

**University of Nevada School of Medicine
Simulated Patient Education Program
Applicant Information Statement**

As an applicant for the Simulated Patient Education (SPE) Program of the University of Nevada School of Medicine (UNSOM), have read, understand, and acknowledge the following information regarding employment with the SPE program.

The opportunities available in the SPE Program may be referred to as patient modeling, standardized patient portrayal, improvisational acting, teaching associate work, or other titles and may vary in hours or medical education activities as needed.

1. Casting for SPE events is dependent upon many factors including but not limited to the role requirements (EG gender, age, body type, health history and personality), an SP's availability, experience, skill sets, familiarity with a condition or other parameters.
2. Program Participants are held accountable to maintain professional standards in areas including but not limited to reliability, promptness, objectivity, confidentiality, ethical behavior, and professionalism. Participants are also expected to adhere to performance standards in compliance with given instructions, accuracy, realism, consistency, and authenticity; and personal standards including but not limited to availability, interest and enthusiasm, commitment, cooperation, and flexibility.
3. Occasionally participants are asked to function as a "stand-by" and be available to work in a flexible schedule for a case. Stand-by designation facilitates convenience of program training, guidelines, and protocols. SPs on stand-by are expected to prepare for the role as if scheduled to portray it and be available during encounter sessions, when not otherwise scheduled to present their patient case. When on stand-by, *trained* SPs are paid for one hour of time unless otherwise scheduled. SPs on stand-by for an event, are expected to be available by phone at the appointed time and able to get to the SPE facility within 20 minutes of receiving such a call. There is no pay for *untrained* SPs on stand-by, unless they work the day's event.
4. Program participants receive a fixed number of hours paid for self-study and independent practice as case preparation. SPs will only be paid for these hours if they arrive at a first rehearsal and demonstrate they are prepared to portray an assigned case. SPs are expected to prepare for each scheduled training by studying all case materials and by arriving on time at each training with all materials in hand, committed to memory, and ready to portray the patient case.
5. Program participants may be asked to assess student performance by filling out checklists and/or giving verbal or written feedback pertaining to the behavior observed. Participants are expected to do this on an individual basis with objectivity, honesty, and within the specific guidelines by which they have been trained.
6. UNSOM staff members have described the role of SP to me. SPs perform roles for which they have been specifically trained. In this role, SPs may be interviewed and examined by students or health care professionals in the same manner that would occur if they were an actual patient. These examinations do not include invasive procedures or treatments, unless specifically identified as *invasive* procedures during recruitment. Invasive procedures (involving breast, pelvic, male genitourinary/rectal exams) are only conducted with specifically recruited and prepared SPs.
7. Adequate training is required for every program encounter prior to work with students. The number of hours required for training will depend on the difficulty of the material being presented. The SPE Program administrator will determine whether or not an SP is adequately prepared for a role.
8. SPE staff will prepare timesheets for hours worked. participants receive payment on the University's pay schedule, including both training hours and actual encounter hours.

**University of Nevada School of Medicine
Simulated Patient Education Program
Applicant Information Statement**

9. The SPE Program cannot guarantee a fixed minimum or maximum number of days or hours of work. Training or encounter times canceled by the SPE Program with three hours notice or less will result in one-hour's pay for the canceled appointment. UNSOM cancellation with more than three hours notice to SPs will NOT be paid for that appointment.
10. Program participants are expected to complete all prior agreements for scheduled encounter times and dates. Failure to give 48-hours cancellation notice for the first in a series of encounter dates may result in the participant being withdrawn from the remaining encounter schedule. Failure of a participant to return phone calls within 24 hours for scheduling an encounter, may result in removal from the current encounter schedule. Participants may be dismissed from the program for canceling two consecutive work assignments, or arriving late for two assignments without prior notice.
11. Case materials related to the SPE activities are ***strictly confidential*** and are not to be discussed with or disclosed to persons outside of the SPE Program. Such disclosure includes: written, verbal, or electronic sharing with *any person* who is not working directly with the SP's assigned encounter. (students, faculty, or staff). Such disclosures include email correspondence, web-site, text postings, or other disclosures outside of rehearsals or encounter sessions. Violation of case confidentiality is grounds for immediate termination of an assignment and employment contract.
12. All case material is the property of the SPE Program and is **NOT** to be duplicated or distributed. ALL materials are to be kept secure and confidential any copy of cases, checklists or binders given to an SPE participant is to be returned to the SPE Program staff ***immediately*** upon completion of the assignment.
13. Unless otherwise exempted, UNSOM, and their associated organizations and activities, are authorized to record, obtain, create or otherwise capture an SP likeness and voice on video, audio, photographic, digital, electronic, or other medium as a standardized patient, without compensation. Such recordings can be made available for public relations, broadcast and recruitment. They may be used for monitoring and evaluating student, faculty, or staff performance or development at the discretion of UNSOM. I understand that this provision of the agreement will remain in effect after this agreement is terminated, unless otherwise exempted in writing by UNSOM administration.
14. Employment within the UNSOM SPE program may be terminated at any time by either party, by giving verbal or written notice to the other party.
15. I have read and understand the contents of the Applicant Information Statement. In the event employment in the SPE program is offered and accepted by me, I agree to be bound by the terms of this Application Information Statement.

Applicant Name (print)

Signature

Date