



**I. 4.3.7 Patient Models**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.3 Recruitment, Selection and Appointment	Date Last Reviewed: December 2004
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: December 2004

**II. Purpose**

To define and establish the Patient Models position at UT Health San Antonio.

**III. Scope**

The policy applies to the employment of Patient Models at UT Health San Antonio.

**IV. Policy**

**A. General Policy**

It is the policy of UT Health San Antonio (UTHSA) to appoint standardized patients participating in teaching activities at UTHSA to the employment category of Patient Models (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.

**B. 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.

4.3.7 Patient Models

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
12/2004	Policy Revision		