



## **Standardized Patient Coordinator Job Description**

### **Standardized Patient Coordinator role includes the following duties:**

- Interview and hire Standardized Patients prior to mass training
- Review Standardized Patients health history and conduct an assessment
- Train Standardized Patients for all possible stations
- Prepare exam Standardized Patients schedule and communicate exam details
- Monitor Standardized Patients status during exam
- Work with Track Examiners to ensure safety and standardization of Standardized Patients
- Arrange warm-ups/cool downs
- Prepare home care sheets and review with Standardized Patients at end of exams
- Supervise Standardized Patient in designated stations to ensure quality of work and complete fair unbiased evaluations
- Handle any examiner/Standardized Patient conflict in a professional and respectful manner
- Document any issues or conflict with Standardized Patient and bring to the attention of the Quality Assurance Officer
- Address any Standardized Patient concerns after the exam and communicate these concerns with the Exam Coordinator
- Standardized Patient Coordinator are expected to work as part of a team whose main goal is to ensure Standardized Patient safety and standardization of regulatory exams

### **Compensation:**

- Standardized Patient Coordinator must commit to 2-year contracts with 6 months' notice of non-renewal
- A T4-A will be issued by the CMTNL office at the end of the year
- Standardized Patient Coordinator will be paid an hourly rate of \$23.50
- Standardized Patient Coordinator will be paid travel to and from site location, if < 50km's outside of St. John's. Travel will be paid at a rate of \$0.20/km
- Standardized Patient Coordinator will be paid for all extra training sessions and preapproved hours for at home prep time
- Standardized Patient Coordinator will receive 1 CEU for every 2 hours of training or proctoring