AEFT Request Protocol

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August 2023
Disclaimer

- This PowerPoint presentation was created to be used in conjunction with the full AEFT Logistics document which can be found on the AEFT page on National AMBUCS website, as well as, within the member HUB.

- Please note: this course covers evaluation/assessment content which may only be completed by PT/OT who will be referred to as evaluators and/or fitters. COTAs, PTAs, RTs and RTAs, who will be referred to as fitters, may assist with fittings and treatment intervention applications using Amtrykes, but must have co-signature commiserate with individual state practice acts and are not eligible to complete an evaluation without appropriate supervision. Other chapter members, including mechanics, are welcome (and encouraged!) to attend this course but are also not eligible to complete an evaluation.
Amtryke Evaluation and Fitting Training Course (AEFT) is designed for interested physical therapists/assistants, occupational therapists/assistants and recreational therapists/assistants to gain the knowledge and skills necessary to appropriately evaluate (PTs and OTs only) and fit individuals with disabilities for Amtryke adaptive therapeutic tricycles. There will be both didactic and hands-on learning lead by an AEFT instructor with extensive experience in this program.
The AMBUCS Resource Center (ARC) has committed to offering Amtryke Evaluation and Fitting for Therapists (AEFT) once every two years (starting August 2023) in each of its regions with National Board representation.

Extenuating circumstances must be approved by the Amtryke Advisory Board (AAB) and AMBUCS Resource Center (ARC)

Please reach out directly to Marisa Laws (Director of Amtryke Training and Research) for further instructions at marisal@ambucs.org
Chapter Benefits of Hosting and AEFT Course

- $75 of all full price ($35 of member price) registrations will go to the host chapter’s Amtryke account to purchase trykes for the riders who are evaluated at the event or on Chapter's Wishlist.
- Develops and strengthens relationships between chapters and community therapists.
- Increase the number of therapists qualified and confident in Amtryke evaluation and fitting.
- Opportunity to recruit therapist members.
Requests will be submitted to Marisa Laws and ARC approval will be granted/denied within 14 business days.
  - If host group is applying for AAB Grant additional time is required

Requests must be submitted at least 90 days prior to anticipated course date
  - Desired date range will be submitted by host group to ARC for approval

Assistance with CCU/CEU applications must be requested at least 90 days prior to course date
  - Requests are to be sent to Marisa Laws (marisal@ambucs.org)
Step One

- Are you an existing AMBUCS Chapter?
  - Do you have access to a demonstrate fleet of trykes?
    - See Logistics document (hyperlink)
- Not an existing Chapter?
  - That's OK! Let's get you rolling 😎
  - Provide with charter/chapter development information (hyperlink)
  - Get Involved (hyperlink)

*Host groups may be current AMBUCS Chapters OR Community groups with interest in hosting an AEFT course*
Who is covering the cost?

- Expectation is for the Host group/chapter to cover the costs, UNLESS this is a course offered on the biannual schedule and supported by the ARC.
- SIGN on the line
  - Chapter or Host signs Course Commitment Document
  - See hyperlink

<table>
<thead>
<tr>
<th>Item</th>
<th>Associated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker fee</td>
<td>$300</td>
</tr>
<tr>
<td>Instructor travel/accommodation</td>
<td>varies</td>
</tr>
<tr>
<td>Equipment rental</td>
<td>varies</td>
</tr>
<tr>
<td>Food for course</td>
<td>varies</td>
</tr>
<tr>
<td>Mechanic Fee/accommodation</td>
<td>$200 (if not local)</td>
</tr>
<tr>
<td>Trailer transport fee</td>
<td>*gas/mileage</td>
</tr>
<tr>
<td>(demonstration fleet)</td>
<td></td>
</tr>
<tr>
<td>CCU/CEU Application</td>
<td>*Subject to state fee</td>
</tr>
</tbody>
</table>
Not within the biannual schedule?

- If there has been regional training within last 2 years OR a large need for chapter development, applications can be submitted to the AAB for a grant.
  - AAB grant is in development. Application and criteria will be posted upon completion.
  - Grant amount may vary yearly based on AAB funding that is available.
- During this process, the AAB will determine if the application meets a set criteria for grant approval.
- If approved, the following items will be eligible to be covered (depending on funds of AAB)
  - Speaker fee ($300) and Mechanic fee ($200)
Who ✓, how ✓, and when/where?

- Clearly identified who is hosting the AEFT course
- Funding has been established and/or approved by AAB/ARC

Identify a point person for the training.

Submit date range to ARC

ARC will ask an AEFT instructor to book travel

ARC will approve date and identify an AEFT instructor

Identify/Book location
Step Two: Demo Fleet

EXISTING CHAPTERS

- If trailer access --> proceed to step three
- If no trailer access --> determine local families with trykes that would be willing to loan trykes for training.

NEW CHARTERS/EXTENUATING CIRCUMSTANCES

- Loaner trykes, trailer from nearby chapter
Step Three: Location ✓, Cost?

Location rental (if applicable)

Ideal locations:
- Large room for trykes and lab portion
- Have Wi-Fi connection

Equipment rental (if needed)

Speakers, tables (10, 8 foot long), chairs (max of 30), projector for didactic portion

Food/Refreshments

• Continental breakfast/coffee (optional)
• Boxed lunches (required)

 ARC will reimburse (only for biannual trainings)

When confirmed, communicate with ARC for advertisement and logistics purposes for attendees.
Step Four: Cost

Trykes and Personnel?

Trailer Access vs. Loaner Trykes

- Coordinate Trailer delivery
- Contact families for loaner trykes

Ideally there should be a range of trykes to demonstrate the variety of recipients.

Please see catalog to familiarize yourself (hyperlink)

Loaner tryke recipients can potentially be used for demonstration in later portion of the course.

Needed Personnel

- AEFT Instructor (receives $300 speaker fee*)
- Host point person
- Volunteer course assistant
- Amtryke Mechanic (receives $200 fee*)
- Demo riders

Sign in, collection of evaluations, disbursement of CEU certificates

**Cost is covered by ARC within biannual schedule. Cost is covered by HOST group if outside of biannual schedule.**
Step Five: Before the Big Day

ARC will create a Flyer and post on AEFT site and Social media platforms.

ARC will notify host when registration is open and send link.

ARC will send prep email to host and all registered attendees.

** Determine food order by completing order form or reimbursement form.**

Schedule demo appointment slots for riders (recommended 45 min slots).

Identify volunteers/demo coordinator.

Advertise locally.

** Reimbursement only available during biannual trainings or with AAB grant recipients.
Step Six: After the course

** Reimbursement only available during biannual trainings or with AAB grant recipients.

- Send "Thank You" notes to sponsors.
- Send "Thank You" notes to demo families
  - Input assessments for Tryke orders into Wish Lists
  - (Fundraise) Place order
- Send Certificates via email to attendees.
- Put into evaluation data for instructor feedback
  - Inform chapter of revenue from course
  - Subsidized refund if needed.*