INSTRUCTIONS FOR THE SUPERVISOR

Step One:

- Make a copy of the Instructions for the Learner page. Return your original to the sheet protector. Add the following information to the copy:
  1. The name (or position) of the person to whom the aides should direct questions.
  2. The name (or position) of the person to whom the aides should turn in their quizzes.
  3. The date by which the quiz page should be turned in.
  4. The name (or position) of the person who will initial the aides’ Inservice Club Membership Cards.
- Use this copy as your “master” as you make up the inservice packets.

Step Two:

- Have the following copied for each learner:
  1. The Instructions for the Learner page.
  2. The 10 Page Inservice newsletter.
  3. OPTIONAL: Your workplace policies on performing range of motion exercises and reporting and/or documenting client activities.
  4. The Quiz page.

Step Three:

For Self-Study Use

- Distribute as desired—in employee mailboxes; folded in paychecks, etc.
- You may want to post the Quiz Answer Sheet in a prominent spot.

For Group Use

- Read over the Suggested Participatory Activities, the Suggested Teaching Tips and the Suggested Discussion Questions.
- Select the activities you want to use during your inservice hour.

© 2014 In the Know, Inc.
ACTIVITY # 1: HAVE SOME FUN WITH A Wii!

- If you have access to a Wii gaming system . . . give your group a little time to play a Wii Sports game or a Wii Fit game. Ask the following questions:
  - Do you think any of your clients could benefit from playing these games?
  - What benefit would playing these games provide?
  - Can you think of any problems that may arise from using these games with clients?
  - What type of clients do you think should not use these games?

ACTIVITY #2: BRAINSTORMING

- Tell the group that you need their help coming up with suitable activities for two or three clients. (You can name real clients—if the entire group knows them. Or, you can describe the clients. (For example, a woman, age 75, has had a stroke and rarely gets visitors. A man, age 82, recently lost his wife; he worked as a carpenter for 50 years.)
- Ask for the group to come up with at least five activity suggestions for each client.
- Write their suggestions on a board, a flipchart or an overhead transparency.
- To make it more exciting, you could hand out “Monopoly” money or poker chips for each suggestion. Have a couple of prizes for the employees who end up with the most money or chips!

ACTIVITY #3: STORYTELLING—A TEAMBUILDING ACTIVITY!

- Storytelling can enhance creativity, improve memory, and promote social interaction. Use this activity to demonstrate to the group how to use storytelling with clients. This activity will also promote teamwork and camaraderie among your staff and will provide time to get creative and have a little fun!
- If your group is large, break participants into teams of three or four. Give each team one of the pictures on the "Story Starters" worksheet included in this packet. The team must tell a story about the photo.
- Ask one person in the group to be the recorder and write down the story as it is told. To start: The first person says the first sentence in the story. Then the second person adds to the story with the next sentence . . . and so on.
- Stories can be as short or as long as the group wants. Allow about 10 minutes for the groups to create their stories. Then have each group share the story.
- Explain that this activity can be done with clients. Interesting pictures can be found in magazines, newspapers or books. Aides can do this activity one-on-one with a client or with a group of clients.
TEACHING TIPS

- Make an overhead of the Quiz Answer Sheet.
- Take advantage of this inservice time to go over your workplace policies on performing ROM exercises and documenting client activity.
- Take some time to allow participants to discuss their reaction to:
  - The “Get Out” box on page 7, and
  - The “Next Step” box on page 8.
- Create a display table with any games or activities available for client use at your workplace.
- If your workplace has an activity director, ask him or her to talk to the group about how a client is assessed and how activities are planned. If you don’t have an activity director, consider asking a social worker to talk about how he or she helps clients stay active.

RESOURCES

The following resources were used in developing this inservice. You might want to check them out for further information:

- Keeping Active by Susan C. Walker
- More Than A Game by Brenda Corbett, C.T.R.S.
- House Calls by Patch Adams
- Solutions for Better Aging at www.agenet.com
- Centers for Disease Control at www.cdc.gov
- American Society on Aging at www.asaging.org
- Therapeutic Recreation Directory at www.recreationtherapy.com
- American Association of Retired Persons at www.aarp.org
- Administration on Aging at www.aoa.gov

PLEASE NOTE:

Your staff may enjoy the following related In the Know inservices:

- The Normal Aging Process
- Understanding Fatigue
- Passive and Active Range of Motion Exercises
- Pain & the Elderly
- The Role of Humor in Healing
- Client Safety Tips
- Home Care Safety Tips
- Working with Non-Compliant Clients

If your In the Know library doesn’t include these titles, they are available for purchase by calling our toll-free number: 877-809-5515
DISCUSSION QUESTION #1
Your clients may come up with interesting reasons to avoid participating in physical activity. How will you respond to the following protests?

- **Your clients say:** "There's no point to exercising. I'm too old."
  - **Possible Reply:** "Exercise and strength training help you look and feel younger. They lower your risk for developing Alzheimer’s, dementia, heart disease, diabetes, colon cancer, high blood pressure and obesity!"

- **Your client says:** "I need to save my strength and rest."
  - **Possible Reply:** "A sedentary lifestyle is unhealthy for everyone. It can cause you to lose your independence and can lead to more illness, pain and the need for medications."

- **Your client says:** "I can’t exercise . . . I’m afraid of falling."
  - **Possible Reply:** "Regular exercise builds strength, prevents loss of bone mass, improves balance, and actually reduces your risk of falling!"

- **Your client says:** "I’m disabled. I can’t exercise sitting down."
  - **Reply:** "Most people can lift light weights, stretch, and even get their heart rates up by doing exercises in the bed or chair to increase range of motion and improve muscle tone!"

DISCUSSION QUESTION #2
Can you think of an alternative to a nursing home that helps many families keep their elderly loved ones at home?

A: You might think of home health care . . . and that is one alternative. But, another one is adult day care. Many elderly people are able to spend their days at these centers—often while their family members are at work. The first adult day care centers were created in the early 1970’s. (In 1975, there were only 15 centers in the whole United States.) Many of these early centers were founded by family members who knew they needed help caring for their loved ones. Others were started by social workers and other caring professionals. Today, there are about 3000 adult day care centers across the country—but we need at least 10,000!

HERE ARE MORE QUESTIONS THAT MAY SPUR SOME INTERESTING DISCUSSION:

- Would you want to live to be 150 if the last 50 years would be empty—with no activities to fill your time?
- If you had to trade places with your clients, what activities would you want your nursing assistant to do with you?

© 2014 In the Know, Inc.
1. True
   Doing crossword puzzles is a great activity for the brain. It increases blood flow, improves memory and can even decrease the risk of developing dementia.

2. False
   Most elderly clients can participate in some type of activity, no matter what their age or health status!

3. False
   ADLs are considered actual activities! Make the most of the daily routine by encouraging your client to actively participate in activities like washing, dressing, grooming and toileting!

4. True
   Reading, cooking and playing board games are all examples of mental activities. All these activities require the person to use their brain to think, imagine and problem solve.

5. When doing activities with clients who have dementia, you should:
   A. Give all the directions at the beginning of the activity. (No. Give simple directions, one step at a time.)
   B. Ask open ended questions like, “What would you like to do today?” (No. Ask “Yes” and “No” questions.)
   C. Give plenty of choices. (No. You should limit choices to avoid confusion and overstimulation.)
   D. Encourage clients to perform “useful” tasks. (YES! Useful tasks like sweeping, dusting and sorting are calming and beneficial activities for clients with dementia.)

6. True
   There are many complications that may arise from inactivity including constipation, obesity, blood clots, pneumonia, pressure ulcers and depression.

7. False
   Volunteering is good for the community and can give elderly clients a sense of purpose and usefulness.

8. True
   It’s okay to suggest religious or church-related activities to your clients if they are open to it. Be careful not to impose your own religious beliefs on clients. Listen to their thoughts on religion and make appropriate suggestions that apply to their beliefs.

9. True
   Activities with children should be limited to one to two hours at a time. Children’s energy can wear out the elderly!

10. Fill in the Blanks
    It may be easier for you to do everything for your clients, but doing this can create an unhealthy DEPENDENCE on you.
STORY STARTERS

What’s going on here? Tell the story that you think is happening in one of these pictures! Be creative and have fun! There are no right or wrong answers! Don’t limit your imagination!
A Complete Civility Training Program: The Real Healthcare Reform

AND ALSO FROM IN THE KNOW...

CIVILITY TRAINING PROGRAM PACKAGES

<table>
<thead>
<tr>
<th>How Many</th>
<th>Your Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>$182.26</td>
</tr>
<tr>
<td>24</td>
<td>$271.77</td>
</tr>
<tr>
<td>50</td>
<td>$449.00</td>
</tr>
<tr>
<td>100</td>
<td>$742.00</td>
</tr>
<tr>
<td>150</td>
<td>$898.50</td>
</tr>
<tr>
<td>300</td>
<td>$1,497.00</td>
</tr>
</tbody>
</table>

WHAT YOU’LL GET:

- A copy of The REAL Healthcare Reform for each of your learners
- The Companion Instructor’s Manual
- Engaging classroom activities and discussion questions
- Convenient PowerPoint presentations
- Tips for improving participation and keeping yourself organized
- A CD with master PDF copies of all the handouts and presentations
- SIX HOURS of inservice credit for your CNAs

* Plus shipping

ARE YOU READY TO DELIVER A COMPREHENSIVE CIVILITY TRAINING PROGRAM WITHIN YOUR WORKPLACE?

Did you know the Joint Commission recommends that all accredited healthcare organizations be responsible for handling and preventing incivility in the workplace?

*Civility training in the healthcare workplace is more than just a course in professional conduct—although professional conduct is the goal! Civility training teaches:

- Self-awareness
- Personal and professional integrity
- Communication skills
- A sense of ownership in the workplace
- Personal empowerment to solve problems with energy, creativity and enthusiasm

Based on the bestselling book “The Real Healthcare Reform,” our Civility Training Program is unique because it immerses learners in the material in a fun and engaging way. The program is written for all healthcare employees, clinical and non-clinical, and will benefit everyone in your organization.

GET STARTED TODAY!

Choose the package that fits the number of learners you wish to reach, then call us toll free at 877-809-5515 to place your order!
Employee Name ____________________________________________

Date__________________________  ☐ Self-Study Inservice  ☐ Group-Study Inservice

1. Put a checkmark in the box that best describes how you feel about each learning objective.

<table>
<thead>
<tr>
<th>LEARNING OBJECTIVE</th>
<th>I am able to do this.</th>
<th>I might be able to do this.</th>
<th>I can’t do this.</th>
<th>I’m not sure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>List at least two benefits each of these activity types: Physical activity, Mental activity and Social activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss why elderly people sometimes give up activities and what complications may develop from being inactive.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe how ADL’s and IADL’s are beneficial activities that can become part of your client’s daily routine.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggest activities for every client, regardless of age or health status.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help your elderly clients participate in activities every day.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Did you learn anything new that will help you in your job?  ☐ Yes  ☐ No

If yes, please explain: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. If you have questions about the inservice information that did not get answered, note them here:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

4. Other comments? ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________