Department of Medical Education

Policies and Procedures for Medical Graduate Observerships

Oakwood Hospital and Medical Center can provide observership opportunities for medical graduates who are interested in expanding their clinical perspective.

If you are a medical graduate interested in completing an observership here, you will need to review the following policies and procedures. The following observerships are available:

• **Family Medicine:** Must have applied through ERAS (Electronic Residency Application Service) and have been granted an interview with Family Medicine. Permitted during Interview season **ONLY** (November - January) - **maximum 5 business days**.

• **Geriatrics:** Must have applied through ERAS (Electronic Residency Application Service) and have been granted an interview with Geriatrics. Permitted during Interview **ONLY** (November - January) - **maximum 5 business days**.

• **Internal Medicine:** Must have applied through ERAS (Electronic Residency Application Service) and have been granted an interview with Internal Medicine. Permitted during Interview season **ONLY** (November - January) - **maximum 5 business days**.

• **Surgery:** Open to all applicants throughout the year **(maximum of 2 weeks)**

(Ob/Gyn, Pediatrics and Radiology are not offered)

In order to apply for an observership, you **MUST**:

Complete an application for observership (no earlier than **90 days** and no later than **45 days** prior to the requested observership) and attach the following **required** documents:

- A copy of your medical school diploma
- A current record of your immunizations
- A copy of your picture I.D.
- A copy of your Step I scores

**(Please note that we DO NOT sponsor any Visa’s - you must be a permanent resident /US citizen or hold a green card.)**

Then, forward it to the Medical Student Education Coordinators in the Department of Medical Education.

Once the above information has been received, verified, and reviewed, you will be notified if you have been accepted.
Please complete all information listed below.

<table>
<thead>
<tr>
<th>Application for Medical Graduate Observership</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City:  State:  Zip:</td>
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<tr>
<td>Phone #:</td>
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<tr>
<td>E-mail Address:</td>
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<tr>
<td>Last 4 digits of SS#:</td>
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<tr>
<td>Medical School Graduated From:</td>
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<td>Program to Observe:</td>
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<td>Dates of Observership:</td>
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- Vacancies are dependent upon the student load from Wayne State School of Medicine and U of D/Mercy PA Program for each requested rotation.

- The responsible physician, whether in private practice or within Medical Education, is required to sign below. If this is a rotation offered within Medical Education, the Program Director is also required to sign. All signatures must be in place prior to the start of the rotation.

Please return this form along with the following:

- A copy of your Medical School diploma
- A current record of immunizations (To include a TB test w/in the last year)
- A copy of picture identification
- USMLE Step I scores

(Please note that we DO NOT sponsor any Visa’s - you must be a permanent resident /US citizen or hold a green card.)

Send to:
Oakwood Hospital & Medical Center
Department of Medical Education
18101 Oakwood Boulevard
Dearborn, MI 48123
Attn: Medical Student Coordinators

Responsible Physician’s Signature  Program Director’s Signature  Director, Medical Education

Print Name Here  Print Name Here  Print Name Here