

Hand-out for Home Assignment Day 1



UJUZI FURSA AFRICA

SKILLS FOR OPPORTUNITIES

SL 1.1 Prepare for the Day with the Elder

This module, you will learn about:

- **How to efficiently prepare for spending a day with the elder**
- **How to prepare for outings and medical appointments**

Summary

- 1. Plan the elder's meals a day in advance**
- 2. Every week, create a chart of medicines that the elder needs to have**
- 3. Check the stock of the medicines; if a medicine is not available, buy it in advance**
- 4. Ensure that a fresh set of elder's clothes is available for the next day**
- 5. If the elder wears diapers, ensure that you have diapers available**
- 6. Ensure that you make available the materials required for the elder's hobbies**
- 7. If you are taking the elder out to a new place, find out the location and the route**
- 8. Prepare an outing bag ahead of outings**
- 9. If the elder requires any mobility support, carry it to outings**
- 10. Take doctor's appointments in advance; gather and arrange the latest prescriptions and reports before the visit**

SL 1.1 Prepare for the Day with the Elder



Plan the elder's meals a day in advance



Every week, create a chart of medicines that the elder needs to have



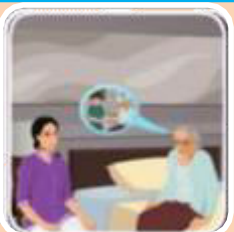
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Ensure that a fresh set of elder's clothes is available for the next day

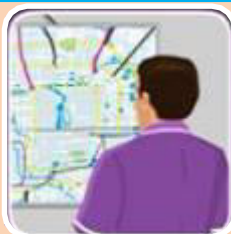


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SL 1.1 Prepare for the Day with the Elder



If you are taking the elder out to a new place, find out the location and the route



Prepare an outing bag ahead of outings



If the elder requires any mobility support, carry it to outings



Take doctor's appointments in advance; gather and arrange the latest prescriptions and reports before the visit

SL 1.2 Creating a Structured Schedule for the Elder

In this module, you will learn about:

- How you can create a structured schedule for an elder
- How does a structured schedule help you and the elder

Summary

1. Observe the elder and note down their physical and mental capabilities, routines and habits, and interests
2. Based on your observations, create a structured schedule for the elder
3. Set a wake up time and keep some time for bathing and getting ready
4. Plan a time for meditation and prayer
5. Plan several short mealtimes
6. Plan a time of the day for recreational activities
7. Plan around eight hours of rest at night and some time to rest in the day
8. Include a time for physical activity
9. Plan a time of the day when the elder can socialize
10. Include a time in the evening for getting ready for dinner and bed
11. Plan to follow dinner with activities such as spending time with family, watching TV, reading, or meditating
12. At bedtime, chat with the elder for a few minutes
13. Remember to be flexible to alter the routine temporarily or permanently

SL 1.2 Creating a Structured Schedule for the Elder



Observe the elder and note down their physical and mental capabilities, routines and habits, and interests



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Based on your observations, create a structured schedule for the elder



Plan a time for meditation and prayer



Plan several short mealtimes

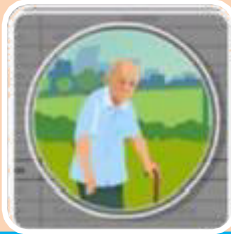


Plan a time of the day for recreational activities

SL 1.2 Creating a Structured Schedule for the Elder



Plan around eight hours of rest at night and some time to rest in the day



Include a time for physical activity



Plan a time of the day when the elder can socialize



Include a time in the evening for getting ready for dinner and bed



Plan to follow dinner with activities such as spending time with family, watching TV, reading, or meditating



At bedtime, chat with the elder for a few minutes

SL 1.2 Creating a Structured Schedule for the Elder



Remember to be flexible to alter the routine temporarily or permanently based on the elder's need

SL 1.3 Fit in with Family Rules and Routines

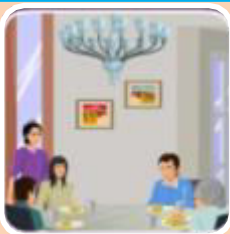
In this module, you will learn about:

- The importance of adjusting to the rules and routines of the care receiver's family
- How you can adjust to the family rules and routines

Summary

1. Find out and follow the family's rules and routines:
 - 1) Around meals
 - 2) For activities such as going outdoors and watching television
 - 3) For family spending time together
 - 4) Around the volume of music and television
 - 5) For cleaning the living space of the care receiver
2. Adjust the care receiver's routine for participation in family occasions
3. Do not ridicule or disregard the family's beliefs
4. If you want to make any changes to the cleaning procedures or reorganizing the living space, first check with your employer
5. If the family has any rules about handling money, understand and respect these rules

SL 1.3 Fit in with Family Rules and Routines



Find out and follow the family's rules and routines:

1) Around meals



2) For activities such as going outdoors and watching television



3) For family spending time together



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5) For cleaning the living space of the care receiver



Adjust the care receiver's routine for participation in family occasions

SL 1.3 Fit in with Family Rules and Routines



Do not ridicule or disregard the family's beliefs



If you want to make any changes to the cleaning procedures or reorganizing the living space, first check with your employer



If the family has any rules about handling money, understand and respect these rules

SL 1.4 Understanding Family Structures

In this module, you will learn about:

- **The most common family structures that exist today**
- **The challenges and benefits of each type of family structure**

Summary

The main types of families in today's society:

- 1. Nuclear family**
- 2. Dual-career family**
- 3. Extended family**
- 4. Single parent family**
- 5. Bi-nuclear family**
- 6. Blended family**

SL 1.4 Understanding Family Structures



The main types of families in today's society:

1) Nuclear family



2) Dual-career family



3) Extended family



4) Single parent family



5) Bi-nuclear family



6) Blended family

SL 1.5 Keeping the Family Informed and Involved

In this module, you will learn about:

- How to keep care receiver's family involved in the matters regarding the care receiver
- The issues for which you should involve the family

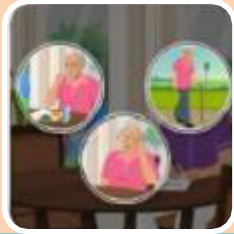
Summary

1. At the start of your assignment, talk to your employer about the frequency of reporting
2. Maintain a daily log of the diet, activities, and health problems of the person
3. Record any purchases of grocery and medicines you have made
4. Document the doctor's appointments, prescriptions, and medical records
5. You must inform and involve the family:
 - 1) If you notice a new health or emotional problem
 - 2) If the elder insists on smoking or drinking alcohol
 - 3) In choosing doctors or medical professionals for the person
 - 4) In taking a decision about any medical procedure or surgery that needs to be performed on the person
 - 5) When taking the person outside the house
 - 6) If the person has an accident

SL 1.5 Keeping the Family Informed and Involved



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Maintain a daily log of the diet, activities, and health problems of the person



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Document the doctor's appointments, prescriptions, and medical records



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SL 1.5 Keeping the Family Informed and Involved



3) In choosing doctors or medical professionals for the person



4) In taking a decision about any medical procedure or surgery that needs to be performed on the person



5) When taking the person outside the house



6) If the person has an accident

SL 1.6 Planning and Escorting to Doctor's Appointments

In this module, you will learn about:

- How to plan a visit to the doctor's clinic
- How to take care of the care receiver at the clinic

Summary

1. Ask the person's family for the details of the person's doctor and the medical records
2. Take the elder's consent about planning the doctor's visit
3. Ask for the family's consent for taking the person to the doctor
4. Secure the doctor's appointment
5. Enquire about the doctor's fees
6. Estimate the other expenses
7. Talk to your employer and ask them for the required money
8. Find out about the doctor's address and route
9. Gather the person's earlier prescriptions and medical reports
10. Gather other relevant documents such as daily logs and vital signs charts
11. Help the person get dressed in comfortable clothes and shoes
12. Start early and carry all documents
13. Carry an outing bag
14. When you reach the doctor's clinic:
 - 1) Settle the person comfortably
 - 2) Inform the doctor's staff of your arrival
 - 3) Enquire about the procedure for making payments
 - 4) Take the person to the restroom
 - 5) After the doctor's visit, buy medicines that the doctor may have prescribed
15. When you reach back home, ask the person to wash their hands with soap

SL 1.6 Planning and Escorting to Doctor's Appointments



Ask the person's family for the details of the person's doctor and the medical records



Take the elder's consent about planning the doctor's visit



Ask for the family's consent for taking the person to the doctor



Secure the doctor's appointment

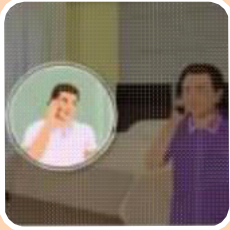


Enquire about the doctor's fees



Estimate the other expenses

SL 1.6 Planning and Escorting to Doctor's Appointments



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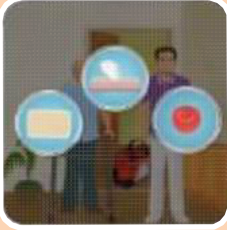


Help the person get dressed in comfortable clothes and shoes



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SL 1.6 Planning and Escorting to Doctor's Appointments



Carry an outing bag



When you reach the doctor's clinic: 1) Settle the person comfortably



2) Inform the doctor's staff of your arrival



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4) Take the person to the restroom



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SL 1.6 Planning and Escorting to Doctor's Appointments



When you reach back home, ask the person to wash their hands with soap

SL 1.7 Communicating with Doctors, Nurses, and Medical Staff

In this module, you will learn about:

- Who is a medical professional?
- How to talk to medical professionals
- How to behave with medical professionals at home or in formal hospital setting
- How to listen to and understand medical professionals well

Summary

1. Be courteous to the medical professional
2. Interact with them in a professional manner
3. Keep the medical records handy
4. Limit your conversation to matters regarding the health of the person under your care
5. Talk only when you are spoken to
6. Do not interfere with the medical professional's work
7. Give short and clear answers to questions
8. Understand, note down, and reconfirm instructions

SL 1.7 Communicating with Doctors, Nurses, and Medical Staff



Be courteous to the medical professional



Interact with them in a professional manner



Keep the medical records handy



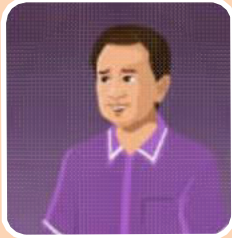
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Do not interfere with the medical professional's work



Give short and clear answers to questions



Understand, note down, and reconfirm instructions

SL 1.8 Keeping Track of Bills

In this module, you will learn about:

- Why is it important to pay bills on time?
- How should you maintain bills properly?
- How should you maintain stock of items such as groceries and medicines?
- How should you handle the employer's money?

Summary

1. Check who is responsible for paying the telephone, electricity, and other utility bills
2. In case the person responsible for keeping track of the bills is not available, note the due dates in your monthly planner
3. File the bills and receipts after the payment has been made
4. Check who is responsible for buying grocery and other supplies for the elder
5. Keep a check on the availability of grocery items used for the elder
6. Hand over a weekly list of required items to the person responsible for buying grocery
7. Ask your employer about who will buy the elder's medicines
8. Every week, make a list of medicines that need to be bought
9. When handling money and making purchases keep and file all the bills
10. Note down the date and amount of each transaction and provide this log and the bills to your employer

SL 1.8 Keeping Track of Bills



Check who is responsible for paying the telephone, electricity, and other utility bills



In case the person responsible for keeping track of the bills is not available, note the due dates in your monthly planner



File the bills and receipts after the payment has been made



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SL 1.8 Keeping Track of Bills



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Quiz Test Day 1



UJUZI FURSA AFRICA

SKILLS FOR OPPORTUNITIES

SL 1.1 Prepare for the Day with the Elder

Label the Pictures:



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SL 1.2 Creating a Structured Schedule for the Elder

Label the Pictures:



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SL 1.2 Creating a Structured Schedule for the Elder

Label the Pictures:



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13

SL 1.3 Fit in with Family Rules and Routines

Label the Pictures:



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SL 1.4 Understanding Family Structures

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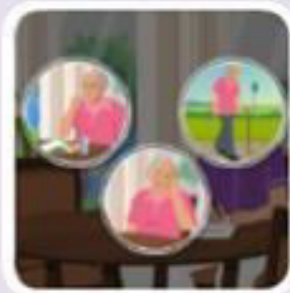
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SL 1.5 Keeping the Family Informed and Involved

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SL 1.6 Planning and Escorting to Doctor's Appointments

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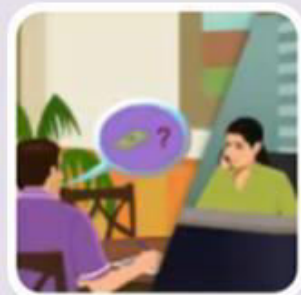
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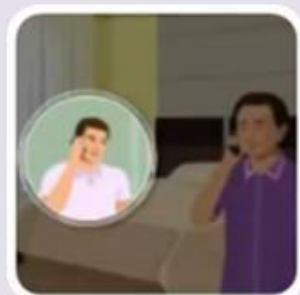
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SL 1.6 Planning and Escorting to Doctor's Appointments

Label the Pictures:



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SL 1.7 Communicating with Doctors, Nurses, and Medical Staff

Label the Pictures:



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SL 1.8 Communicating with Doctors, Nurses, and Medical Staff

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