

## FIM FACILITY TRAINERS NEWSLETTER

### June 2017

This is the third issue of the FIM Facility Trainer's Newsletter - we hope you find it informative.

The purpose of this newsletter 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 acknowledge your hard work conducting FIM Workshops in your facilities. A big thank you to all!

If you have any questions or comments on the newsletter, or have something you would like us to consider including in the next issue, please contact [fim@uow.edu.au](mailto:fim@uow.edu.au)

#### AROC News

- **New FIM Coordinator at AROC** – Niki has moved to another position within the University with her role being filled by Donna Byham. Thanks Niki for all your hard and efficient work over the last 3 years and a big welcome to Donna.
- **FIM Exam** - There is now a bank of different case studies for the FIM Credentialing Exam. These FIM exam case studies are randomly selected at time of purchase therefor resitting the same exam is unlikely.
- **Facility Trainer Ongoing Requirements** – We have been conducting a Facility Trainer audit for the past 6 months - thank you to all those who have responded. A requirement that many seemed to be unaware of is the need for Facility Trainers to attend a **FIM Facility Trainer workshop** conducted by an AROC Master Trainer every 4 years. This is in addition to your normal **FIM exam accreditation** required every 2 years.
- **Costs** - AROC has managed to maintain low and unchanged prices for FIM resources for over 7 years, however there is now a need for a slight increase in prices. The new prices will take effect from 1 July 2017 and are as below:

FIM Resource	Current Price (ex gst)	New Price (ex gst)
FIM/WeeFIM Exam Key	\$ 35	\$ 38
FIM/WeeFIM Online Refresher with Exam Key	\$ 70	\$ 75
FIM/WeeFIM training Manual	\$ 25	\$ 30
FIM/WeeFIM Master Trainer led Workshop at facility	\$ 1,300	\$ 1,500
FIM/WeeFIM/FT Open Workshops (per person price)	\$ 160	\$ 185

#### Products and Resources

- The **Online FIM Refresher** for renewing FIM accreditation is available. It includes practice case studies, answers and rationale for answers. The purchase of a Refresher also includes a FIM Exam Key. Information on this Refresher course is in your AOS FIM/Wee FIM User Manual:  
<https://apps.ahsri.uow.edu.au/confluence/display/AD/FIM+and+WeeFIM>
- **FIM Lanyard Cards** can be purchased through FIM resources on line. These are AUD\$10 per pack of 10. AROC has received a lot of positive feedback regarding the use of these cards. They can be used as a quick guide for discussing FIM Scoring and as a prompt for documentation. Remember when instructing/teaching FIM Scoring, the FIM Manual should always be used.
- **Helpful Training Tools** are located on the AROC Websites main page ([aroc.org.au](http://aroc.org.au)) - under **FIM/WeeFIM** in **Resources** are found **FIM EXERCISE SHEETS**. These are for your use as trainers and are a great resource for a quick refresher (use one or 2 items) during team meetings. Facility Trainers can obtain the answers by request via email from Donna at [fim@uow.edu.au](mailto:fim@uow.edu.au)
- **AROC Online Services (AOS)** provides a myriad of information related to FIM products and credentialing reports. To log in you require your Username and Password. There is a very helpful 8 minute video to walk you through the system which can be found on the resources page:  
<https://apps.ahsri.uow.edu.au/confluence/display/AD/FIM+and+WeeFIM>.
- The **AOS User Manual** is an essential tool for making the most out of AOS – did you know you could update your FIM clinician's emails yourself! The manual can be found on the AROC website main page - on the right hand side, click **FIM System User Guide**. You can also download the manual from the resources page:  
<https://apps.ahsri.uow.edu.au/confluence/display/AD/FIM+and+WeeFIM>.
- For a 'cheat sheet' to aid your preparation of running a workshop, download the Facility Trainer Information Sheet here: <http://ahsri.uow.edu.au/aroc/training/index.html>
- 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

- **Expiry of Exam Keys** - During your FIM workshops please remind people that once they activate the exam key it will expire one month later. Once expired the exam key is no longer valid and cannot be replaced except by purchasing another. The participants are sent a reminder email just prior to expiry.
- **FIM Exams accessed with FIM IDs** - Did you know that FIM Clinicians can access their FIM exam by logging in with their FIM ID and going to "My Exam Keys"? The email notification that is sent during the assigning process is simply that, a notification. If a clinician has not received a notification email, chances are the assigner forgot to send the notification email. The exam can still be accessed by logging in with the clinician's FIM ID.
- **Applicant Facility Trainers** - If you have FIM clinicians that may be candidates to become Facility Trainers, it is a requirement that they must have 3+ years' experience as a credentialed FIM clinician that is inclusive of the last 12 months for currency of practice.

- To conduct FIM workshops you must meet all the **Ongoing Requirement for Facility Trainers**, inclusive of being currently credentialed with a pass mark of 85+%. If you are not currently credentialed at this level, you will not be able to access any Facility Trainer functionality in the AOS system.
- Please understand that AROC reserves the right to **assess** Facility Trainers at any time, and may provide feedback in relation to credentialing or scoring at a facility. Also please note that AROC may withdraw Facility Training rights at any time.
- AROC reminds you that Facility Trainer status allows you to only train at the facility\* you work at and only train staff that work at your facility.  
*\*"Your facility" refers to the 'bricks and mortar' of the facility you work in and not another location of the same company, DOH/DHB.*

## Clinical Queries & Explanations

- **Dressing/Undressing**

**Questions:** When scoring upper body dressing, I note that the definition refers to both dressing and undressing. Do I score dressing and undressing separately and then take the lowest score?

**Answer:** No, the FIM item 'upper body dressing' states that it 'includes dressing and undressing above the waist' and therefore both aspects must be taken into account when scoring this item. You do not score dressing and undressing separately and take the lowest score, but rather you first calculate the total number of steps included in both dressing and undressing, then determine the steps that are completed by the patient and those completed by the helper. The FIM score will reflect the proportion of steps completed by the patient. Note: The same principle applies for the lower body dressing item.

- **Other Examples:**

**Question:** With transfer if someone is using a walking aid but managing in and out of bed in a timely fashion, requiring no hands, help or supervision are they a 7?

**Answer:** *The person is scored a 6 for transfers if they require an assistive device during any portion of the transfer. In this case if the person requires a frame to change their position (sit to stand, pivot or step, stand to sit, sit to stand) during the transfer then they would be a 6. If they only use the frame to mobilise once they have completed the sit to stand they would be a 7.*

**Question:** What does Jenny score? Jenny wears a bra and t-shirt. When dressing, Jenny threads both bra straps and a helper fastens the bra. Jenny then threads her right and left arms into the t-shirt and the helper lifts the t-shirt over her head and pulls it down. When undressing, the helper pulls the t-shirt up Jenny's trunk and lifts it over her head. Jenny then pulls the t-shirt off her right and left arms. The helper unclasps Jenny's bra, and then Jenny unthreads both bra straps from her arms.

**Answer:** *This is a total of 14 steps. Jenny completes 8 of the 14 steps (ie. threading two bra straps, threading two arms into t-shirt sleeves, unthreading arms from t-shirt sleeves & unthreading bra straps), and therefore this equates to 57%, a FIM score of 3.*

## Who does what at AROC

**Frances Simmonds**

**Director**

*Overall management of AROC and FIM Administration*

[aroc@uow.edu.au](mailto:aroc@uow.edu.au)

<b>Donna Byham</b>	<b>FIM Coordinator</b> <i>Workshop organisation</i> <i>Credentialing queries</i> <i>Exam and resources</i> <i>Invoicing</i> <i>Clinical questions (these will be forwarded to appropriate contact)</i> <a href="mailto:fim@uow.edu.au">fim@uow.edu.au</a>
<b>Lewis Green &amp; Alex Tome</b>	<b>Data Analysts</b> <i>AROC Data queries</i> <i>AOS support</i> <i>AROC reports</i> <a href="mailto:aroc@uow.edu.au">aroc@uow.edu.au</a>

## Reminders

- When ordering **manuals** from AROC please allow sufficient time for payment to be received by AROC and for packaging and posting to ensure they arrive in time for your training.
- If you need the support of a Master Trainer please contact Donna Byham – FIM Coordinator - who will arrange this for you.
- FIM should be scored within the **first 24 hours after admission** to establish the best baseline score - and then **as near as possible to discharge**, to capture the entire functional change achieved by the team. It can also be done anytime there is a purpose i.e. MTD's, funding, to establish if functional gains continuing to be achieved, or not.
- FIM items that require a **retrospective** view in relation to scoring on admission may go back 1 month. Scoring on discharge can depend on length of admission, but shouldn't go back past pre-admission.

## Other Items Of Interest

- **27<sup>th</sup> Annual ARNA Conference: Adelaide 12-13 October 2017 “The changing landscape for Rehabilitation Nursing: Transitions, Transformation, Future Vision”** for more details please follow this link:  
<http://www.arna.com.au/ARNA/Home/ARNA/Home/Default.aspx?hkey=43276ef9-9f53-4634-8af7-341a105b0be8>
- Rehabilitation Medicine Society of Australia and New Zealand 2nd Annual Scientific Meeting “**The Leading Edge: Innovations in Rehabilitation Medicine**” 17 – 20 September 2017 | National Convention Centre Canberra. For more details follow this link: <http://www.dccconferences.com.au/rmsanz2017>

Thanks once again for all of your hard work in supporting your clinicians with the use of the FIM