

 **Acute Illness Management Course (AIM©)**

**AIM Instructor Potential /**

**Booking Request Form**

All AIM instructors must have a clinical background

To become an AIM instructor you must have been identified as Instructor Potential by your local AIM Lead/Champion.

You will be required to observe the teaching of an AIM day prior to attending the AIM Train the Trainer (AIM TTT) course. The purpose of observing a day is to give you the opportunity to find out more about teaching and assessing and decide if this is a role that you wish to develop. The objectives of the AIM TTT course are to enable you to:

* Become familiar with the format of the AIM course
* Be aware of teaching aids required
* Utilise a structured approach to teaching
* Lead a workshop and facilitate a scenario
* Provide positive critique and feedback

|  |  |
| --- | --- |
| **Candidate Name** |  |
| **Candidate Job Title** |  |
| **Candidate Qualification/Registration** |  |
| **Candidate contact email address** |  |
| **Attended AIM as a candidate (date and venue)** |  | **Attended AIM as an observer (date and venue)** |  |
| **Local AIM Lead** |  |
| **AIM Lead email address** |  |
| **AIM Lead signature** |  |

|  |  |
| --- | --- |
| **Preferred date(s) and venue for AIM TTT – see website for upcoming dates/venues** **(protected area – AIM Lead access only)** |  |
| **Purchase Order Number (see notes overleaf)** |  |

 **Notes**

Booking requests

By completing and signing this form, the AIM Lead is verifying that the applicant meets the requirements to be enrolled on the AIM faculty

If the request form is not fully completed and signed, we may reject it

We may not always be able to accommodate a candidate on their preferred date, in which case we will offer alternative date(s)

Places may be held provisionally for a maximum of 2 weeks, after which they will be offered elsewhere

Purchase Orders

A Purchase Order must be received before we can issue any confirmation paperwork. We may hold places provisionally for a maximum of 2 weeks pending receipt of Purchase Order

Non-attendance

Candidates have 3 opportunities to attend the course within a 12-month period of their first booking, after which they are deemed not reliable or not ready to enrol with the teaching faculty

Once completed and signed, this form should be sent to the Critical Care Skills Institute – AIM.CCSI@mft.nhs.uk