

Clinical Observer Application Form

Name of Applicant:

First name _____ Surname _____

Permanent Address _____

City _____ Country _____ E-mail _____

Date of birth (DD/MM/YYYY) _____ Place of birth _____

Name of current employer / university _____

Location of current employer / university _____

Address in Italy (if available; will be required at registration) _____

Phone _____ Cell Phone _____

Degree and year of graduation _____ Medical/Professional school _____

Current IEO Sponsor _____ IEO Department _____

Dates of observership start _____ end _____

Educational goals for observership _____

Have you observed at IEO previously? _____ If yes, indicate when _____ and the name of your tutor _____

Required materials (in English or Italian):

- Signed Clinical Observer Application Form
- Signed copy of 'Guidelines for Clinical Observers'
- Recent (within 6 months of the observership start) reference letter from the candidate's current employer or university, including official letterhead of the institution
- Copy of the Job contract or declaration of employment during the period of observership at IEO, including official letterhead of the institution
- Signed copy of 'IEO Health requirements'
- Copy of the Medical School Diploma (original documents not in English or Italian must be translated and certified by the Italian Consulate)
- Copy of Passport
- Curriculum Vitae
- Signed Personal Data Collection Agreement
- Signed Patient Data Confidentiality Agreement

**I HAVE RECEIVED A COPY OF IEO'S GUIDELINES FOR CLINICAL OBSERVERS
AND AGREE TO ABIDE BY THEM.**

Signature of Applicant

Date

GUIDELINES FOR CLINICAL OBSERVERS

All clinical observers that wish to take part in a Clinical Observership at IEO should send **at least 60 days before** the observership start date the required documentation to observership@ieo.it in order to obtain a letter of invitation.

All requests with complete documentation will be evaluated by:

- 1) the Coordinator of the IEO Education Department
- 2) the Director of the Department/Division/Unit
- 3) the Medical Directorate
- 4) the Human Resources Directorate

The candidate will be notified within a month either in case of approval or rejection of their application.

Clinical observer activities are coordinated by a tutor assigned by the Director of the Department/Division/Unit.

A basic knowledge of Italian is kindly requested for clinical observerships with a duration of more than 30 days..

Clinical Observers may:

- attend IEO for a period from one day to:
 - twelve months if EU resident according to Lisbon convention
 - three months if non EU resident
 - one month for medical specialists
- observe surgeries in the surgical theatre, scrubbing-in or any other participation in surgical care is not allowed
- observe the clinical activities that take part in the wards (medication, discharges, checkups)
- observe the clinical activities that take place in the ambulatory clinic
- attend conferences, lectures and multidisciplinary meetings of the Department
- participate in scientific research activities and/or publications under supervision and in collaboration with the tutor

Clinical Observers will have: (during the period of the observership, under supervision of the tutor and according to IEO rules)

- access to books and other educational documents
- access to library services
- access to Grand Rounds
- access to the multidisciplinary meetings of the Department
- access to training organized by IEO
- a certificate of attendance at the end of the observership

Clinical Observers may not:

- participate in surgical or clinical activities, not even for training purposes
- have any patient encounters without the presence of IEO professional staff
- have any responsibility in patient care or research
- access any patient information that is not of the scope of their Clinical Observership
- access any patient files (paper or electronic) without previous authorization by the treating physician

- participate in patient care management, including writing notes or orders in patient records
- copy any documentation (paper or electronic) regarding patient information, without prior authorization of the tutor. Confidentiality of patient information must be respected.
- take photos, videos, audio or other registrations on the premises of IEO, without prior authorization of the tutor. Confidentiality of patient information must be respected.

Clinical Observers must:

- have an agreement with a sponsor physician at IEO, who will invite the candidate to provide the following requested documentation. These documents must be send in English or Italian to observership@ieo.it, at least 60 days prior to the start of the observership.
- send the required documentation in order to obtain a letter of invitation:
 - Signed Clinical Observer Application Form
 - Signed copy of 'Guidelines for Clinical Observers'
 - Recent (within 6 months of the observership start) reference letter from the candidate's current employer or university, including official letterhead of the institution
 - Copy of the Job contract or declaration of employment during the period of observership at IEO, including official letterhead of the institution
 - Signed copy of 'IEO Health requirements'
 - Copy of the Medical School Diploma (original documents not in English or Italian must be translated and certified by the Italian Consulate)
 - Copy of Passport
 - Curriculum Vitae
 - Signed Personal Data Collection Agreement
 - Signed Patient Data Confidentiality Agreement
- transfer the administrative fee before the start of the Clinical Observership. Please send a copy of the transfer to observership@ieo.it (€ 100 per week or € 300 per month)
 - Excluded from payment are EU residents according to the Lisbon Convention
 - Medical Specialists/Professors specifically invited by IEO physicians may be exempt from fee. Exemption requires signed approval.
- transfer the deposit of 50 € for a badge and white coat. Coat and badge must be returned at the end of the observership to obtain the refund of the deposit.
- start their observership at the beginning of the month in case of observerships lasting more than 30 days, in order to participate to the IEO 2-day Introduction Course. In case of observerships in areas where the activities may involve exposure to ionizing radiation, the observer will have to attend a specific course.
- wear an ID badge from their university / hospital and IEO Observer badge at all times during the Clinical Observership
- buy IEO meal coupons and pay the access to the IEO parking

Clinical observers are not entitled to receive any financial compensation for the activities performed, but will have to pay an administrative fee to cover the costs incurred by the IEO for their stay.

Clinical observers may not claim any right of employment at the European Institute of Oncology further to their stay.

Clinical observers are requested to provide the Director of the Department/Division/Unit they refer to with a report on the period of attendance at the IEO.

If it is determined that a clinical observer has failed to abide by any of the aforementioned rules and regulations, termination of the Clinical Observership will be immediate.

I agree to abide by all of the rules, regulations, policies and procedures of IEO.

Signature

Date