

Observer Request Checklist

| Please submit the following required documents: <i>(Incomplete applications will not be considered.)</i> | |
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| <input type="checkbox"/> | 1. Letter of introduction from Attending Physician Sponsor: <i>Describe the observer's identity and relationship to the supervising physician, reason for observation experience, begin and end dates, and location of experience.</i> |
| <input type="checkbox"/> | 2. Approval from inpatient/clinic locations the observer may visit. <i>Academic Affairs will initiate the communication, Physician Sponsor will be copied.</i> |
| <input type="checkbox"/> | 3. Completed Application Form |
| <input type="checkbox"/> | 4. On-line HIPAA Education completion, confirmation email from USC Office of Compliance <noreply@qemailserver.com> (use link below and enter as guest) https://ooc.usc.edu/compliance-programs/data-privacy/health-information/hipaa-privacy-education-program-2/ |
| <input type="checkbox"/> | 5. Immunization record or titers: <input type="checkbox"/> varicella, <input type="checkbox"/> MMR (<i>measles, mumps, rubella</i>), <input type="checkbox"/> DPT/DTaP/Tdap (<i>tetanus, diphtheria, and pertussis</i>) |
| <input type="checkbox"/> | 6. TB clearance report – <i>within 12 months, inclusive of duration of observation period (PPD, QuantiFERON, <u>or chest x-ray report within 5 years with completed Keck TB AHA form</u>)</i> |
| <input type="checkbox"/> | 7. Evidence of current year influenza vaccination (<i>required during respiratory virus season, Nov-Apr</i>) |
| <input type="checkbox"/> | 8. Evidence of current year COVID-19 vaccination (<i>in compliance with the Facility's health and safety protocols, as applicable and subject to change from time to time.</i>) |
| <input type="checkbox"/> | 9. Current copy of government-issued ID (<i>Passport or Driver's License</i>) |
| <input type="checkbox"/> | 10. If a current USC student – copy of USC Student ID |
| <input type="checkbox"/> | 11. Signed Medical Chaperone Attestation Form – attesting to viewing the “Medical Chaperone: Sensitive Health Exam” information video Medical Chaperones Training - ZJ Final - Video generated with Synthesis |
| <input type="checkbox"/> | 12. Signed Non-Clinical Rapid Regulatory Compliance Attestation Form – attesting to reading and understanding the “Non-Clinical Rapid Regulatory Compliance Document, see document enclosed |
| Note: OR, ICU, and Interventional Suites are by exception only and must obtain prior approval from Academic Affairs Office. | |
| Please send all items in one email to jessica.vasquez@med.usc.edu and charinna.avelino@med.usc.edu | |

