

**UNIVERSITY OF NEBRASKA MEDICAL CENTER**

**DEPARTMENT OF PEDIATRICS**

**OBSERVERSHIP PROGRAM POLICY**

As part of a global research university dedicated to excellence in education, research, service and outreach around the world, the Department of Pediatrics (DOP) at the University of Nebraska Medical Center (UNMC) provides a limited number of observership opportunities for qualified students or Clinical healthcare professionals credentialed internationally.

**POLICY**

1. Limit is one hosted observer per calendar year quarter (4 per year).
2. All observerships are an unpaid, 4 week experience that does not constitute medical education, graduate medical education, continuing medical education, or any training leading to licensure or board certification. Extensions for experiences may be granted up to 8 weeks with special approval by Chair.
3. 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.
4. Accepted participants will be able to observe patient care provided by attendings and house staff, and will participate in discussions, patient-oriented conferences, and other didactic sessions. Observers will not be involved in direct patient care. Access to Children's Nebraska for observing is assessed on a case-by-case basis. If the potential Observership involves access to Children's Nebraska, the application will be reviewed by their Director of Education. These assessments may take six months to assess.
5. The observer must apply for Observership. No faculty or employee may grant an Observership independently or privately. Applications will be made to the Chief of the Division requested for approval and then to the Chair's office for final approval.
6. All observers must wear a UNMC photo ID at all times while on UNMC property. Experiences desired on the Children's Nebraska campus must be approved by the Children's Office of Education and may not be accommodated with less than a 6-month notice.
7. Applications will be reviewed by and selected by the appropriate department Division Chief with approval of the Chair of the Department.
8. DOP does not provide housing, food, transportation (including to/from the airport), insurance, cell phone, visa sponsorship and any other expenses incurred during the Observership.
9. 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.
10. Observers must be directly supervised at all times by a designated faculty attending, physician attending, physician in training, or another representative of DOP.

11. Observers may participate in lunch conferences and other didactic activities as appropriate.
12. Any violation of the above policies will result in immediate termination of the Observership experience. UNMC DOP reserves the right to terminate the Observership at any time.
13. Observer shall have the command of the English language to include being able to express and receive complex medical conversations. The Observer may choose to provide an interpreter at the Observer's own expense.
14. UNMC DOP reserves the right to modify this policy at any time.
15. DOP 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.
16. 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. \$500 of this fee goes to the International Program Office and may not be waived. \$1000 of the fee will be split between the Department of Pediatrics office of the Chair and the hosting Division. The \$1000 fee may only be waived by the DOP Chair and only in extraordinary circumstances.
17. Once the Observership month is agreed upon and confirmed, \$1500 fee is due immediately. Department of Pediatrics Finance & Administration will create an invoice to be paid by the observer. If the observer cancels Observership a month after payment is made, a \$50 cancellation fee will be deducted from refund.
18. 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.
19. If observer would like to experience time at Children's Nebraska, Children's Nebraska Director of Education (Russ Buzalko) will need to assess the possibility of any international observerships that are hoping to spend time observing at Children's Nebraska. This feasibility assessment should be conducted before any official plans are made.

## **CHECKLIST**

Apply using this [form](#) six months in advance.

Observer 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 in English
4. Copy of government-issued passport photo page with photo
5. 1- 2 Letters of recommendations (from a physician or the dean of applicant's 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. Visa photocopy (if applicable)

7. Immunizations form (provided at a later date)

**REQUIREMENTS**

Immunizations: Paperwork attesting to the current status of the following immunizations is required:

- DPT/TDaP (Diphtheria, Pertussis, Tetanus)
- Influenza (Flu Shot)
- Hepatitis B Inactivated Poliovirus (Polio Vaccine)
- MMR (Measles, Mumps, Rubella)
- Varicella (Chicken Pox)
- Proof of PPD Skin Test. Observer must show proof of a PPD within the last 12 months

Dress Code-Professional appearance is expected

Housing/Phone: This is entirely the responsibility of the observer. The Department of Pediatrics will not assist with these needs.