

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.3	Recruitment, Selection and Appointment	Revised:	December 2004
<b>Policy 4.3.7</b>	<b>Patient Models</b>	Responsibility:	Vice President for Human Resources

## **PATIENT MODELS**

---

### **Policy**

It is the policy of the Health Science Center to appoint standardized patients participating in teaching activities at the Health Science Center to the employment category of Patient Model (Job Code 491) in a non-benefits eligible, on-call, non-classified capacity. Patient Models are paid at an hourly rate determined by the department.

---

### **Appointment**

1. The department must enter the newly hired employee information in the PeopleSoft system.
  2. The appointment package will include the following:
    - a. An [Application for Employment, Promotion or Transfer \(PO-5\)](#) completed by the individual.
    - b. A [Personnel Requisition Form \(PO-3\)](#).
    - c. An [Administrative/Professional and Classified Recruitment Documentation \(PO-3C\)](#).
    - d. A [Selection of Candidate Form](#).
  3. Upon receipt of these documents, a representative of Human Resources will contact the individual and will extend an offer of employment.
-