



California Health Sciences University

CHSU SIMULATION CENTER AND PROGRAM STANDARDIZED PATIENT ATTENDANCE POLICY

I. PURPOSE

The purpose of the policy is to provide clarification for standardized patient (SP) attendance and cancellation after they have been scheduled to work in the Simulation Center.

II. SCOPE

The policy is designed for the Standardized Patient Educator having oversight and all standardized patient employees about attendance and cancellation after being scheduled to work in the Simulation Center.

III. POLICY STATEMENT

- A. In the event circumstances prevent an SP from coming to a scheduled session, they must notify the SP Educator as soon as the SP knows they cannot participate in the event. Cancellations or no-shows cause stress for the Simulation Center staff, learners, as well as fellow SPs who will be called to cover the event. A pattern of last-minute cancellations (less than 24 hours before the scheduled event) will impact future participation in events.
- B. SP attendance will be evaluated at the end of each semester. If an SP cancels or is absent for two projects within a semester, they will be required to attend a check-in meeting with the SP Educator. If an SP cancels or is absent for three projects within a semester, all remaining projects they are booked for during the remainder of that semester will be cancelled. The SP may be subject to disciplinary action.
- C. If an SP arrives more than 10 minutes after the simulation session call time, this constitutes a tardy. If an SP is tardy two times in a semester, this will equal one absence.

Detailed procedures for this policy can be accessed in the Standardized Patient Attendance Policy and Procedure #350.18

IV. RESPONSIBILITY

Simulation Center Director, Simulation Center staff, and all employed standardized patients at CHSU are responsible to uphold and follow this policy.



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- Policy Owner: Simulation Center Director
- Effective Date: 6/16/2020
- Approval by Provost Date: 6/24/2020
- Approval by the President Date: 6/29/2020