



Standardized Patient Program

Policy Regarding the Employment of Pediatric Standardized Patients

The GVSU Standardized Patient Program hires minor children to provide simulated clinical learning experiences for students. A pediatric standardized patient is defined as any standardized patient (SP) who is between the ages of 15 days up to 18 years. At 18 years of age individuals are considered adult SPs. The following policy must be followed at all times in regards to pediatric SPs.

Hiring of minor children as Pediatric Standardized Patients:

- All pediatric standardized patients will be hired in accordance with 1978 PA 90, MCL 409.101, and Youth Employment Standards Administrative Rules (See Appendix A- Restrictions for Employment of Minors by Performing Arts Organizations).
- The permission to sign the Application for Performing Arts Authorization form is the responsibility of the Simulation Center employee designated by the Simulation Center Director in writing according to University policy.
- As required by above regulations, a doctor's statement verifying that working as a standardized patient will not be detrimental to minor's health, will be required of all applicants under six years of age. As required, this form will need to be updated annually until child reaches six years of age.
- The PAA and doctor's statement will be kept on an encrypted flash drive and stored in a locked cabinet in a locked office of the SP Program for 7 years after the SP is no longer employed.
- Children under 6 years of age will be paid a total of \$45.00 to compensate for the time it took to fill out the paperwork and to obtain the physician's note.
- Background checks will not be performed on minor children applying to the SP Program.
- Pediatric SPs will be paid by direct deposit or Rapid! Paycard VISA made out in their name. Under no circumstances will payment be made to parents or legal guardians of the pediatric SP.
- Event documents (See Appendix D and E) recording the actual time minor children worked and identification of nursing personal in attendance at events that require such supervision will be maintained and stored electronically by SP Program.
- Children are not permitted to work as SPs in a volunteer capacity and doing so would not exempt them from any of the above procedures which are applicable to all minor's in the work place whether paid or unpaid.

Additional Policies Regarding Child SPs

- Pediatric SPs will wear “street clothes” or athletic shorts or diapers and tank tops or sports bras under a patient gown when applicable. At no time will these clothing items be removed. No sensitive examinations (breast, rectal, pelvic, testicular) are to be performed on pediatric SP’s.
- Parents or their designee will be responsible for all diaper changes and/or accompanying child to bathroom facilities.
- Pediatric SPs will only portray themselves and not a scripted scenario.
- In accordance with MCL, all minors under 5 months of age must be accompanied at all times by a parent or legal guardian while in the workplace. All SPs under the age of 14, but older than 5 months must be accompanied to work by a parent or an adult designated by the parent. The parent or designee will stay with the pediatric SP at all times either in the same room or in a common area where the child is visible to parent or designee.
- At no time is a student to be alone with a pediatric SP without the interaction being videotaped or the room door open.
- If at any time a parent or designee informs faculty and/or students that they feel the pediatric SP is overwhelmed, tired, stressed, or just ready to be done with the experience, the interaction will be ended and the pediatric SP excused from further work. SP coordinator should be notified of the details of the situation. The pediatric SP will be paid for working the entire event.
- Pediatric SPs may not be accompanied by GVSU employees in accordance with the SP Policy on GVSU employees (See Appendix F).
- Michigan’s Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as mandated reporters. Mandated reporters must immediately report known, or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Department of Health and Human Services by calling 855-444-3911 (24/7 toll-free number). A written report must be submitted to the Department of Health and Human Services within 72 hours of the initial verbal report. Even those who are not mandated reporters may report known or reasonably suspected child abuse to the Department of Health and Human Services. A complete list of mandated reporters can be found in the [Michigan Department of Health and Human Services Mandated Reporters’ Resource Guide](#). University faculty, staff, or students who are working with children in their professional or official capacity and who have questions about whether they may be considered mandated reporters under Michigan law should contact their supervisor, program administrator, dean or vice president. The Office of General Counsel is also available to provide advice.

All faculty requesting events which utilize minor children as SPs are required to review and comply with this policy’s content.

Appendix A

RESTRICTIONS FOR EMPLOYMENT OF MINORS BY PERFORMING ARTS ORGANIZATIONS

1. All minors shall have adult supervision at all times.
2. No minor shall perform for more than 5 hours continuously without a documented uninterrupted meal or rest period of at least 30 minutes. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.
3. All minors may not work for more than 6 days in 1 workweek.
4. All minors (*from the age of 15 days old through 17 years of age*) shall not be employed more than 48 hours in a workweek.
5. A minor under 16 years old may *not* be employed in establishments where alcoholic beverages are sold at retail *unless* the sale of food or other goods constitutes at least 50% of the total gross receipts. Minors *under 16 years old* cannot work in the part of the establishment where alcohol is consumed or sold for consumption on the premises.
6. Infants 15 days to 5 months old shall be permitted at the place of employment for a maximum of 2 hours. Each 2-hour period shall consist of not more than 20 minutes of work. They shall not be employed between the hours of 4:30 p.m. and 9:30 a.m. Under no conditions shall they be exposed to light exceeding 100 foot-candles for more than 30 seconds at a time. A nurse must be present for each 3 or fewer infants aged 15 days to 5 weeks and for each 10 or fewer infants aged 6 weeks to 5 months. A parent or guardian must always be present.
7. Minors 6 months to 1 year old shall be permitted at the place of employment for a maximum of 4 hours. Each 4-hour period shall consist of not more than 2 hours of work. They shall not be employed between the hours of 7:00 p.m. and 6:00 a.m.
8. Minors 2 years to 5 years old shall be permitted at the place of employment for a maximum of 6 hours. Each 6-hour period shall consist of not more than 3 hours of work. They shall not be employed between the hours of 9:00 p.m. and 6:00 a.m.
9. Minors 6 years to 8 years old shall be permitted at the place of employment for a maximum of 8 hours. Each 8-hour period shall consist of not more than 4 hours of work. On days when a minor's school is not in session, work time may be increased to 6 hours. They shall not work between the hours of 10:30 p.m. and 6:00 a.m., unless approved by the Department.
10. Minors 9 years to 13 years old shall be permitted at the place of employment for a maximum of 9 hours. Each 9-hour period shall consist of not more than 5 hours of work. On days when a minor's school is not in session, work time may be increased to 7 hours. They shall not work between the hours of 10:30 p.m. and 6:00 a.m., unless approved by the Department.
11. Minors 14 years to 15 years old shall be permitted at the place of employment for a maximum of 10 hours. Each 10-hour period shall consist of not more than 10 hours of work. They shall not work between the hours of 10:30 p.m. and 6:00 a.m. on days preceding school days and 12:30 a.m. and 6:00 a.m. on days preceding non-school days, unless approved by the Department.
12. Minors 16 years to 17 years shall be permitted at the place of employment for a maximum of 10 hours. Each 10-hour period shall consist of not more than 10 hours of work. They shall not work more than 48 hours in a workweek. The minor shall not work between the hours of 11:30 p.m. and 6:00 a.m. on days preceding school days and 12:30 a.m. and 6:00 a.m. on days preceding non-school days, unless approved by the Department.

The Director of the Department of Labor and Economic Opportunity may revoke this approval; if the employment is determined to be detrimental to the health or personal well-being of the minor, or if the minor is not adequately supervised or the minor's education is neglected. **The employer may request a hearing to review the denial, revocation or modification of a deviation. Approval by the department shall not excuse noncompliance with any other federal or state law or municipal ordinance establishing a more protective or restrictive standard.**

PERMISSION STATEMENT OF PARENT OR GUARDIAN

I give my permission for _____ to work in the performance described on this application.
(name of minor)

I acknowledge that I am aware of what my child will be doing, the manner, time and place in which the performance will occur.

(Print or type name of parent or guardian)

(Signature of parent or guardian)

(Telephone number of parent
or guardian)

(Date signed)

EMPLOYER CERTIFICATION

The undersigned certifies the employment of the named minor will not be detrimental to the health, safety or well-being of the minor and that records will be maintained and made available for inspection at the premises where the minor is employed.

(Print name of employer or representative)

(Signature of employer or representative)

(Title)

(Date signed)

Appendix B



Pediatric Standardized Patient
Temporary Hourly Application

MINOR LEGAL NAME			
Last Name	First	M.I.	Date
<p>Dear Parent or Guardian,</p> <p>Thank you for considering Grand Valley State University Standardized Patient Program for your child's temporary employment. The Standardized Patient Program trains individuals to portray actual patient cases and also uses standardized patients in the training and evaluation of nurses, nurse practitioners, physician assistants, occupational health, physical therapy and recreational therapy students. Standardized patients will be examined and interviewed, just as they would be by a family doctor, by both male and female students. In the patient role, a standardized patient might see several students on a one-to-one basis during an evaluation session or there may be a group of students in a controlled teaching and/or evaluation session. Some of the simulations may be videotaped to be used in evaluation by students and other health professionals.</p> <p style="text-align: center;">ALL PARENTS OR GUARDIANS MUST CAREFULLY READ AND SIGN BELOW</p> <p>In submitting this application for my child, I understand that: (1) Any falsification, misrepresentation misleading statements, or omissions of fact, either on this application or during the pre-hire process constitutes grounds for dismissal. (2) I authorize my child's employer and former employers, schools, or persons named to give any information regarding my child's employment, together with any information they may have regarding my child, whether or not it is in their records. I hereby release said employers, schools, or persons and Grand Valley State University from all liability for any damage for issuing or receiving this information. (3) Employment is contingent upon meeting the requirements imposed by the Immigration Reform and Control Act of 1986, which requires a completed form I-9, Employment Eligibility Verification, verifying identity and work eligibility on persons hired. (4) Employment appointments are subject to the applicable probationary period, Administrative Manual Policies and/or collective bargaining, and University rules as amended from time to time.</p> <p>Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant of contract between the university and the state or federal government, or addressing domestic partner benefits. Michigan and federal law requires that you notify Grand Valley State University after you know or should have known that a job accommodation was needed. Failure to properly notify Grand Valley State University will preclude any claim that the employer failed to accommodate the employee.</p> <p>GVSU is committed to assisting all members of our community in providing for their own safety and security. The Annual Security and Fire Safety Report is available on the Grand Valley State University Police Department website at www.gvsu.edu/gvvpd/. If you would like to receive a printed copy of the Annual Security and Fire Safety Report, you can stop by the Facilities Service Building or you can request a copy be mailed to you by calling (616)331-3255. The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matter of importance related to security and safety on campus. The report also contains information about crime data for three previous calendar years. Statistics include reported crimes that occurred on the campus, in certain off-campus buildings or property owned or controlled by GVSU and on public property within or immediately adjacent to and accessible from the campus. The information is required by law and is provided by the GVSU Policy Department.</p>			

I agree that if my child is employed by Grand Valley State University that in partial consideration for my child's employment, I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the event complained of and agree to waive any statute of limitations to the contrary.

I understand that as part of the employment screening process, Grand Valley State University may obtain a criminal history report of any felony convictions. I further understand that my appointment to an employment position at Grand Valley State University is not final until the University is satisfied with the criminal conviction information received, and other University requirements are satisfied.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature of Parent or Guardian
(This statement must be signed for your child's application to be considered)

Date Application Signed

STANDARDIZED PATIENT APPLICANT INFORMATION
(Please complete thoroughly)

BASIC INFORMATION		
<i>The specific current position for which your child is applying: PEDIATRIC STANDARDIZED PATIENT</i>		
Child's Date of Birth:	Last 4 digits of child's SSN:	
Child Last Name	First	M.I.
Does your child have current unrestricted authorization to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Will you need Grand Valley State University to process employment based immigration petitions to allow you to work at Grand Valley State University? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Present Street Address		Apartment/Unit #
City	State	ZIP
Parent or Guardian Phone (daytime)	Alternate Parent or Guardian Phone	
Email address of Parent or Guardian:		
Has your child ever been employed by Grand Valley State University? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, indicate location, position and dates of employment	
I was referred by / how did you hear about program (be specific):		
List name and relationship of all relatives employed by Grand Valley:		
Can your child perform the tasks of this position with or without an accommodation? YES <input type="checkbox"/> NO <input type="checkbox"/>		

EXAMS AND ASSESSMENTS		
PLEASE INDICATE WHICH OF THE FOLLOWING APPLIES TO YOUR CHILD:		
Physical examinations	YES <input type="checkbox"/> NO <input type="checkbox"/>	Cognitive Assessments? YES <input type="checkbox"/> NO <input type="checkbox"/>
Speech/Language Assessments	YES <input type="checkbox"/> NO <input type="checkbox"/>	Developmental Assessments? YES <input type="checkbox"/> NO <input type="checkbox"/>
Heart ultrasound exams?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Gait and Fitness evaluations? YES <input type="checkbox"/> NO <input type="checkbox"/>

update: 10-21-2016

Appendix C

CHILD EMPLOYEE PERSONNEL INFORMATION

Legal Name: _____
Last First Middle

Current Address:

No. Street Apt./Unit City State Zip

Date of Birth (mm/dd/yyyy) : ____ / ____ / ____

Who does child live with?

Relationship to child?

In Emergency, Notify: _____ Phone # _____

Relationship of Emergency Contact: _____

Education:

Voluntary Demographic Questions:

Is your child currently enrolled in school? ☐ Yes ☐ No

Please indicate the name of school or indicate if home schooled:

Address of school:

Are you Hispanic or Latino? ☐ Yes ☐ No

Check all that apply:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Gender: ☐ Male ☐ Female

I certify that the above information is accurate.

Parent/Guardian Signature

Date

Please notify Human Resources if any of the above information changes.



Appendix D



Pediatric SP Log of Hours Worked

Lab Name and Date:

Date	Child Name	Birthdate	Time Worked	Total Time Worked

Sim Staff Verification of SP Hours Worked: _____

Date: _____

Appendix E



Statement of Registered Nurse in Attendance at Pediatric SP Event

On (date of lab), I (name of nurse present for lab), a registered Nurse in the state of Michigan, was present in (room of lab) of the Grand Valley State University Center for Health Sciences Building, at the (name of lab), during the time period of (list time period).

Signature: _____

Date: _____



Standardized Patient Program Policy Regarding GVSU Employees

Employees of Grand Valley State University may not participate in the Standardized Patient Program as standardized patients (SPs). Employees, however, may accompany their minor child, who is working as a pediatric SP, if they receive approval from their supervisor to utilize Paid Time Off (PTO) for their absence from work.

Spouses, partners, or other family members may also accompany a GVSU employees' minor child when completing employment paperwork and/or while they are working as a pediatric SP.