



Standardized Patient (SP) Session Development and Scheduling Procedure

Original Date: December 2008

Reviewed: Annually

Last Reviewed: 2024

- I. Purpose: To provide a standardized patient (SP) encounter development and scheduling procedure for the Jo Ann Bingham Clinical Simulation Centers (JBCSC) located at the Roanoke Higher Education Center (RHEC) and the Radford University Cook Hall campus. To schedule learner learning encounters efficiently and economically.

- II. Procedure for Standardized Patient Sessions:
 1. School of nursing (SON) or healthcare professional faculty will contact the JBCSC Director to discuss use of the JBCSC for SP education.
 2. External requests for SP simulation activities are subject to the JBCSC Fee Agreement.
 3. Faculty and JBCSC representative will develop the case to include but not limited the following components:
 - a. Case objectives
 - b. Case description and flow
 - c. Case feedback document
 - d. SP checklist
 - e. Learner admission ticket (preparation document)
 - f. Learner Pre-simulation checklist, Post-simulation checklist and/or post simulation survey as appropriate to case
 4. Faculty and JBCSC Director or designee will identify appropriate personnel to perform SP training.
 5. Faculty and JBCSC Director or designee will determine scheduling availability and JBCSC site location for SP experience
 6. JBCSC Administrator in collaboration with faculty requesting sessions will coordinate scheduling of SP sessions in regards to SP availability, learner availability and available rooms.
 - a. JBCSC Administrator will send up-to-date admission ticket to faculty requesting sessions by checking share drive under folder: SP's – Cases – Case Type (Gero, Mental Health...) – Scenario Type (Depression, Gero 1...) – Admission Ticket.
 - b. In the event that all sessions cannot be scheduled, the JBCSC administrator will notify the JBCSC Director.
 - c. The JBCSC Director will take into consideration number of learners, SP availability and space capacity to determine resolution.
 - d. If resolution is not possible, the JBCSC director will be responsible for notifying the faculty requesting the simulation activity of sessions that cannot be honored.



7. Schedule changes are acceptable prior to the day of the encounter if there are empty time slots available on the JBCSC calendar.
8. Scheduling issues the day of the encounter will be managed as follows:
 - A. If learner is sick, they will be instructed to stay home.
 - B. JBCSC administrator will notify the faculty via email
 - C. If learner is sick the JBCSC administrator will make every attempt to reschedule.
 - D. If learner is not sick – SON faculty will determine if the learner should be rescheduled.
9. Learners reporting late to their appointment will be sent home and their clinical instructor will be notified.

III. Procedure for use of Standardized Patient in manikin simulation sessions:

1. Simulation educators identify which hospital-based simulations will include an SP role (hybrid simulations or family member to manikin patient).
2. Simulation director will determine if fiscal resources are available to incorporate SP role into simulation training session.
3. Simulation educator and/or SP scheduler coordinator (JBCSC Administrative Specialist) will coordinate SP schedule with high-fidelity session schedule and assign SP to session.

CSC SP Scheduling Coordinator

RU Cook Hall JBCSC Administrator
(540) 831-7175
lfyoung@radford.edu

RHEC JBCSC Administrator
(540) 767-6156
rbaugher@radford.edu