



Department of Diabetes, Endocrinology and Metabolism
Arthur Riggs-Diabetes & Metabolism Research Institute (AR-DMRI)

CLINICAL OBSERVERSHIP PROGRAM GUIDELINES

Program Description

The goal of the observership program is to provide a strong clinical experience via a structured exposure to endocrinology, diabetes, and metabolic disorders as well as a basic overview of the American medical system as it is carried out at City of Hope. Observers can expect to view the work of a medical center that enjoys an outstanding international reputation for interdisciplinary coordination of education, research, diagnosis, and treatment.

Responsibilities of Observers

- Adhere to HIPAA (health insurance portability and accountability act) regulations.
- Be genuinely interested in the program, ask questions, and show professionalism in their conduct and assigned tasks.
- Confirm schedule and responsibilities with the physician preceptor regularly.
- Follow the rules and regulations of the hospital at all times.
- Never accept compensation.
- Never conduct physical examinations, treatments, or diagnoses of any patient.
- Observe the general structure and organization of the U.S. healthcare system as well as private sector and government payers.
- Participate in activities (clinics visits, procedures, rounds, etc.) under the supervision of the preceptor.
- Participate in any/all prerequisite training at the hospital.
- Review clinical articles, posters, and publications per the discretion of your preceptor.
- Understand that City of Hope does not sponsor clinical observers for visa status. This must be handled directly with the U.S. consulate in their home country.
- Understand that the observer position is voluntary and thus the Department will offer no compensation, no health benefits, and no housing. It is the responsibility of the observer to make their own housing arrangements, provide own transportation, and meals.

Eligibility Requirements

Age: Must be at least 18 years of age.

Proficient in English: All aspects of education and patient care are conducted in English. In order to have the most optimal learning experience during your observership, you must be proficient in spoken and written English.

Application Requirements

Application Form: Complete the online application and all required documents by the due date. No exceptions will be made.

Application Fee: Payment of an online non-refundable \$100 processing fee. No exceptions will be made.

Health Records: Must provide documentation of current immunizations to include hepatitis B, influenza, measles/mumps/rubella, tetanus/diphtheria/pertussis, tuberculosis, varicella, and COVID-19.

Proof of English Proficiency: For applicants applying from countries where English is not the official language, submit evidence of language competency in oral and written English (e.g. TOEFL score report or English Language test score).

Request for Observership

Consideration for Observership must be submitted at minimum four (4) months in advance of the desired start date.

Interested applicants must obtain pre-approval from a physician preceptor in the Department of Diabetes, Endocrinology and Metabolism to submit an application. Link to bios on each preceptor are available at: [City of Hope Clinical Faculty website](#).



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Request for Observership

To be considered, the applicant must contact their preferred preceptor by email request to endocrinology@coh.org. The request must include the following:

1. On the subject line of the email include "Request for Observership: Endocrinology Clinical Program".
2. On the carbon copy (cc) line of the email add the Program Coordinators: jcarreon@coh.org and mgarcia@coh.org.
3. Cover letter detailing the (i) desired rotation start/end date, (ii) desired interest in inpatient, outpatient or clinical research, and (iii) reason for choosing City of Hope.
4. Proof of health insurance coverage during observership.
5. Recent photograph for identification.
6. Resume listing (i) education and training, (ii) current and past employment, (iii) research experience and/or publications, (iv) date of birth, (v) mailing address and (vi) phone number.
7. Statement of funding identifying how the costs (i.e. housing and travel) associated with the observership will be funded.
8. For applicants applying from countries where English is not the official language, evidence of language competency in oral and written English (e.g. TOEFL score report or English Language test score).

Preceptors are limited to the number of observers that can be mentored at one time; therefore applicants are encouraged to obtain pre-approval well in advance.

- Observership is limited to one mentor per rotation.
- **Observership is limited to 30 days (one calendar month) maximum in the Department.**

Applicants will receive a response via email informing them whether or not the Request for Observership has been approved. At that time, the applicant will be forwarded additional instructions on the application process.

Application Process

The application process **is typically 4-6 weeks**. After you have been accepted into the observership program, you will work with the Program Coordinator on your orientation and start day instructions.

For additional information, please contact the Program Coordinator at endocrinology@coh.org

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