<table>
<thead>
<tr>
<th>GROUP</th>
<th>TIME</th>
<th>SPACE</th>
<th>RECEPTION</th>
<th>IN-HOUSE SERVICES</th>
<th>CUSTODIAL</th>
<th>CONTRACT SERVICES</th>
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<tbody>
<tr>
<td><strong>FHS:</strong></td>
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<tr>
<td>1. FHS Classes:</td>
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<tr>
<td>Includes UG, PG, Fac. Dev.,</td>
<td>Weekday*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
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<tr>
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<td>✓</td>
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<td>CR</td>
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<td>2. FHS Activities:</td>
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<td>✓</td>
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<tr>
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<td>✓</td>
<td>CR</td>
<td>CR</td>
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<tr>
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<td>Weekday*</td>
<td>✓</td>
<td>CR</td>
<td>✓</td>
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<td>CR</td>
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<tr>
<td>FHS curricula; Charge to</td>
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<td>CR</td>
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<tr>
<td>participants or sponsored</td>
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<td><strong>Queen’s</strong></td>
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<td>4. Other Queen’s Classes</td>
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<td>CR</td>
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<tr>
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<td>PM / W/E</td>
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<tr>
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<td>7. Community Health Care with</td>
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<td>CR</td>
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<td>CR</td>
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<tr>
<td>Queen’s and Non-Queen’s mix</td>
<td>PM / W/E</td>
<td>CR</td>
<td>CR</td>
<td>CR</td>
<td>CR</td>
<td>CR</td>
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<tr>
<td>8. Community Non-Profit and For-</td>
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<td>CR</td>
<td>CR</td>
<td>CR</td>
<td>CR</td>
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</tbody>
</table>

* weekday includes daytime hours and evening hours where CEC is open for students
Services

Space
• Physical space
• coordination of resource use
• orientation to facility

Reception: Basic services available in CEC include:
• Use of phone
• Turning audiovisual system on/off
• Building security
• Equipment loan

In-house Services
• Volunteer Recruitment – recruitment, coordination, on-site support, transportation
• Linen/laundry
• Medical Equipment use
• Audiovisual Equipment use – remote viewing, videotaping, coordination, set-up
• Audiovisual Trouble-shooting
• Audiovisual Orientation; teaching

Custodial
• Moving furniture
• Clean-up of garbage, floors, washrooms

Contract Services
• Videotaping using portable equipment (more than just set up of equipment)
• Routing of audiovisual signal from interactive room (any non-exam room)
• On-site audiovisual technician
• Teleconferencing charges
• Photocopy, long-distance fax charges

Key
✓ Service provided at no charge to user
CR Cost recovery: service provided at a cost to provider
Categories of Activity within the CEC

1. **FHS Classes**
   Schools of Medicine, Nursing and Rehab Therapy – undergraduate, postgraduate, faculty development courses (most but not all requiring unique features of CEC); examinations; practice exams; remedial sessions; student self-directed learning; practice examinations

2. **FHS Activities / Activities supporting FHS – no charge to participants; not sponsored**
   Schools’ meetings, faculty / clinician workshops, lectures, preparation of teaching videos, thesis defenses
   Student society meetings
   Medical candidate interviews
   Journal Club
   Homecoming activities
   Standardized patient training
   Medical equipment / clothing sales
   GI rounds
   Patient partners training

3. **FHS Activities / Activities supporting FHS – charge to participants or sponsored**
   CME
   Royal College Exams
   MCC exam
   Schools’ / student-run workshops, conferences

4. **Queen’s Classes (non-FHS)**
   Pastoral Care course
   Phys-ed, physiology courses

5. **Queen’s Activity, non-FHS, no charge to participants**
   Marketing focus groups
   Health, disability & counseling interviews

6. **Queen’s Activity, non-FHS, charge to participants**
   International Centre: International Educators Training Program

7. **Community Health Care – includes participants from Queen’s**
   MORE OB GYN program
   Emergency medicine resident preparation
   PALS
   ACLS
   QUEST (Urology) practice exam
   Family practice physicians’ workshop

8. **Community Non-Profit / For Profit; incl. health care with no Queen’s participants**
   Speedskating Club
   Pharmacy Board OSCE
   Clinical Dietitians