

## WORKSHOP REQUEST FORM

If a facility does not have its own Facility Trainer to conduct FIM training for staff, AROC can provide onsite FIM and WeeFIM workshops. 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 20).** FIM workshops are for adult rehabilitation, WeeFIM workshops are for paediatric rehabilitation.

FIM Training Workshop – No. staff: .....

WeeFIM Training Workshop – No. staff: .....

Please provide a few potential dates for when you would like a workshop 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 workshop 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 workshop. An estimate of cost can be calculated from the AROC [Workshop at your Site webpage](#).

**The list below will need to be actioned prior to and on the day of the workshop:**

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.

Venue will need to provide on the day:

- Laptop and data projector (laptop needs to have a **USB portal**. Internet access is beneficial. Make sure that all equipment is working prior to the workshop so that there are no delays in commencement time.
- **White board** to use during training.
- FIM Resources - these will be sent to you prior to the workshop when the numbers have been confirmed.
- Lecture style seating or tables and chairs (participants need space and something to lean on to take notes).
- Lunch for the trainer/participants.

Your name:

FIM ID (if known):

Hospital/facility name:

Hospital/facility address:

Phone:

Email address:

Comments:

*Please email your completed FIM workshop request form to:   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)*