

Processes and Expectations for Users

An outline to help achieve a trouble-free experience

- **All facility or in-situ booking requests are to be submitted online via qeisimulation.com**
Requests can be submitted a minimum of two (2) weeks, to a maximum of eighteen (18) months, in advance. Requests submitted less than two (2) weeks in advance may be accommodated under the discretion of the Simulation Program.
- **Complete all applicable fields in the online booking request form**
The submission of comprehensive information is required for all requests prior to approval. Submissions will be PENDING until they are processed by the Simulation Program to ensure required information is attained before APPROVAL will be granted.
- **Use of Resources - Fees**
Submitting a request acknowledges you will be invoiced in accordance with the rates and provisions outlined in the [Fee Schedule](#).
- **The QEII Simulation Program is not responsible for ordering Human Tissue requests**
When requesting a clinical cadaver, an '[Application for Anatomical \(Clinical Cadaver\) Material](#)' must be completed by the user and submitted to Dalhousie University for review and approval. Please copy the QEII Simulation Program as this is required booking request information.
- **The QEII Simulation Program is not responsible for industry equipment requests and associated fees**
It is the responsibility of the user to contact industry in advance to ensure equipment availability. The QEII Simulation Program is only responsible for the equipment owned by the Simulation Program. 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.
- **[Facility Use Agreement](#)**
NS Health requires this agreement to be completed by all external users booking the facilities.

Questions? **We are here to help!**

Please contact: qeisimulation@nshealth.ca