement Yes 2 Letters of reference Formal ID issued by Medical Staff Affairs <p><u>Example:</u> Specialist from Childrens Hosp. Here to assist in pediatric transplants</p>	<ul style="list-style-type: none"> Registered with School of Medicine or Nursing Health clearance Health insurance Liability insur. From parent institution 2 Letters of reference Formal Medical Staff ID issued by Medical Staff Affairs <p><u>Example:</u> Resident from Navy here to do Pediatric Nephrology</p>	Not applicable