

## FIM FACILITY TRAINERS NEWSLETTER

December 2017

This is the fourth issue of the FIM Facility Trainer's Newsletter - we hope you find it informative. The purpose is to:

- Keep you updated with what's happening FIM-wise at AROC
- Direct you to some FIM resources
- Provide a few reminders
- Look at a few FAQs
- Let you know about news and events that may be of interest

AROC would like to take this opportunity to wish you a Merry Christmas and Happy New Year. Thank you for your commitment to FIM and its role in improving quality outcomes for rehabilitation patients.

### AROC News

**AROC Open Workshops** – The 2018 FIM/WeeFIM and Facility Trainer Open workshops are now available on our website at <https://ahsri.uow.edu.au/aroc/upcomingworkshops/index.html>

**Download a report showing FIM Exam Key expiry or results** – It is now possible for you to download details and reports from AOS Manage Keys. After logging in with your username and password, navigate to Manage Keys, in status you can keep it as "All" or otherwise reduce the list by choosing the status you want such as "Assigned", "Purchased", "Completed" etc, click the blue SEARCH button. Your selected list will appear, then click "Export to CSV". You can then save this as an excel document and change/highlight as needed for reports and record keeping.

The screenshot shows the 'Manage Keys' interface. At the top, there are two dropdown menus: 'Type' (set to 'All') and 'Status' (set to 'Assigned'). Below these is a 'Purchaser Name' search field containing 'Your name|'. To the right of the search field is a 'Parti' dropdown. At the bottom, there are two buttons: 'Search' (blue) and 'Reset'. Below the buttons are two links: 'Assign Keys To Participants' and 'Export To CSV'. A red circle highlights the 'Status' dropdown, and a red arrow points to the 'Export To CSV' link.

**Facility Trainer Credentialing Requirements** – We are coming to the end of our audit on Facility Trainer credentialing. Thank you for the information you have provided this year, you will all be receiving emails with the outcomes shortly. For clarification regarding some questions that have arisen around ongoing requirements for Facility Trainers:

- It is required that a Facility Trainer attends a Facility Trainer workshop conducted by an AROC Master Trainer every 4 years as a refresher.
- Facility Trainers must also maintain their FIM clinician credentialing by successfully completing a FIM exam every 2 years and achieving 85+%. At this time, we recommend you send in your completed Ongoing Requirements Form. It's a good idea to keep a record of the FIM clinicians you train as this is needed for the Ongoing Requirements Form. You can download this from the AROC website here <https://ahsri.uow.edu.au/aroc/training/index.html>
- If your credentialing as a Facility Trainer (inclusive of your FIM clinician accreditation) expires, pending on how long the expiration has been – there is a re-credentialing process.

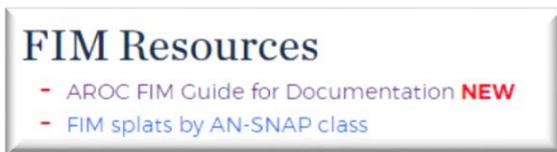
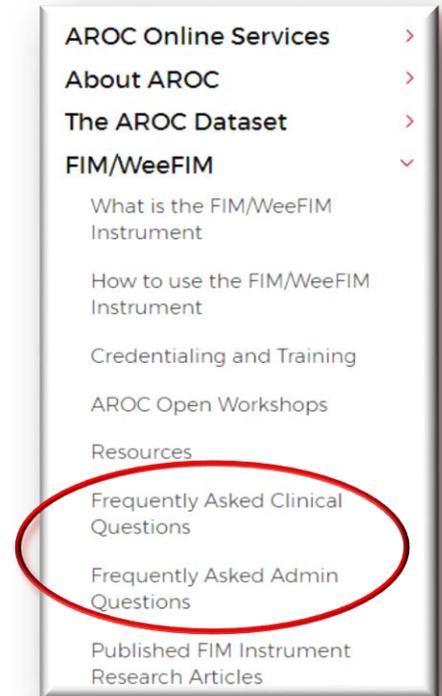
**Workshop Evaluation Forms** – Thank you to those who have been diligently sending in your completed participant Workshop Evaluation forms. We have been collecting this data to produce a feedback report that will be specific for yourself as a trainer and your facility. We hope to get these out to you in the first quarter of next year.

## Products and Resources

**FIM Manuals** – AROC has produced a **re-designed FIM Manual** – Version 5.4 Revised, July 2017. The main changes are in styling rather than in content. Particularly note the changes in content to page 12 in regards to timing of scoring FIM, and the addition of an Appendix related to FIM Credentialing on the last page.

**Frequently Asked Questions** – A bank of frequently asked questions with answers exists for both **clinical** and **administrative** FIM issues on the AROC website. This has excellent information for yourself as a trainer or coordinator, and for your FIM clinician's. Find it under the FIM/WeeFIM menu as per screen shot on the right.

**AROC FIM Guide to Documentation** – We have received feedback that documentation does not often reflect the patient's actual need for assistance. This appears to be especially so for night documentation where staff may not be included in the decisions of the FIM scoring. Careful documentation will support an accurate FIM score and so to this end we have provided a downloadable brochure that provides examples of ward documentation that aligns with FIM scoring.



Find this on our website by clicking on the Tools and Resources link

<https://ahsri.uow.edu.au/aroc/toolsandresources/index.html>

**AROC Reports** - Remember to access your **Facility AROC Reports**. The **Dashboard Report** provides a 'big picture' look at your facility and highlights the importance of training clinicians thoroughly in FIM scoring. The following hyperlink explains [how to interpret the dashboard](#). While other useful information can be found on the [Tools & Resources](#) page.

## Workshops

**NEW FIM Slides** - You would have very recently received an email with some new additional introductory FIM workshop training slides. There are 13 additional slides to add into your FIM workshop presentation. These slides provide information on AROC reports, Impairment codes, AN-SNAP, funding and how it all links together. We've already had good feedback as to how helpful it is to understand the bigger picture.

**Training Video's** – For the video's on the training CD to be playable during your presentation. They will need to be opened on one of the below software:

- Window's Media Player (.wmv)




AROC Impairment Codes		
<b>PHYSICAL</b>	<b>SPINAL CORD INJURY</b>	<b>APERTURE OF EAR</b>
1. Trauma	1.1. Cervical spine fracture	1.1. Trauma
2. Stroke	2.1. Cervical spine fracture	1.2. Trauma
3. Trauma	2.2. Cervical spine fracture	1.3. Trauma
4. Trauma	2.3. Cervical spine fracture	1.4. Trauma
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- Real Player
- MPlayer
- Media Player Classic
- VLC Media Player
- K-multimedia player

**Training CD** – The **FIM case study: Kate** has an incorrect scenario for Social Interaction on the CD. The scenario given for Social Interaction is actually a Problem Solving scenario. This will be corrected on the next print run of the training CD mid next year.

## Clinical Queries & Explanations

### FIM Scoring

**When?** - Operationally in order for a rehab team to capture the TOTAL functional gain achieved during a rehabilitation program, AROC trains our member services to score the FIM as soon as possible after admission to establish an appropriate baseline score. Then score the FIM again as close as possible to discharge to reflect the functional status of the patient at discharge. ACHS and MeTEOR, because of what they are, need to put a timeframe in their definitions. However, operationally, a service should not wait 72 hours before scoring FIM, as they will then miss capturing any functional gain that happens in the first few days. This is summarised on our website here <http://ahsri.uow.edu.au/aroc/whatisfim/index.html>

### Eating

**Question:** How do you score a patient who's food is cut up by kitchen staff before being presented to the patient? This request is done by the dietician who is filling out the meal requests and the system is being done to save the nurses time; it's not done because the client requires a modified diet or safety concerns.

**Answer:** Cutting up the food prior to "presenting in the customary manner..." it is not included in the scoring for eating, so would not be considered set-up. Since the client does not require food cut up for safety or require a modified diet, you would score a level 7 - Independent.

**Question:** When a helper cuts up the patient's food, pours sauce or dressing on food, is the patient rated level 5 – Supervision or Setup?

**Answer:** Yes. Score level 5 – Setup for this patient.

### Social interaction

**Question:** If medication is classed a chemical restraint and the patient is on a regular dose that covers a 24 hour period, is that classed as needing to be restrained most/all of the day and is a score of 1?

**Answer:** If the patient is having chemical restraint all the time for behaviour then the restraint is considered all the time and a score of level 1 – Total Assistance is given. If it is given on a PRN basis (when necessary) then the score would be level 2 – Maximal Direction.

**Question:** Are IM injections considered a medical procedure like IV injections/infusions?

**Answer:** If the IM medication given is used to change behaviour, it is not considered the same as IV Fluids. If the IM medication is given for altering behaviour FIM is scored and the question must be asked "why and for what % of time in the 24 hour period is it being given?" If it is given PRN for adverse behaviour more than 26% of the 24 hour period, it would be scored level 1 – Total Assistance. A score of level 2 – Maximal Direction (or higher) indicates, the patient can manage their own behaviour 25% or more of the time with or without chemical or other restraint. Any form of restraint scores either a 1 or 2 – no higher.

## Who does what at AROC/FIM

**Frances Simmonds**      **Director**

*Overall management of AROC and FIM Administration; policy decisions*  
aroc@uow.edu.au

**Donna Byham**            **FIM Coordinator**

*Workshop organisation*  
*Credentialing queries*  
*Exam and resources*  
*Invoicing*  
*Clinical questions (these will be forwarded to appropriate contact)*

**Rebecca Lachlan**      **FIM Administration Assistant**

*Processing orders*  
*FIM IDs*  
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**Lewis Green &**          **Data Analysts**

**Alex Tome**

*AROC Data queries*  
*AOS support*  
*AROC reports*  
aroc@uow.edu.au

## Reminders

### FIM Clinician Accreditation Expiry Recommendations:

- Less than 12 months since a clinician's accreditation has expired (which would mean 3 or more years since they've trained), we'd recommend an Online Refresher with Exam.
- More than 12 months we would recommend a face to face training as it has been more than 4 years since they've trained in FIM. It's been observed that FIM assessment quality decreases if re-training does not occur every 4 years.

In saying that it can also be dependent on if the clinician has been using FIM correctly and of their competence, where by that would be your call as the Facility Trainer!

### Facility Trainer Accreditation Expiry Recommendations:

- Less than 12 months the trainer must complete an Online Refresher with Exam and gain 85+% on first attempt to be re-credentialed as a trainer.
- More than 12 months but less than 4 years the trainer must complete an Online Refresher/Exam, gain 85+% on first attempt, and attend a FT workshop run by an MT to be re-credentialed as FT.
- More than 4 years the trainer must complete the full Facility Trainer credentialing again. That is attend a FIM workshop conducted by an AROC FIM Master Trainer, achieve 85+% on the FIM exam and attend a Facility Trainer workshop conducted by an AROC FIM Master Trainer.

## Other Items Of Interest

- **ARNA Canberra Study Day: 23<sup>rd</sup> February 2018** NSW/ACT Chapter. For more details please follow this link: <https://www.arna.com.au/EventDetail?EventKey=ACT180223>
- **RMSANZ:** Rehabilitation Medicine Society of Australia and New Zealand 3rd Annual Scientific Meeting is combining with the 6<sup>th</sup> Asia-Oceanian Conference of Physical & Rehabilitation Medicine **"North to South, East to West"** 21 – 24 November 2018 | SkyCity Auckland, New Zealand. For more details, follow this link: <https://rmsanz.net/events>

Thanks once again for all of your hard work in supporting your clinicians with the use of the FIM  
Warm Regards, the team at AROC