

MASTHEAD INFORMATION

Policy Title:	Fees and Responsibilities Associated with Cost
Applies to:	Users of the QEII Simulation Program
Version:	2.3
Sponsor:	Andy Howes – QEII Simulation Program Manager

PURPOSE

This policy establishes the framework of QEII Simulation user fees and responsibilities associated with cost.

POLICY STATEMENTS

1. The QEII Simulation Program invoices users for the use of its resources according to a fee schedule. The fee schedule is divided into two pricing categories: [Internal / Affiliates](#) and [External / Industry](#).
2. Users may request a cost estimate (quote) for completing their request.
3. Users with an overdue account balance might be restricted from use of resources until the account balance is settled.
4. Stock inventory (in limited supply) is available at no cost for on-site sessions.
5. Non-stock inventory and specialty items will incur a cost recovery fee.
6. Equipment loans will incur a cost recovery fee.
7. The QEII Simulation Program is not responsible for the following:
 - Anatomical material ordering or associated costs.
 - External equipment ordering or associated costs.
 - Catering ordering or associated costs.
 - Extra staffing (i.e., X-ray technicians required for C-arm operation) arrangements or associated costs.
8. Invoices are issued monthly by Nova Scotia Health.

PRINCIPLES AND VALUES

- To ensure a sustainable business model, the QEII Simulation Program has adopted the principle of assisted cost recovery to account for the expenses of delivering simulation courses.
- All QEII Simulation Program practices must demonstrate safety, equity and transparency. They must be applied consistently and uniformly across all Program locations.

QEII SIMULATION PERSONNEL RESPONSIBILITIES

Program Educators / Site Coordinator(s) are responsible for:

- a. Completing the 'QEII Simulation - Invoice Form' after applicable simulation courses and providing them to the Program Manager on a monthly basis.
- b. Generating cost estimates when requested in accordance to the Program Fee Schedule.

Program Manager(s) are responsible for:

- a. Reviewing submitted QEII Simulation invoice forms and creating an associated NS Health billing form for each.
- b. Submitting NS Health billing forms to the NS Health Accounts Receivable department on a monthly basis.
- c. Reviewing cancellations and lost/damaged equipment to determine cost recovery.
- d. Revising the fee schedule with Directors to ensure fees are competitive and that a sustainable business model is practiced.

Program Director(s) are responsible for:

- a. Ensuring all policies demonstrate our principles and values.

RELATED DOCUMENTS

QEII Simulation - [Resource Use: Equipment Loans](#)

QEII Simulation - [Fee Schedule](#)

QEII Simulation - [Invoice Form](#)

NS Health - [Billing Form](#)

Appendix A: Definitions

Defined term	Definition text
Internal / Affiliate	Users who belong to organizations funding the QEII Simulation Program or any event mandated by NS Health for its staff.
External / Industry	Users who do not belong to organizations funding the QEII Simulation Program or internal / affiliate users who are providing or receiving monetary or promotional value. Examples of monetary or promotional value include but are not limited to meals, cadaveric specimens, educator fees, and onsite industry representative personnel.