



ESW On-Demand Request Form

MPG Requesting ESW On-Demand (*must be rural or remote*):

Potential Date(s) for ESW On-Demand (*minimum of three weeks from date of submission*):

ESW Venue

Venue Name			
Address			
	City		Postal Code

ESW Instructor

Is an AOM ESW instructor(s) available to teach?

If yes, please provide details below:

Instructor's Name:
Instructor's MPG:
Instructor's Designation (Sr. ESW Instructor or ESW Instructor):
Instructor's Name:
Instructor's MPG:
Instructor's Designation (Sr. ESW Instructor or ESW Instructor):

Facilitator

First Name:	Last Name:
Title:	Phone:
Email:	



Participants

To conduct an ESW On Demand there must be a **minimum** of 3 participants. Listed participants must register if approved. If a participant is not a midwife, please provide the reason they wish to attend the workshop. For second attendants, please let us know if this is their first time taking the ESW.

First Name	Last Name	Email	Designation	City/Town

Equipment Needs

Each room (consisting of a group of 2 - 3 participants), will require the following items listed below. Beside each item, please note whether the equipment is required (and the amount required) or if the practice can provide it:

- 1 torso per room -
- 1 hard baby with (hard) placenta per room -
- 1 soft baby with (soft) placenta per room -
- 1 stethoscope per room -
- 1 bag and mask per room -

The AOM staff require at least 3 weeks' notice to facilitate an ESW On Demand, due to the complex logistics of the program. On Demand requests may be declined or postponed if ESW Instructors or AOM Staff are not available on proposed dates.

Requirements for Acceptance:

MPG requesting the ESW must be a designated northern, rural or remote practice in Ontario
A minimum of 3 attendees participating
Suitable venue, as determined by the AOM to host ESW
AOM staff available to facilitate for the requested date
ESW instructors available to assist on requested date
On site administrator available to assist on requested date
Required equipment available on-site

Reimbursement:

If an ESW On-Demand workshop is hosted at a midwifery practice group, the MPG will be reimbursed for costs required to facilitate the event. The following expenses will be reimbursed as per the Expense Reimbursement Policy: document printing, shipping costs and meals for instructors and participants. Expenses must be submitted to the AOM office within 30 days of the hosted event.

Registration:

The AOM will facilitate On Demand registration. Registration will close at 9am, 4 working days prior to the ESW On Demand workshop date. Registration will be confirmed when payment has been received in full.

Cancellation:

The AOM reserves the right to cancel an ESW due to insufficient registration in which case registrants will receive a full refund of registration fees paid.

Refunds/transfers:

All refund and transfer requests will be subject to a \$50 administrative fee. The fee will increase to \$100 if the request is made less than 7 days prior to the workshop. Registration fees are refundable only if a cancellation request is made 30 days or more prior to the workshop date. Refund requests made less than 30 days prior to the workshop date and for "no shows" will only be considered under exceptional circumstances (not births).

Accommodation:

The AOM is committed to providing an environment that is inclusive and that is free from barriers. The AOM commits to provide accommodation to ESW On Demand participants with disabilities, while maintaining the overall integrity of the program. Individuals requiring accommodation are encouraged to make their request in writing at least 14 days prior to their scheduled ESW.

Information necessary to understand and respond to the accommodation request should be provided. If possible, please provide the following:

- Details of the specific accommodation requested, or any known special requirements needed should be outlined.
- Any past accommodation from an educational institution, employer or service provider may be attached if possible.
- Please note: if there is no history of previous accommodation, documentation from an appropriate professional outlining any recommendations on specific accommodation may be requested if necessary, to assist in the planning process.

Approval Process: The AOM will not assess the participant's disability, but rather the documentation provided in support of the application.

The AOM will work with the participant, with consideration of the documentation provided in the application, to determine the most appropriate form of accommodation, without compromising the integrity of the ESW program.

All accommodation requests will be provided serious consideration. No person will be penalized for making an accommodation request. All decisions regarding accommodations will be made by the Executive Director or their designate.