**Harborview Medical Staff Observation Program FAQs**

**Who is eligible to observe at Harborview Medical Center (\*3-days per calendar year, unless otherwise stated)**

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| * Undergraduate/post-bacc/pre-medical observers
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| * External (Non-UWSoM) Medical Students
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| * UW Medicine Employees
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| * UWSoM Medical Students**\*\***
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| * Visiting Physicians/Scholars/Researchers: 30-days or less
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| ***\*Exceptions to the length of an observation period must be reviewed by the Medical Director on a case-by-case basis.******\*\*UWSoM Medical Students are permitted up to 3-days of observation per experience. Each observation request must be documented as outlined below.***  |

**Groups currently ineligible to Observe:**

* International observers
* High School Students
* Resident/Fellow Interviewees or Prospective Residents/Fellows

**I am a pre-medical student / interested in Medical or Graduate School / or a Visiting Medical Professional who would like to apply for observation. What are my next steps?**

* Observation applicants should be at least 18-years of age and an undergraduate, graduate or medical professional.
* Observation applicants are responsible for identifying an attending-level physician or APP who is willing to host you at HMC.
* Once an attending or APP has agreed to have you observe, please ask them to put you in touch with their **Departmental Program Coordinator**, who will help facilitate your observation paperwork. Please be as responsive as possible for any requests they make to ensure timely review of your application.
* If the Department does not have a Program Coordinator or employee designated to help with Observation Applications, please contact meddirec@uw.edu.

**I am a pre-medical student / post-bacc / seeking observation hours or experience and would like to observe longer than 3-days.**

* Exceptions are infrequent and only granted for compelling reasons. Please contact the Office of the Medical Director with questions.

**Do I have to be COVID-19 vaccinated to observe?**

* All applicants are required to have their complete COVID-19 series prior to observation. For questions or concerns, please contact Harborview’s Employee Health Services Office: 206-744-3081.

**What should I wear to my observation?**

* Your clinical experience will determine your attire. If you are observing in the OR, you will wear scrubs. The department will help arrange this. If you are shadowing in the ambulatory or inpatient setting, please wear business attire with comfortable and professional closed toe shoes, unless otherwise directed by the department.

**How long does it take for my application to be reviewed?**

* Applicants should submit their completed applications at least 3-weeks in advance of their anticipated first date of shadowing. Incomplete applications cannot be considered. Please ensure you review your application for completion prior to submitting it to meddirec@uw.edu.

**How do I know when my observation has been approved?**

* An emailed approval will either be sent directly to your Program Coordinator, who will then forward it to you, or it will be sent to you and your supervising Physician/APP. Your application must be approved by the HMC Medical Director prior to beginning your observation.

**Do I have to obtain a badge if I am shadowing for 1-2 days?**

* Yes, all observers need to obtain a badge through the Parking/Commuter Services Office. Directions on how to obtain your badge will be included in your email observation approval. Badges must be returned to the Parking/Commuter Services Office or the Department at the end of your observation.

**What should I do if the dates of my observation experience changed after my approval?**

* The Program Coordinator will contact the Medical Director’s Office to notify them of the change as soon as possible. If you are not working with a Department Coordinator, please email meddirec@uw.edu to provide the updated dates before they occur.

**What is the process for UWSoM Medical Students to shadow at Harborview?**

* UWSoM Medical Students coordinate with an attending-level physician for a shadowing experience of up to 3-days per observation experience.
* The process is abridged for UWSoM Medical Students. Students or Departmental Coordinators should plan to email the HMC Office of the Medical Director and cc the supervising physician/student/coordinator with the following information and acknowledgement.
* An emailed approval will be sent to the Medical Student along with instructions on how to obtain a temporary badge. UW-Medical Students must complete the daily COVID-19 attestation before each observation shift.

***Name:***

***Year in School:***

***Physician Supervisor:***

***Dates of Shadowing:***

***\*All observation rules/regulations are enforced. This is an observational opportunity only.***

**How far in advance should UWSoM Medical Students email with their observation dates?**

* As much advanced notice as possible is greatly appreciated but we do ask for at least 48 hours if possible.

**Can I use my UWSoM Medical Student Badge for observation?**

* Please obtain a temporary badge from the Badging office that states “Observer.” This helps patients, staff, and providers in the clinical space to quickly identify who you are and your role. Instructions on how to obtain a badge will be included in your emailed approval.

**Do non-UW Medical Students use the abridged version listed above?**

* No, non-UW Medical Students must submit a Medical Staff Observation Application.