Simulation Program
Operating Policy and Procedure Manual

SIM OP:  
90.080 Standardized Patients Employment/Use and Physical and/or Psychological Safety

PURPOSE:  
This TTUHSC Simulation Program policy ensures that all individuals hired as standardized patients will be classified as part time TTUHSC employees as protocol established by Human Resources and be integrated into simulation-based activities according to national guidelines. Additionally the policy is to ensure physical and psychological safety of standardized patients.

REVIEW:  
The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

TTUHSC simulation centers will adhere to the TTUHSC Operating Policy and Procedure (HSC OP 70.11) in establishing responsibility and policy regarding the employment of all part-time employees designated as standardized patients.

The published Association of Standardized Patient Educators (ASPE) Standards of Best Practice (SOBP) will be followed at all times during all phases of an educational activity that incorporates standardized patients, i.e. planning, implementation and evaluation.

2.0 Procedure

A. General Employment Policies

1) Classification of Employees designated as Standardized Patients (SP) – Employees in the position of standardized patient (SP employee) shall be classified as part-time employees (HSC job code P3923) in accordance with HSC OP 70.11 (section 5.a). Individuals hired as SPs cannot be currently employed by or enrolled in any school at TTUHSC.
2) **Expectancy of Continued SP Employment** – Continuation of SP employment at TTUHSC is at the discretion and will of the institution and will be reviewed annually. For further information see HSC OP 70.31.

3) **Salary Increases** – SP part-time employees will be eligible for salary increases according to HSC OP 70.11 based upon:
   a. Length of regularly assigned work hours (at least 12 months).
   b. At least one (1) positive annual performance evaluation.
   c. No negative performance evaluations or counseling in prior 12 months.

**B. General Policy**

1) Part-time employment as standardized patients shall be on the basis of qualifications and suitability in adhering to HSC OP 70.11.

2) SP part-time employment is subject to the following conditions:
   a. Hours of employment are subject to the needs of TTUHSC simulation centers.
   b. When SP experiences are extended over the lunch hour, SPs may be required to remain within the simulation center. In these situations a 30 minute paid lunch period may be provided at the discretion of the SP Manager/Coordinator.
   c. Additional duties may be assigned by the SP Manager/Coordinator (see Standardized Patient Handbook, SIM OP 90.080 Attachment A).

**C. Advertising, Recruiting, and Employee Selection Procedures**

1) Follow established policies set forth by HSC OP 70.24.

2) SP positions will be reviewed for part-time employment according to HSC OP 70.11.

**D. Employment of Standardized Patients** – Upon employment, the SP is required to complete the Standardized Patient Profile (see Standardized Patient Handbook SIM OP 90.080 Attachment A). This information will be used in the selection of SPs for simulation-based activities.

1) **Assignment of Work Hours** – Employment is based upon an “as-needed” basis to support the SP activities of TTUHSC simulation center(s). The number and continuation of work hours are not guaranteed and are dependent upon the needs of TTUHSC simulation center(s). Dismissal from an event or the Program can occur at any time during training or during student experiences. Dismissal may be warranted if the standardized patient’s behavior, performance (inaccurate presentation after repeated feedback), and incorrect feedback or checklist do not meet the established performance criteria.

2) **Audio-Video waiver** – All standardized patients must complete and submit the “Consent to Participate as a Standardized Patient” form to the Standardized Patient Manager during new employee orientation in the simulation center by the Standardized Patient Manager. The content to participate contains an audio-video waiver for routine events. SPs may opt out of non-routine events (i.e., press publications, advertising, etc.).
E. Evaluation of Standardized Patient Employee Performance
1) To maintain the quality of SP performance essential to the successful operation of the simulation center(s), performance evaluations will be conducted as needed according to HSC OP 70.12.

F. Use of Standardized Patients
1) The Association of Standardized Patient Educators (ASPE) Standards of Best Practice (SOBP) will be adhered to at all times. The link to the published SOBP is contained in the Simulation Program Resources link. Additionally, the Standardized Patient Manual contains the list of standards.
2) To maintain the physical and psychological safety of the standardized patients:
   a. SOBP standards 1.1 regarding safety are adhered to at all times.
   b. A prebrief of the expected case will be given prior to each experience.
   c. Standardized Patients are given an opportunity to become oriented to simulated clinical setting.
   d. Supplies used for each SP engaged in a simulation-based activity will be new and/or sterile (i.e., nasal cannulas, speculums, otoscope covers, etc.).
   e. All linen will be changed on the hospital beds pre and post encounters.
   f. Faculty/educator who is an expert in the specific skill must be in the exam room with learners to oversee any invasive procedure (GYN, rectal, prostate exams).
   g. During invasive procedures, the exam should be one-on-one experience (one student/practitioner to one faculty).
   h. No video recording will be conducted during any invasive procedures (GYN, rectal, prostate exams).
   i. No recording is allowed by personal cameras, phones or other mobile devices of any invasive procedure.
   j. SPs retain the right to request a procedure be discontinued if he/she feels their safety (physical or psychological) is being impacted.
   k. Confidentiality of standardized patients and standardized patient cases must be strictly adhered to by faculty/staff, residents, students and standardized patients.
   l. SPs retain the right to opt out of participating in an event for any reason with proper notice to the SP Manager/Coordinator.
   m. A debrief session is required for any activity that has the potential to cause anxiety, grief, anger or other types of psychological harm.
   n. Violation of this policy will result in the Executive Director requesting a meeting with the individual’s appropriate administrator/facilitator.

SD
Adopted: 04/2012
Date of last revision: 7/06/2017