

STANDARDIZED PATIENT BOOKING FORM

Event/Course Name:				Session Organizer Contact Name:			
Session Location and # of Rooms Required:				Tutor/Facilitator:			
Send Invoice to:		Name:		Address:			
		Email:					
		Phone:					
Date(s) Required:		Session Start Time:		Session End Time:		SP Arrival Time:	
Total number of SP's required:							
Individual Encounter Length: (Example – 10, 15 minutes)							
Total # of encounters per SP:							
Session Requirements:							
Role 1 Name:							
1. Role Type:							
History		Physical			Combined History and Physical		
2. Is SP feedback required:							
YES				NO			
3. Number of SP's required per role:							
4. Age and Gender:							
Role 2 Name:							
1. Role Type:							
History		Physical			Combined History and Physical		
2. Is SP feedback required:							
YES				NO			
3. Number of SP's required per role:							
4. Age and Gender:							

Role 3 Name:		
1. Role Type:		
History	Physical	Combined History and Physical
2. Is SP feedback required:		
YES	NO	
3. Number of SP's required per role:		
4. Age and Gender:		
Role 4 Name:		
1. Role Type:		
History	Physical	Combined History and Physical
2. Is SP feedback required:		
YES	NO	
3. Number of SP's required per role:		
4. Age and Gender:		

Timeframes:

- Completed booking forms to be submitted to the SP Program no later than **30 business days** prior to the session date.
- Finalized roles must be submitted to the SP Program no later than **15 business days** prior to the session date as ample time is required for SP training.
- A 2 hour minimum booking is required for all SP sessions unless approved by the program manager (this does not include training).
- Please be advised that a cancellation fee will be applied when a session is cancelled with less than 48 hours' notice.

Session Location: The SP Program cannot book session space. This must be done by contacting:

- School of Medicine Clinical Education Center (15 Arch Street): 613-533-6869
- GSK Clinical Education Center (31 George Street): 613-533-6381

Booking Rates:

- Standardized patients are paid at a rate of \$15.60/hour for any training. Performances are paid based on intensity of the role and feedback requirements starting at \$20.80/hour.
- If training is required, a training fee of \$31.20/hour will be applied.
- An administrative fee will be applied to all invoiced sessions based upon services provided.
- Rates are subject to change.