

Second Edition



THE  
**CNA**  
TRAINING  
SOLUTION

Caregiver's  
Workbook

Name:

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**CNA**  
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**SOLUTION**

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**Caregiver's Workbook**

**SECOND EDITION**

**+CPro**

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# INTRODUCTION

You are giving, you are caring. You breathe life into tired bodies once vibrant and full of energy. Now, your residents depend on you. Your kindness gets them through the day, a kindness once fulfilled by family and friends. You are a part of each of their lives, and for that you should feel very special. Your work as a caregiver is not only important, it is the only link some of your residents have to happiness. You are the brave, kind, caring face of the future for these people. Take care of them, and take care of each other.

## ***The Caregiver's Workbook***

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This workbook is a tool to help you sharpen your skills as a CNA. Each lesson contains a different care topic you are responsible for knowing in order to be an effective caregiver. Use the activities, questionnaires, and tips within the workbook to make the most of your training.

Good luck and have fun!

### KEY

The following icons will be your cues through each lesson:



#### **ACTIVITY**

This icon lets you know when to participate in an activity.



#### **COMPASSION**

This icon highlights thoughtful advice or things to consider.



#### **CAREGIVER**

This icon helps you quickly find important care information.



#### **REMINDER**

This icon points out important facts and tips to remember when doing your job.

# LESSON 1

## ACTIVITIES AND EXERCISE

### Activities and exercise

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Activities and exercise are critical to the well-being of your residents. People who regularly interact socially with others tend to be healthier, both physically and mentally, than those who become socially isolated. Recreational activities improve motor skills, social skills, thinking ability, behavior, and communication ability. Artistic activities such as arts and crafts help people relax, keep an alert mind, improve fine motor skills, and improve memory. All types of activities prevent boredom and loneliness, and promote choice and independence.

### Physical activity

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*Read through the following items related to the importance of physical activity.*

Physical activity is an important part of our resident's care. It can:

- Reduce risk of heart disease.
- Help with weight control.
- Improve blood circulation.
- Decrease the risk of falls.
- Relieve symptoms of anxiety and depression.
- Help prevent and control chronic diseases such as high blood pressure, diabetes, and osteoporosis. It also lowers cholesterol.
- Improve gross motor skills and helps residents maintain independence in self-care.
- Strengthen heart and lungs.

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## LESSON 1

- Improve mobility, balance, and coordination.
- Increase flexibility of joints and muscles.
- Improve self-esteem and quality of life.
- Improve strength and endurance.
- Prevent muscle atrophy and contractures.
- Keep people functional. Physical activity helps them be able to get up out of chairs, walk, eat, and bathe without assistance for as long as possible.

These benefits are even **more** important for older and disabled people. Even very weak and frail people can improve their strength, endurance, and ability to do things by exercising regularly.

Aged and disabled people often don't move much for long periods of time. When their muscles are not exercised, they can waste away, or atrophy. When this happens, the muscles become small and weak. The muscles can also tighten up into deformities called contractures. When this happens, the muscles stop working. In addition, lack of exercise weakens the body and body systems. These problems lead to dependence on others, inability to do self-care, and poorer quality of life.



*Any kind of exercise or activity is better than doing nothing at all.*

### **Promoting exercise and activities**

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You are responsible for helping the people you take care of be as active, independent, and healthy as possible. Become a “cheerleader” for activity and exercise. Know how important it is to stay active, and try to motivate people to engage in some kind of activity or exercise every day.



*People have the right to choose their activities. Never force anyone to do something they don't want to do—but you can explain how important activity is.*

You can encourage residents to participate in activities and exercise in the following ways:

- Tell them about some of the many emotional and mental benefits of socialization and activity.

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- Emphasize that they can choose the activities they like and that they may stop performing an activity or quit participating in a social event whenever they wish.
- Find out what a resident likes to do. What hobbies does he or she enjoy? What kind of music? What kind of art? Encourage continued involvement in these things as much as possible. If you need additional materials for these activities, work with your supervisor to obtain them.
- If a resident has given up a hobby he or she enjoyed due to poor vision or motor skills, see if there are adaptive devices that can help. A magnifying glass that attaches to a book or needlework frame can enable someone to see well enough to read or stitch.
- Sometimes a formerly loved hobby can be modified so an elderly or disabled person can still do it. If someone used to like to sew but can't handle the tiny needle and thread now, perhaps he or she could manage the large tapestry needles and thick yarns used in plastic canvas needlework. Be creative!
- Bring residents with similar interests together. People who like plants would enjoy looking at each other's flowers or greenery and sharing knowledge, stories, and ideas about growing things.
- Help provide the things people need to do an activity they have chosen. If they want to do a jigsaw puzzle, find a way to get them some puzzles they can do.

## Safety precautions

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When you are working with someone who has a physical or mental disability, the risk of injury or harm during an activity increases. Here are some things to watch for and some precautions to observe:

### ***Arts and crafts***

The tools used in a craft project can be dangerous if used improperly. Scissors, knives, sewing needles, knitting needles, and other sharp or pointed objects can cause cuts, punctures, and eye injuries.

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***Cooking projects***

Stoves and ovens create a risk for burns. Microwave ovens carry the risk of steam burns. Hot foods and liquids can cause serious burns if mishandled or spilled. Small household appliances, such as mixers, can be a source of electric shock or injuries. Knives, scissors, and other cooking utensils can cause cuts and punctures.

***Games and mental activities***

If a mental activity or game is too difficult for someone, they may become frustrated or angry. Sometimes a person will act out this anger or frustration with unpleasant or inappropriate behavior or speech. Self-esteem and confidence might be reduced, and people may become anxious or depressed as a result.

***Social activities***

Any interaction between people carries the risk of disagreements, jealousy, excessive competitiveness, unfair actions, and other conflict that can create a negative atmosphere and make the activity unpleasant for others.