

FIM® Instrument Online Training Guideline 2018

1. Creating a CIHI profile (for first time users you must use a VCH/PHC email address)

In order to access the CIHI online training resources you need to first create a user profile by following these steps:

- a) Copy and paste the following link into Chrome:
<https://www.cihi.ca/en>
- b) Click on News, Events & Education
- c) Click on Education on the left hand side
- d) Scroll down to :
 - a. Get a CIHI Learning Centre account and click on the “sign up here”
- e) Click on “Register” if you do not have a login
- f) You need to create a profile:
 - a. Enter in the Organization or Site field: **Providence Health Care – Holy Family Hospital Site**
A window will drop down and choose “Providence Health Care – Holy Family Hospital Site (Vancouver, BC)”.
- g) Fill in all required fields using your PHC email address and follow the instructions to submit your profile to CIHI. When registration is completed and submitted, an email confirming your profile and registration will be sent to you from CIHI. You will need to click on the link and log in using your user name and password to activate your account.

2. FIM® Instrument Training

Once your CIHI account is active you can “Register for a CIHI course”.

1. Using Chrome, go to <https://www.cihi.ca/en>
2. Log-in (using your CIHI username and password)
3. Select My Services
4. Go to Learning Centre
5. Select English courses
6. Select 04. Rehabilitation
7. Select 05. NRS
8. Select 419E – NRS for Assessors-Assessing Client Function with the FIM instrument for the course for FIM® Instrument training

These CIHI courses are free as VCH is a core subscriber to CIHI. You will need to Agree to the Terms and Conditions every day that you log into CIHI. A full printout of the course materials has been placed in a binder (labelled FIM® Instrument) at each nursing station and in the therapy area. You can also print out copies from your course account, as needed.

You do NOT need to complete the course(s) in one sitting. You can save the work you have completed so far, and log back into the session to continue from where you have left off.

Once you have obtained 80% with the on-line proficiency test (you are allowed to re-take the test as many times as is required to obtain 80%) please send an email to your leader for confirmation of completion.