

HMC Medical Staff Observation Checklist

Please use the following as a reference guide to ensure the application is complete prior to submission.

1.	Are the exact dates of observation included on the bottom of page-1?	
2.	Has a copy of the applicant's state or federal ID been included with the application?	
3.	Has the physician or APP signed, dated and attested (yes/no) that the observer will be under their supervision while in the clinical space on page 3 of the application?	
4.	<p>If there are multiple attending physicians / APPs supervising the observer:</p> <p style="margin-left: 40px;">a) Has each physician /APP signed and attested using the multiple accountability form on page-4?</p> <p style="margin-left: 40px;">b) Has a schedule been included with the application reflecting who is supervising the observer each day?</p>	
5.	If an Advanced Practice Provider is supervising the applicant, has the Department Chief signed page-3 of the application?	
6.	<p>Is the immunization history complete?</p> <p style="margin-left: 40px;">a) Hepatitis B full series; MMR; Td/Tdap; 2-doses of varicella or a confirmed antibody presence;</p> <p style="margin-left: 40px;">b) All observers are required to have their complete COVID-19 vaccination series, with the 2nd dose occurring at least two-weeks prior to their first observation date. Is documentation included?</p> <p>Questions regarding immunizations should be directed to Employee Health Services 206-744-3081.</p>	
7.	Is the TB symptom survey complete? *This should be completed for each application regardless of TB history.	
8.	<p>Has the applicant completed the HIPAA and Privacy, Confidentiality, Workforce, Security Agreement document?</p> <p style="margin-left: 40px;">a) Has the Program Coordinator signed the bottom of the PCISA form?</p>	

Please direct Questions to meddirec@uw.edu