



Processes and Expectations -

An outline to help achieve a trouble free experience:

- **All requests for use must be submitted online at qe2simulation.com.**
Two weeks minimum notice for a high fidelity scenario / task trainer based session.
Three weeks minimum notice for a cadaveric surgical skills session.
Last minute requests and/or changes will only be accommodated if possible under the discretion of the QEII Simulation Program staff.
- **Complete all applicable fields on the online request booking form.**
This reduces the need for continual communication to collect the information needed. The more information supplied, the better we can prepare.
- **QEII Simulation is not responsible for arranging human tissue requests and associated fees.**
You must complete the [Dalhousie Anatomical \(Clinical Cadaver\) Request Form](#) and email it to rob.sandeski@dal.ca for review and approval. Please copy us on communication with them so we are aware of what you have ordered.
- **QEII Simulation is not responsible for requesting equipment and/or support from industry.**
Please make sure you contact industry well in advance to ensure availability. QEII Simulation is only responsible for equipment we own.
- **QEII Simulation is not responsible for shipping equipment to and from our facilities.**
All equipment shipped to the QEII Simulation Skills Centre must follow the [Material Shipping Guidelines](#). Regular mail and small packages can be sent to site-specific addresses found on our website.
- **Costs of using our facilities.**
Submitting a request acknowledges you will be invoiced in accordance to the rates and provisions outlined in the [Fee Schedule](#).
- **Facility Use Agreement.**
The NSHA requires this agreement be completed by any external group/organization who will be using the facilities.

Questions?

Contact Andy Howes at 902-219-1310 or andy.howes@nshealth.ca