

Observership Guidelines

1. The University of Texas Southwestern Department of Radiation Oncology will not issue a Letter of Recommendation at any time; this includes signing any paperwork or certifying any shadowing hours.
2. You must conduct yourself in a professional manner (i.e., respect, honesty, responsibility, and confidentiality) - in your demeanor, use of language, and appearance while observing. For more information see [UTSW Medical School Professionalism Policy](#).
3. Due to all the preparation and work put into scheduling your observership, we will not reschedule your observership dates.
4. You must be escorted by a UTSW Employee while observing with the Department of Radiation Oncology.
5. You will not receive access to any UTSW systems.
6. UTSW will not validate parking tickets. You are permitted to park in our visitor parking and are liable for any fees.
7. UTSW will not provide any meals during your observership. You are permitted to bring your own lunch and store it in our refrigerators located on campus or by lunch at the café on campus.
8. You will be permitted in the Resident Room during your stay. This is the Resident's shared space that is used for downtime, work, and telehealth appointments. All matters discussed in the room may be confidential; please be respectful of their space and privacy and tell them who you are and who you are observing.
9. You will come into contact with our patients. Please be respectful and mindful of their privacy.
10. The dress code is business casual, please do not wear blue jeans, short skirts/dresses, sweatpants, t-shirts, athletic wear, etc. Additionally, please do not wear open-toed shoes, crocs, high-heels, slides, etc. Example of business casual: flats/ loafers, blouse, and slacks.
11. Due to the nature of the physician schedules, we cannot provide exact and detailed schedules and they will be subject to change. Some of your days may be longer or shorter than others depending on what you have requested and the physician's schedule.
12. Your observership is contingent on university approval and can be revoked at any time. We must receive all required documents, forms, and immunization records before you

are permitted to observe. In addition, if you are scheduled in the OR you must attend the OR Orientation class and receive OR Privileges before you are permitted in the OR.

By signing this document, I acknowledge that I have read and understand the Observership Guidelines for the Department of Radiation Oncology. By signing this document, I also agree to adhere to the guidelines presented.

Observer Name (Print)

Observer (Signature)

Date