

Observer/Outside Learner Checklist

Observer Information					
Observer Name:		Email Address:			
Date of Observership:		Phone Number:			
Sponsor Information					
BCM Sponsor Name:		Email Address:			
		Phone Number:			
Administrative Contact:		Email Address:			
		Phone Number:			
Location/Site for Observership:		Specialty:			
Affiliate:					
	<i>Affiliate Name</i>		<i>Address</i>		<i>City, State, Zip</i>
Department Compliance Checklist					
Identification Verification Completed:	DL	Passport	VISA (if international, visa status has been verified by ISO)		
Health Clearance Completed:	Immunization record on file (see policy for details)		Immunization attestation form complete		
	The observer attests to being able to produce the medical record containing the required immunization upon request				
PPE need determination:	Yes	No	If yes, list type(s) here and training needed:		
Education Clearance Completed:	Clinical Observership/Outside Learner Education Clearance Form Completed/Approved (if applicable)				
HR Functions Completed:	Created Position Request in Identity Management/Sponsored Guest Account		Received ID Badge from Security (N/A for single day observer)		
	Signed confidentiality Agreement on file				
Completed BCM Online Modules:	BCM Social Media Policy	Bloodborne Pathogens	Hazard Communication and Fire Safety	Title IX	General Compliance
<p>Once completed, it is the responsibility of the initiating department to adhere to all BCM and affiliate institution policies and procedures for outside observers. Please refer to the BCM Policies and Procedures Manual to review the Observers and Observership Policy. For education questions, please contact the Office of Accreditation (EducationalAgreements@bcm.edu) This checklist, and any related materials, are to be retained by the Department in a secured location.</p>					