Mayo Clinic College Undergraduate Student Career Observation

**Scope:** Applies to Mayo Clinic personnel and eligible external parties when requesting and participating in a college undergraduate observation.

**Purpose:** To ensure the College Undergraduate Observation guidelines are effectively managed to meet the needs of the program.

**Guidelines:**

**Student:**
- Must be enrolled in an accredited college or university.
- Must complete the following trainings before starting observation:
  - Compliance Training
  - Mayo’s General Safety Training, Specific Work Site, and Special Access Safety Training
- Student is confirming their interest in a career.
- Student is willing to commit to between one day and one week experience
- Students are not allowed to observe surgeries or procedures that use moderate sedation or above. Students are allowed to observe patient interaction while in the presence of a physician. Students are not allowed access to patient information unless de-identified.
- The observation is not part of school assignment.
- Student will adhere to Mayo Clinic dress and decorum, including wearing a name badge.
- Student will schedule the hours spent in the department with the department liaison.
- Student is not funded by the Mayo Clinic for their participation in this program and will not receive parking privileges.

**Mayo Clinic Staff**
- Host will review the student’s objectives for appropriateness, assist the participant in completing these objectives in so far as the department setting allows, and determines the amount of time on-campus.
- Host receives the completed application and sends a confirmation email, consisting of date, time, meeting location and dress/decorum details to the student.
- Host will consult HR Connect Article entitled “Mayo Clinic College Undergraduate Observation Program”

**Additional Guidelines**
- Students cannot observe their Parent/ Guardian.
- International college students (on active student VISAs) are allowed to observe through this program and its parameters, given they supply an official, up to date immunization record to the department with their application materials.
- Students are allowed to observe Nurse Practitioner and Physician Assistant.

rev 040919