



**UNIVERSITY OF NEBRASKA MEDICAL CENTER
DEPARTMENT OF NEUROLOGICAL SCIENCES
OBSERVERSHIP PROGRAM OVERVIEW**

In support of its educational mission, the Department of Neurological Sciences (DONS) at the University of Nebraska Medical Center (UNMC) provides a limited number of observership opportunities for qualified students. Observers are required to adhere to the policies below in order to meet institutional requirements, provide a safe environment, respect patients' rights to privacy and confidentiality, and enhance the observer's experience.

OVERVIEW

1. An observership is an unpaid, month-long experience that does not constitute medical education, graduate medical education, continuing medical education, or any training leading to licensure or board certification. Observers receive no academic credit for the observership but may receive a letter of recognition or a certificate of completion for fulfillment of an observational or shadowing requirement as necessary.
2. All observers must wear a UNMC photo ID at all times while on UNMC property. The badge must be returned at the end of the rotation. There is an assessment of \$25.00 for unreturned or damaged ID badges.
3. DONS does not provide housing, food, transportation, insurance, or visa sponsorship.
4. Observers must complete all compliance requirements prior to starting their observership; including, but not limited to: showing proof of immunizations, proof of PPD within the last 12 months, proof of privately purchased medical travel insurance, and satisfactorily completing all computer-based learning modules provided by UNMC.
5. Observers must be directly supervised at all times by a designated faculty attending, physician attending, physician in training, or another representative of DONS.
6. Observers may participate in lunch conferences and other didactic activities as appropriate.
7. Observers must not provide medical care, conduct patient interviews, take a medical history, examine a patient, provide medical advice to a patient, or assist in any procedure.
8. Observers must not make entries into patient medical records. They must not print or copy any patient medical records or other materials identified with patient names or other patient information.
9. Observers must not write orders for patients or make verbal orders for patients.
10. Observers must not bill for any service.
11. Any violation of the above policies will result in immediate termination of the observership experience.
12. UNMC DONS reserves the right to modify any of the above guidelines.



SCHEDULING

1. Observership slots are very limited, and it is not possible for DONS to accommodate all eligible applicants. Applicants may ask to be placed on a waiting list.
2. Because observership opportunities are so limited, DONS does not allow observers to reschedule their slot once it has been fully scheduled and confirmed. This is to ensure fairness to other deserving applicants who are also waiting for a slot.
3. Observerships are offered for one calendar month (January, February, March, etc.). It is expected that you will arrange your travel schedule to be present for the majority of the month. The program cannot schedule additional days for you before or after your agreed- upon month, as this would infringe upon other observers.

EXPENSES

1. The observership fee of \$1,500 USD must be paid in full before an observership month can be confirmed or any preparation or scheduling begin.
2. Forms of payment accepted: cashier's check, money order, Visa, MasterCard, American Express, Discover, JCB and UnionPay. If paying by credit card, please notify us so we can provide you with an invoice number and payment portal link. If paying by check or money order, please mail to:

University of Nebraska Medical Center
Department of Neurological Sciences – Observership Program
988435 Nebraska Medical Center
Omaha, NE 68198-8435

3. Once the observership month is agreed upon and confirmed, \$1500 fee is due immediately. If the observer cancels observership month after payment is made, a \$200 cancellation fee will be deducted from refund.
4. Once an observership month is confirmed, the observer is responsible for purchasing private medical travel insurance. This is for the observer's protection in case of a severe illness or medical emergency.



CHECKLIST

If approved, you will be asked to submit the following additional items:

1. Current Curriculum Vitae (CV)
2. Copy of USMLE scores (Must have an ECFMG certificate on file within 1 to 2 weeks of the start of rotation)
3. Copy of medical school transcript
4. Copy of government-issued passport photo page
5. 1- 2 Letters of recommendations (from a physician or the dean of applicants medical school, which must attest to applicants academic and other relevant experience issued in the past 6 months. Must be printed on physician's or dean's office letterhead)
6. Headshot/Photograph
7. Visa photocopy (if applicable)
8. Copy of passport photo page (if applicable)
9. Immunizations form (we will provide you with this at a later date)