

Medical Observers within Theatre and Clinical Areas

Clinical Services



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1. Purpose

The purpose of this policy is to ensure that patient's rights to privacy and confidentiality are maintained within a safe operating and clinical environment. For the purpose of this policy 'Medical Observer' (Observer) applies to a person who observes the provision of health services.

2. Scope

This policy applies to all Macquarie University Hospital (MUH) and Clinic Building Observers in the clinical areas.

An observer is defined as a person who:

- Is 18 years of age or older
- Is entering the clinic areas including the operating theatres for the purpose of observation only
- Does not participate in any clinical procedure including entering the sterile field in the operating theatre.

NOTE: University students on clinical placement approved by the Faculty of Medicine, Health and Human Sciences, medical representatives and high school work experience placement (no longer supported by MQ Health) are excluded from this policy.

3. Policy Statement

- The Chief Executive Officer (CEO) Macquarie University Hospital and Clinical Services, holds the authority to approve or reject any request for an Observer.
- The Director of Medical and Surgical Services (DMSS), Executive Director of Nursing (EDON) or other Executive staff with delegated authority, may give approval in the absence of the CEO.
- Observers who have obtained prior authorisation from the CEO or the delegated authority will be allowed in the operating room during surgery or areas designated for patient care including wards and other clinical areas.
- An observer may not be involved with any aspect of patient care including, but not limited to:
 - Documenting in patient electronic medical records
 - Providing medical advice to patients, family/ carers
 - Any activities within the sterile field in theatres.

4. Procedure

4.1 Approval process

- At least 48 hours prior to the planned visit (unless in exceptional circumstances), the Accredited Practitioner (AP) who the Observer will be accompanying is to contact the Accreditation Officer.
- The Accredited Practitioner is to provide to the Accreditation Officer (in writing):
 - An official request with a justification for the Observer to observe clinical practice at MUH
 - The date and frequency of visit/s
 - That the AP is responsible for the Observer at all times
 - Acknowledgement that verbal consent will be sought from the patient prior to the Medical Observer entering the clinical area
- The Observer is to provide to the Accreditation Officer:
 - Proof of current COVID-19 vaccination status
 - A copy (where possible) of their CV, qualifications, registration, insurance and photo identification
 - Confirmation of the receipt of the MQ Health Code of Conduct and this policy and acknowledge they have read, accept and agree to adhere to the requirements of both documents.
- The Accreditation Officer will:
 - Provide the Observer with a copy of the MQ Health Code of Conduct and this policy
 - Create a document set file in origin for the Observer marked 'inactive' for all correspondence and documentation to be kept
 - Inform the Observer of the outcome of the request to observe (approve/ reject)
 - Email the relevant theatre staff including the Perioperative Nurse Manager and Theatre Floor Coordinator of the approval of the request along with date/s and time/s.

4.2 Observers on arrival

- Observers must report to security to sign-in and receive a visitor pass for each approved attendance at the Hospital.
- Upon arrival to theatre the Observer is to be provided with, and follow, the PER-P-038 Access to Operating Theatre policy along with any instructions issued by MUH theatre staff.
- Free or reduced rate parking is not granted to Observers in any circumstances.
- All Observers must report to Security prior to leaving MUH to sign-out and return their visitor pass.

5. Relevant Legislation & Standards

NSQHS Standard 1- Clinical Governance

NSQHS Standard 5- Comprehensive Care

6. References

Medical Board of Australia. (2013). Guidance on Clinical Observerships.

Retrieved from

https://www.google.com/search?q=medical+board+of+australia.+Guidance+on+clinical+observerships&rlz=1C1CHBF_en-GBAU954AU954&oq=medical+board+of+australia.+Guidance+on+clinical+observerships&aqs=chrome..69j57.162987j0j15&sourceid=chrome&ie=UTF-8

7. Related Documents

HRM-P-003 MQ Health Code of Conduct

Macquarie University Hospital By-Laws

PER-P-038 Access to Operating Theatre

SEC-P-007 Personal Identification Card

8. Review/Consultation

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Version History	Changes from previous Version
V1.0	New policy