

Texas Tech University Health Science Center
Office of Human Resources
Standardized Patients
Frequently Asked Questions

What is Standardized Patient?

A Standardized Patient is a person trained to portray specific sets of health problems and symptoms that will aide students in learning the proper techniques and procedures for taking medical histories, performing medical examinations, determining diagnoses and learning the appropriate way to educate and inform patients of diagnoses.

Why can't current employees act as Standardized Patients and receive compensation?

An employee being on vacation from their job to work at another within the same agency brings up the issue of state overtime. If the combined time for a week with paid leave and hours worked exceed 40 hours, the institution must pay overtime at straight time to the employee.

Why can't Standardized Patients be paid through Purchasing on Direct Pay?

In this case, a Standardized Patient is an employee of TTUHSC, who cannot be paid through Purchasing. The Independent Contractor Questionnaire has questions that disqualify the Standardized Patient in that classification because of the control TTUHSC can exercise regarding the time, location, and methods of how the work is performed.

What steps must the Department complete to hire a Standardized Patient?

A department must establish a Standardized Patient position in their budget and comply with current employment policies and procedures including:

- Posting position in TechJobs
- Applying for the position
- Background checks
- Job offer
- ePAF
- New employee orientation

The Compensation Section recommends establishing Standardized Patients as a pooled position with zero FTE and zero salary. A PDQ is available at [://www.ttuhsc.edu/hr/Standardized/SP_PDO.doc](http://www.ttuhsc.edu/hr/Standardized/SP_PDO.doc) to assist you with the request to establish the position. The job template is available within Techjobs.

Once a Standardized Patient is hired, what are the training requirements?

New employee training provided by your local Human Resources or Training and Development office required for the Standardized Patient includes:

- EEO/Sexual Harassment Training
- HIPAA/Confidentiality
- Safety
- New employee paperwork

The employee must complete this training before beginning work. The paperwork completed at the training will enter them into the Payroll system. ePAFs submitted for the employee must be at the HR approval level two (2) days prior to the employee's HR training. This is necessary to generate the employee's eRaider and password that is needed to complete TTUHSC safety training. The Department will conduct specific training according to the case(s) the Standardized Patient is assigned.

How much time will it take to complete the training requirements?

The new employee training provided by Human Resources will take approximately 3 hours. Please contact your local Human Resources or Training office for the dates and time of the training. The amount of training provided by the Department is at their discretion.

**Texas Tech University Health Science Center
Office of Human Resources
Standardized Patients
Frequently Asked Questions**

What is the rate of pay for a Standardized patient?

During new employee training, the minimum rate of pay is \$7.25 per hour. The rate of pay is at the discretion of the Department based upon the nature of work performed and necessary training.

How will pay for a Standardized patient be delivered?

Pay for the Standardized Patient is delivered using the Multipurpose One Time Payment Form. **This includes payment for new employee training.** The department is responsible for submitting the payment form by the established deadline to ensure timely compensation. The dates of payment are in accordance with the current semi-monthly pay schedule.

Can I hire someone that is under 18 years of age?

Please refer to TTUHSC OP 70.11 for the minimum age requirement and the restrictions associated with the employment of a minor. For additional clarification or related questions, please consult your local legal department.

Do I have to pay the Standardized Patient for the time that is spent preparing (memorization, studying) at home for a case?

According to the Wage and Hour Division of the Department of Labor, the Fair Labor Standards Act (FLSA) requires that hours spent preparing for a particular job is compensable. Such time includes all pre-shift and post-shift activities which are an integral part of the employee's principal activity or which are closely related to the performance of the principal activity. The preparation hours should be established based on the complexity of the case.

Who can I contact if I have other questions?

If you have any additional questions please contact Rick Martinez, Wage & Salary Section, 743-2865 x233 or Missy Watson, Employment Section, 743-2865 x259.