

## Standardized Patient Professional Standards

1. Unless it is an emergency, you must give notice at least two business days in advance if you are unable to participate in a scheduled exam. When calling in sick, you must speak with Joe Gatton (o-257-6292/ c-361-4939) or Melissa Wilkeson (o-323-5779/ c-608-7925). Leaving a message on the answering machine is not acceptable. **Please do not ask another SP to take your place without prior approval.**
2. Since becoming a service center, we now have other office personnel located in our building. Please remember to keep your voices down and behave with discretion to maintain a professional atmosphere.
3. You will be paid for the time you are scheduled. If the exam runs late, you will also be paid for the extra time. It is your responsibility to be here and ready to begin at the scheduled time.
4. The script needs to be memorized before you arrive for the exam. It is important for everyone to be prepared. To maintain the integrity of the exam or workshop, remain in character for the duration.
5. When not in your exam room, please utilize the SP conference room. Lingering in the hallways is disruptive to the exam in progress. The students must be able to concentrate without any distractions. The administrative office is to be used only for scheduled meetings with Joe.
6. **Please turn off all cell phones and electronic devices during exams.**
7. Due to the confidential nature of exam materials, please refrain from discussing exam subject matter in public places. Do not socialize with the students before, during, or after exams.
8. Eating is to be done **only** in the SP conference room. No food or drink (except water) can be taken into the examination rooms. If you need to have a drink of water during the exam, please make sure you dispose of your water bottle when the exam is over.
9. There should be no gum chewing during the exam.
10. Please pay special attention to personal hygiene. You will be in very close quarters during the exams.
11. Suitable undergarments must be worn during physical exams. Wearing no underwear, thong or see-through underwear is inappropriate. Suitable attire must be worn outside the exam room.
12. Physicians are not to be consulted about any personal health conditions during examinations.
13. Checklists must be completed by the Standardized Patient and turned in to the person in charge before leaving. Linens must be returned to the hamper.
14. **All time sheets must be signed by the Standardized Patient before the end of any workshop/exam day. Having an unsigned time sheet could result in not being paid in a timely manner.**
15. Unless otherwise noted, please park in the Kentucky Clinic garage or the UK Hospital garage. We will validate your ticket.