



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE (COM)

STANDARDIZED PARTICIPANT ATTENDANCE & CANCELLATION OF A PROJECT POLICY

PURPOSE

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

SCOPE

The policy is designed for the Standardized Participant Assistant Manager, Standardized Participant Learning and Development Trainer having oversight, and all standardized participant employees.

POLICY STATEMENT

The CHSU Simulation Center and Program adheres to the [Association of Standardized Patient Educators Standards of Best Practice](#).

In the event circumstances prevent an SP from coming to a scheduled session, they must notify the SP Assistant Manager or SP Trainer 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.

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



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booked for during the remainder of that semester will be cancelled. The SP may be subject to disciplinary action.

If an SP arrives more than five (5) minutes after the simulation session call time, this constitutes a tardy. If an SP is tardy two (2) times in a semester, this will equal one absence.

Due to unforeseen circumstances and schedule changes, an SP may be cancelled from a session or project.

- Cancellation of a scheduled event, notice to SP within 24 hours of event start time
 - The SP will be compensated for half the hours they were scheduled
 - Compensation will be at the regular rate of pay
 - Compensation will be at a minimum of two hours and maximum of four hours
- Cancellation of a scheduled event, notice to SP greater than 24 hours:
 - The SP will not be compensated
- Cancellation of a scheduled event due to inclement weather or other conditions that close the university (natural disaster, power outage, etc.):
 - The SP will not be compensated
- Cancellation of a schedule event due to early dismissal:
 - The SP will be compensated for half the hours the hours they were scheduled
 - Compensation will be at the regular rate of pay
 - Compensation will be at a minimum of two hours and maximum of four hours

DEFINITIONS

A. Standardized Patient – An individual trained to portray a patient with a specific condition in a realistic, standardized, and repeatable way. A person who has been carefully coached to simulate an actual patient so accurately that the simulation cannot be detected by a skills clinician.



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REFERENCES

Lopreiato JO (Ed.). (2016). Healthcare simulation dictionary (36). Rockville, MD: Agency for Healthcare Research and Quality.

RESPONSIBILITIES

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

HISTORY (R*)

Approval Date:

7/5/2023

Revision Date(s):

Reviewed Date(s):

7/5/2023

R: COM Dean

A: Simulation Center Director, Associate Dean for Osteopathic Clinical Education and Simulation, Assistant Manager Standardized Participant Program

C: COM Faculty and Staff, Vice President, Human Resources, CHSU Legal Counsel, CHSU Policy Development Committee

I: CHSU Community



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