



**Friday 16 October 2009**

**Venue:** ACS Training Room, 246 Glen Osmond Road, Fullarton

**Time:** 1 pm–4 pm

**Presented by:** Jacqui Banham, HACE Consulting Services

**Designed for:** Care workers

## Content:

ACFI in a nutshell

- ◆ Accurate clinical assessments involving diagnoses
- ◆ ACFI validation—what do I need to know
- ◆ How do I complete the ACFI continence records
- ◆ How do I complete the ACFI Behaviour record and what do I need to know?
- ◆ How do I correctly time medication administration?

**Registration form—complete and fax to 8338 7077.**

**Registration fee (GST inc):**

**ACS Members \$ 88**  **Non Members \$132**

*(Afternoon tea provided)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Employer/Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Special Requirements (access, dietary requirements): \_\_\_\_\_

## Terms & Conditions

**Bookings:** Must be made prior to the workshop on the registration form provided and FAXED back to ACS SA&NT 8338 7077. (Please note no telephone bookings will be accepted.)

**Payment:** An invoice will be issued upon receipt of registration and payment can be made by: **Cheque** – cheques should be made payable to ACS SA&NT and mailed to 246 Glen Osmond Road, Fullarton SA 5063 **Direct Credit** – payment can be deposited into ACS SA&NT bank account ANZ Bank Hutt Street BSB 015 056 Account 1001 04624. The relevant Invoice Number must be quoted to enable identification.

**Registration transfer or cancellation:** Cancellation of registration can be made up to five working days before an event. Cancellations made less than five working days before an event will be charged a 50% cancellation fee. A Credit Note will be issued if the account has been paid. Full payment is due for 'no shows' except in exceptional circumstances. Transfer of a registration is permitted to a colleague within the same organization, or another organisation that is an ACS SA&NT member. Notice must be received by ACS in writing (email, fax, mail) at least five working days before the event. A 10% administration fee will be charged if the request for transfer is received 5 or less days before an event.

**Course cancellations:** ACS SA&NT reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACS SA&NT all registration fees will be refunded in full.

**Please note this registration is not an invoice.**

**ACS SA&NT will forward a confirmation and invoice for payment upon receipt of this registration.**