

## TRAINING REQUEST FORM - Video Conference

In certain circumstances, AROC can provide training by video conference (VC) for facilities that do not have their own Facility Trainer or where clinicians are unable to attend an Open workshop due to travel restrictions. These workshops are conducted by AROC's FIM and WeeFIM Master Trainers.

**Please indicate the type of workshop and number of staff expected to attend (NB: The maximum number of staff to attend a FIM or WeeFIM workshop is 10).** FIM is for adult rehabilitation, WeeFIM is for paediatric rehabilitation.

FIM Training by VC – No. staff: .....

WeeFIM Training by VC – No. staff:

Please provide a few potential dates for when you would like the training conducted:

For what environment are you learning FIM:

Rehabilitation Process, please specify from the below:

Inpatient : Rehab GEM Both

Substitute Inpatient eg: Hospital/RITH

Residential Aged Care

One-Off Functional Assessment

eg: eligibility to NDIS, insurer

Other, please specify:

Once the date of the training is confirmed by our Master Trainer and your facility, AROC will provide you with a quote. This quote can be used at your facility to generate a purchase order document to pay for the session.

**The list below will need to be actioned prior to the day of the training:**

Two weeks prior to the workshop:

- **Purchase Order document** provided to FIM/AROC (a centre within the University of Wollongong)
- Completed **FIM ID application** form emailed to [fim@uow.edu.au](mailto:fim@uow.edu.au).
- Confirm **street address** to allow for delivery of the resources by TOLL couriers. The facility is responsible for ensuring each participant then receives their individual resource package.

Requirements from the facility/participant for VC training:

- Maximum number of participants per VC session is ten.
- Webex will be used as the medium.
- A resource box will be posted to the facility, the facility is responsible for distributing the individual resource packages in a timely manner.
- Training will be conducted over at least a 6-hour period with a 30-minute working lunch.
- Each participant will need to join via their own computer with functioning video and audio, remaining visible for the entire duration and participate in answering questions.
- Each participant will need to complete the pre-reading requirements prior to the training date.

Your name:

FIM ID (if known):

Hospital/facility name:

Hospital/facility address:

Phone:

Email address:

Comments:

Please email your completed training request form to: [fim@uow.edu.au](mailto:fim@uow.edu.au)

Attention: FIM Coordinator

Phone: (02) 4221 5282 | Fax: (02) 4221 4679

For further information on AROC, please visit [www.aroc.org.au](http://www.aroc.org.au)