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## Procedure for International Observerships

1. Completion and Approval of International Clinical Observer Application Form
2. Review of University of Illinois Hospital and Health Science System Policies:
  - a. EC 3.12 – Access of Non-Medical Center Employees Engaged in Observing or Providing Patient Care Related Services
  - b. EC 3.11 – Identification of Persons Visiting or Performing Duties within the Hospital or Hospital Based Clinics
  - c. IC 2.05 – Immunization of Healthcare Workers to Varicella, Measles, Mumps and Rubella
  - d. LD 4.13 – UIMC Code of Conduct
3. Completion of:
  - a. UIMC Code of Conduct – Reviewed and Signed by Observer
  - b. Currency of Immunizations – Proof of Immunity of Varicella, Measles, Mumps and Rubella. Documentation of immunity status is required. If no documentation can be provided observer will need to go to UHS for health clearance and charges will be the responsibility of the department.
  - c. Confidentiality Agreement – Reviewed and Signed by Observer
  - d. Medical Center Orientation Manual – Reviewed and Signed by Observer

\*\*All documentation must be maintained in UIC sponsoring department and available upon request

4. Identification Badge:
  - a. If observer will be visiting less than one week, obtain hospital temporary visitor badge at information desk on daily basis
  - b. If observer will be visiting more than one week, obtain hospital photo ID - this will require the completion of the Medical Center ID Badge Authorization Form and Observer will have to provide photo identification (drivers license/passport)