



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: Vice President and Chief Human Resources Officer	Date Last Revised: December 2004

I. Purpose

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

II. Scope

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

III. 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

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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