

DEPARTMENT OF NEUROSURGERY OBSERVERSHIP POLICY

In support of its educational mission, the Department of Neurosurgery 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.

GUIDELINES

- I. An observership is a voluntary 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.
- II. 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.
- III. The Department of Neurosurgery does not provide housing, food, transportation, insurance, or visa sponsorship.
- IV. 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.
- V. Observers must be directly supervised at all times by a designated faculty attending, physician attending, physician in training, or another representative of the Department of Neurosurgery.
- VI. Observers may participate in conferences and other didactic activities as appropriate.
- VII. 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.
- VIII. Observers are allowed in the operating rooms, but may not assist in any procedure. Scrubs will be assigned at the start of your observership but must be returned by the 5PM on the last day.
- IX. Observers must not make entries into patient medical records. They must not copy any patient medical records or other materials identified with patient names or other patient information.

- X. Observers must not bill for any service.
- XI. Any violation of the above policies will result in immediate termination of the observership experience.
- XII. UNMC Department of Neurosurgery reserves the right to modify any of the above guidelines.

SCHEDULING

- I. Observership slots are very limited, and it is not possible for the Department of Neurosurgery to accommodate all eligible applicants. Applicants may ask to be placed on a waiting list.
- II. Because observership opportunities are so limited, the Department of Neurosurgery 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.
- III. 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.

FEES AND MEDICAL TRAVEL INSURANCE

- I. The observership fee of \$1,000 USD must be paid in full before an observership month can be confirmed or any preparation or scheduling begun.
- II. Payment should be made in the form of a check or money order made payable to the University of Nebraska Medical Center and mailed to:
University of Nebraska Medical Center
Department of Neurosurgery – Observership Program
988437 Nebraska Medical Center
Omaha, NE 68198-8437
- III. **Once the fee is paid and an observership month is agreed upon and confirmed, the observership fee is non-refundable.** If the observer cancels his/her observership month, the payment will be forfeited. This is non-negotiable.
- IV. 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.

QUESTIONS: Please email us at kdevney@unmc.edu