



Visiting Observer Program

New Request and Clearance Process

We are excited to share with you that we have redesigned the request and clearance process as of FY2023 to streamline your experience by including greater automation and improving our forms.

Requests should now be submitted via Smartsheet by hosts or host delegates with a Stanford affiliated email address.

Submit a Request by pasting the following URL into your browser or clicking the button below. *Please note: a Smartsheet account is required and is free to create.*

<https://app.smartsheet.com/b/form/61858f8fd6314326b8714f8b0c0e45ff>

[Submit a VO Request Form](#)

If request is approved, then Hosts will receive the Visiting Observer Packet that contains forms with the VO's information automatically filled and an assigned VO Request ID number. A sample packet is included in the resources below (Box link).

If you are interested in hosting a Visiting Observer in your area, please take the following steps:

1. Review the Host Responsibilities resource here;
2. Complete the online Visiting Observer Request Form (via URL or button above).
3. The Host / Hosting Department will be prompted via email to complete the clearance process for the Visiting Observer.

Please keep in mind your visit is not approved until the following are complete:

1. **Health Clearance:** Workforce Health and Wellness must provide health clearance.
2. **Host Attestation:** Host Attestation form is completed with all necessary signatures and returned to Visiting Observer Program before the observation date.
3. **Confidentiality Agreement & Training:** The Visiting Observer must complete the HIPAA and Code of Conduct Training and must sign the Visiting Observer Attestation and Confidentiality Agreement.
4. **ID Badge:** Security Access Control provides a temporary badge no sooner than the first date approved for observation.

Questions may be directed to VisitingObserver@stanfordhealthcare.org.

Resources

- [Visiting Observer Packet 2023](#)
- [Host Responsibilities – Visiting Observer](#)
- [Code of Conduct](#)
- [Visiting Observer Policy](#)
- [Hospital Non-Employee Compliance Policy](#)