



**DEPARTMENT OF MEDICAL EDUCATION
COLLEGE OF MEDICINE & DENTISTRY AT THE HILLS
ABBOTTABAD**

Simulated/Standardized Patient

POLICY

2025-26

Year

2025-26



Department of Medical Education

Policy on the Use of Simulated Patients in Medical Education

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| APPROVED BY: | | COMPILED BY: | | |
| ENDORSED BY: | | | | |

1.0 Purpose

This policy establishes the framework for the systematic and ethical use of Simulated Patients (SPs) in the MBBS program at the College of Medicine and Dentistry at the Hills (CMDH). It ensures standardized implementation of SP-based teaching and assessment activities across all academic years, maintaining consistency, quality, and fairness while upholding the highest standards of medical education.

2.0 Scope

This policy applies to:

- All faculty members involved in teaching and assessment
- Administrative staff managing SP-related activities
- Students participating in SP-based sessions
- SP Program Coordinators and hiring committees
- External stakeholders involved in SP recruitment and training

3.0 Definitions

- **Simulated Patient (SP):** An individual trained to portray a patient with specific medical conditions in a consistent manner for educational purposes.
- **Standardized Patient:** A Simulated Patient specifically trained to assess student performance using structured evaluation tools.
- **Case Author:** Faculty member responsible for developing clinical scenarios and training materials.
- **SP Program Coordinator:** Designated staff member overseeing SP program implementation.

4.0 Policy Statements

4.1 Recruitment and Selection

- SP recruitment shall prioritize internal candidates from college staff while maintaining options for external recruitment when necessary
- All candidates must undergo formal screening and selection processes
- Selected candidates must sign formal agreements outlining roles, responsibilities, and confidentiality requirements

4.2 Training and Certification

- All SPs must complete mandatory orientation and case-specific training
- Training shall be conducted by qualified faculty members and the SP Program Coordinator
- SPs must achieve certification for specific cases before participating in teaching or assessment activities

4.3 Implementation in Assessments

- SP utilization in OSCEs and other assessments shall follow standardized procedures
- Pre-assessment briefings and post-assessment debriefings are mandatory
- Confidentiality and ethical standards must be maintained throughout all assessment processes

4.4 Compensation and Support

- SPs shall receive appropriate compensation as per institutional guidelines
- Logistical support including adequate facilities and resources must be provided
- Payment processing shall follow established financial procedures

5.0 Roles and Responsibilities

5.1 SP Program Coordinator

- Manage SP recruitment and training programs
- Maintain SP database and activity records
- Coordinate SP scheduling for academic activities

5.2 Faculty Members

- Develop case scenarios and training materials
- Conduct SP training sessions
- Implement SP-based teaching and assessment activities

5.3 Examination Cell

- Coordinate SP utilization in formal assessments
- Ensure standardization across examination stations
- Maintain assessment integrity and confidentiality

6.0 Compliance and Monitoring

- Regular program evaluation shall be conducted by the DME
- Compliance audits shall be performed annually
- Policy updates shall be made based on program evaluation findings

7.0 Related Documents

- SOP for SP Recruitment and Hiring (DME/SP/SOP/001)
- SOP for SP Training and Certification (DME/SP/SOP/002)
- SOP for OSCE Implementation (DME/SP/SOP/003)
- SOP for SP Compensation and Logistics (DME/SP/SOP/004)

8.0 Policy Review

This policy shall be reviewed every year or as needed based on regulatory changes or program requirements.

Approved By:

Head of Department of Medical Education

Dean, College of Medicine and Dentistry at the Hills

Date: 17-Nov-2025