

Standardized Patient Requirements and Process

Requirements:

1. Standardized Patients must complete required training provided by Human Resources prior to the first day of work. The training will take place approximately 3 hours. Contact your local HR office for scheduled dates and times for the training. The amount of training provided by the Department is at their discretion.
2. TTUHSC must covert standardized patients classified as vendors to HSC employees by August 9, 2010.
3. Departments will need to establish a Standardized Patient position in their budgets and comply with current employment policy and procedure that includes:

Posting position

Applying for the position

Background checks

Job offer

New employee orientation

ePAF

4. The Compensation Section recommends establishing the position as a “pooled position” at an FTE of zero and a rate of pay as zero.
5. A PDQ is available to assist Department personnel in expediting establishing the position.
6. The job template is available in Techjobs. The Employment Section is available for assistance in writing copy for the job posting, and answering questions regarding background checks.

Reasons for not using current HSC employees:

- Changes are necessary to ensure compliance with tax liability and overtime payments.
- As vendors, the Standardized Patients were treated as independent contractors. 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. 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.

- The simulation programs require strict confidentiality. It is important to maintain the confidentiality and identity of our students and standardized patients whenever possible.

Salary:

- **Employee orientation:** During new employee training, the rate of pay should be no less than \$7.25 hourly.
- **Department training:** The rate of pay for Departmental training and actual work as Standardized Patient is at the discretion of the Department based upon the nature of work performed but should not be less than \$7.25 per hour.
- Pay for the Standardized Patient is delivered using the Employee One-time Payment System (EOPS). **This includes payment for the new employee training.** Rate of pay and hours worked are included in this form. The dates of payment are in accordance with the current semi-monthly pay schedule.

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