



Aged & Community Services  
SA & NT Inc

246 Glen Osmond Road Fullarton  
Tel: (08) 8338 7111 Fax: (08) 8338 7077  
www.agedcommunity.asn.au

## ACFI: where are we now?

**Date:** Wednesday 7 October 2009

**Time:** 9.30 am–3 pm

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

*(Morning tea, lunch and afternoon tea will be provided.)*

### Presented by:

ACFI Consultant Jacqui Banham

### Designed for:

Site managers, Directors of Care, Clinical Nurse Consultants, Clinical Nurses and finance staff who work with ACFI.

### Contents:

The purpose of the day is to help people move forward and achieve their best ACFI outcomes. Topics include:

- ◆ Planning when to re ACFI
- ◆ Validation: what do we know now?
- ◆ What should the completed ACFI pack look like?
- ◆ How can I achieve the best ACFI outcome?
- ◆ Refresher on accurate completion of ACFI assessment tools and records
- ◆ Unlocking the CHC domain
- ◆ How to ensure my ACFIs will hold firm under validation

**Register now! Please complete details on form overleaf.**



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## REGISTRATION FORM – ACFI: where are we now?

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**Venue:** ACS Training Room

*Please complete the details below and FAX to (08) 8338 7077.*

### Registration fee (inc. GST)

ACS Members

Non Members

\$165

\$248

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

Position: \_\_\_\_\_

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.**