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DIVERSIONAL THERAPY ACTIVITY GUIDE

- All transfers are to be as per Hardi Manual Handling Policy

- Always wash hands before and after each activity

- Set up room appropriately before the activity commences

- Seat residents according to their needs and abilities

- Restless residents may need to leave if necessary

- Remember to thank Volunteers at the completion of any activity they conduct

- Leave room clean and tidy following the activity
ACTIVE GAMES

- To encourage a gentle competitive atmosphere, encouraging all levels of participation

**REQUIREMENTS:**

- Quoits
- Skittles
- Table Games
- Balloons / Balls / Bean Bags

**PROCEDURE:**

- Set up game
- Explain game to residents and commence playing
- Monitor residents for assistance required
- On completion return equipment
### ACTIVITY BAGS / MATS / BOXES / BOARDS

<table>
<thead>
<tr>
<th><strong>AIM:</strong></th>
<th>Stimulation of touch and memory recall</th>
</tr>
</thead>
</table>
| **REQUIREMENTS** | - Bags, mats, boxes or boards  
- Pegs, scarfs, combs, babies clothes, hankies  
- Wool, knitting needles, crochet hooks (with supervision) |
| **PROCEDURE:** | - Arrange groups of residents according to their needs and abilities  
- Encourage resident to hold, feel and respond to the items available |
| **IMPORTANT:** | - *Observe at all times when tools are given to residents*  
- *Play soothing music in the background*  
- *After activity, clean items* |
# AFTERNOON TEA

**AIM:**
- Encourage stimulating social gathering and memory recall
- Stimulate emotions through the memory of positive experiences

**Requirements:**
- China tea set or crazy tea set
- Lace or embroidered table cloths
- Milk / cream jugs, sugar bowls and tea pot
- Serviettes and serving plates
- Tea, coffee, sugar, milk, cream, biscuits or cakes
- Urn or electric jug
- Tea trolley or tray mobile if available

**PROCEDURE:**
- Organise trolley with equipment
- Arrange tables and seating in small compatible groups
- Assist to comfortably seat residents according to their wishes
- Offer the role of "Host" or "Hostess" to a willing resident
- Encourage residents to discuss their memories of previous tea parties
- Discuss special event parties experienced in their lifetime, such as, (weddings, 21st birthdays, christenings etc)

**IMPORTANT:**
- *This activity is only effective if done occasionally (monthly or bi-monthly)*
- *The size of the group is limited only be available space and utilities*
- *It may not appeal to all residents*
- *Encourage residents to dress for the occasion (as if actually going out for tea)*
- *Enjoyed by confused residents if they are in a compatible group*
- *Encourage residents to assist with clearing*
- *Relatives can be included in this activity with residents in hostess role*
## ART & CRAFT

| **AIM:** | • To provide enjoyment and social interaction  
• To encourage self esteem |
|----------|--------------------------------------------------|
| **REQUIREMENTS:** | • Paints, brushes and drawing equipment  
• Scissors, glue and craft items |
| **PROCEDURE:** | • Place equipment safely on table  
• Explain activity to residents  
• Assist where necessary (monitor residents)  
• Make sure scissors, glue etc used safely  
• Leave room clean and tidy on completion |
| **IMPORTANT:** | • *MSDS to be available when using chemicals* |
# BEAUTY THERAPY

<table>
<thead>
<tr>
<th><strong>AIM:</strong></th>
<th>• To promote self esteem</th>
</tr>
</thead>
</table>
| **REQUIREMENTS:** | • Facial cleansing fluid  
| | • Tissues & cotton pads  
| | • Hand towel  
| | • Plastic bag  
| | • Chair and table or in bed with cushions and table access  
| | • Cosmetics used by resident  
| | • Mirror |
| **PROCEDURE:** | • Collect equipment  
| | • Explain procedure to resident  
| | • Set onto table in front of resident  
| | • Cover resident with hand towel before commencing  
| | • Apply make-up as requested by resident  
| | • Allow resident to view when finished |
| **IMPORTANT:** | • *Each resident must have and use their own make-up*  
| | • *MSDS to be available when using chemicals* |
## BIRTHDAYS

<table>
<thead>
<tr>
<th>AIM:</th>
<th>Residents' birthdays are recognised and celebrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENTS:</td>
<td>Birthday cake</td>
</tr>
<tr>
<td></td>
<td>Birthday card</td>
</tr>
<tr>
<td></td>
<td>Camera</td>
</tr>
<tr>
<td>PROCEDURE:</td>
<td>Each resident receives a card on their birthday</td>
</tr>
<tr>
<td></td>
<td>A birthday function is held once a month</td>
</tr>
<tr>
<td></td>
<td>Each resident's photo is taken if they wish at the party and given to them</td>
</tr>
<tr>
<td></td>
<td>Ensure all residents whose birthday has been in that month are invited to the function</td>
</tr>
<tr>
<td></td>
<td>Ensure each resident is offered birthday cake</td>
</tr>
<tr>
<td>IMPORTANT:</td>
<td>Be aware that a resident may not wish to have their birthday or age disclosed</td>
</tr>
<tr>
<td></td>
<td>Be aware of residents who do not have family and friends</td>
</tr>
<tr>
<td></td>
<td>Ensure the catering department is aware of cake requirements</td>
</tr>
</tbody>
</table>
## BOARD GAMES

| **AIM:**          | • Improve memory recall and concentration  
|                   | • Stimulate hand / eye co-ordination  
|                   | • Encourage social interaction and provide the excitement of a challenge |
| **REQUIREMENTS:** | • Selected board games  
|                   | • Optional: Background music if requested |
| **PROCEDURE:**    | • Arrange tables for groups of residents  
|                   | • Place games on table ready for resident  
|                   | • Explain activity to residents  
|                   | • Play game according to instruction sheet  
|                   | • Monitor residents for assistance required  
|                   | • Allow independent residents to conduct their own games and scoring  
|                   | • Leave the room clean and tidy on completion |
| **IMPORTANT:**    | • Be aware of residents’ needs and provide extra assistance as required |
# BOWLS

*(Indoor Carpet Bowls & 10 Pin Bowling)*

| **AIM:** | • Stimulates hand / eye co-ordination and maintains independence  
| • Encourages social interaction and provides enjoyment |
| **REQUIREMENTS:** | • Bowls mat  
| • Bowls - ten pins  
| • Bowls Ramp  
| • Blackboard / whiteboard (for scoring) |
| **PROCEDURE:** | • Comfortably seat residents (whilst not bowling may watch events)  
| • Commence program - residents bowl one at a time (one on one program)  
| • One staff member helps resident bowl, line up ramp position  
| • Position resident (wheelchair) assist with ball  
| • Check if resident left / right hand  
| • Staff member down other end keeps score and rolls back balls to other end and supervises residents watching program |
| **IMPORTANT:** | • *Two staff must run activity*  
| • *Staff to rotate each end after 30 minutes*  
| • *Never leave bowls mat unattended when unrolled* |
## BUS TRIPS

**With Refreshments**

<table>
<thead>
<tr>
<th><strong>AIM:</strong></th>
<th>• To provide external activity, promote community involvement and social interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DURATION:</strong></td>
<td>• Half day or Full day</td>
</tr>
</tbody>
</table>
| **TOOLS:** | • Bus and staff  
• Planned itinerary for outing  
• Morning or afternoon tea  
• Provisions for lunch if day trip  
• Utensils as required (plates, cups with lids, tea / coffee, milk, sugar)  
• Bus Bag (fluids, continence aides, change of clothes if a long trip) |
| **PROCEDURE:** | • Provide list for catering staff  
• Complete resident information on appropriate paperwork  
• Ensure all residents are seated with seatbelts fastened before bus moves  
• Ensure provision made for comfort stops during outing  
• Check all residents are on board before leaving for home  
• Ensure bus is left clean and tidy  
• Replenish bus bag  
• Assist with washing up |
| **IMPORTANT:** | • *Refer to bus driver routine for additional information*  
• *Check with RN, only residents who are clinically stable on day of outing are to go on bus.*  
• *Obtain resident details for care needs on the bus trip.*  
• *Take current list of resident diet requirements if food to be provided.*  
• If a picnic is selected organise refreshments in advance  
• *Residents may choose to eat at a restaurant, cafe, club or enjoy a barbeque Follow food safety program rules.*  
• *Encourage resident conversation and interaction during trip* |
**DT ACTIVITY MANUAL**

<table>
<thead>
<tr>
<th>IMPORTANT:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bus trips when a resident requires oxygen</strong></td>
</tr>
</tbody>
</table>
| • Point out places of interest  
• Ensure bus has first aid kit  
• Recording the outing on video will provide enjoyment when presented as in-house movie  
• Report and document any incidents  
• Refer to Flow chart 20: Bus Outings and Safety Management |

<table>
<thead>
<tr>
<th>IMPORTANT:</th>
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</thead>
<tbody>
<tr>
<td><strong>Outings where residents get out of the bus.</strong></td>
</tr>
</tbody>
</table>
| • (Additional precautions)  
• DT to inform FM at least two days before trip of plan so that oxygen can be organised.  
• A spare size “C” oxygen cylinder must be carried and tied down for safety.  
• Resident’s oxygen to be anchored securely during travel.  
• Resident to travel in a wheelchair.  
• Staff able to manage the oxygen therapy must be present on the outing. This may be DT with first aid training.  
• When residents with increased needs are on a trip, then the numbers should be reviewed.  
• Residents on continuous oxygen are to go on half day trips and stay in their wheel chairs. |

<table>
<thead>
<tr>
<th>IMPORTANT:</th>
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</thead>
<tbody>
<tr>
<td><strong>Outings where residents get out of the bus.</strong></td>
</tr>
</tbody>
</table>
| • (Additional precautions)  
• Refer to bus trip venues list  
• Areas not on the list to be investigated by the DT / lifestyle officer to identify hazards and how to manage those hazards.  
• Confirm that amenities are available  
• Identify and organise 1:1 supervision for residents who need this for safety.  
• Maximum duration 6 hours  
• Take appropriate clothing and if needed additional.  
• Cancel outing in extreme weather conditions |
# CARD GAMES

**AIM:**
- Encourage social interaction and memory recall
- Stimulate hand and eye co-ordination

**TOOLS:**
- Packs of appropriate cards
- Optional: Soothing background music

**PROCEDURE:**
- Place packs of cards ready on tables
- Verify playing instructions if required and monitor for assistance
- Assist confused residents as necessary
- Leave the area clean and tidy on completion

**IMPORTANT:**
- Independent residents may be left to enjoy the activity without intrusions
- This activity is an effective social gathering for compatible residents
- Encourage interested residents to organise regular, unsupervised games
### COMPUTER ACTIVITIES

**AIM:**
- To provide an opportunity to maintain contact with family and friends and/or the community
- Develop Computer Skills

**REQUIREMENTS:**
- Computer

**PROCEDURE:**
- Allow resident themselves to access and use a computer
- Take information from resident and give to Receptionist to access the Computer

**IMPORTANT:**
- *If Resident is confident with the computer allow them independence*
- *Give what assistance is required*
- *Deliver email response to Resident when one is received*
## CONCERTS / ENTERTAINMENT

| **AIM:** | • Provide an opportunity for active or passive listening  
• Maintain contact with the community  
• Promote social interaction and provide enjoyment  
• Relieve boredom |
| **REQUIREMENTS:** | • Musical Instruments as required – piano, organ, sound system etc  
• Morning or afternoon tea if required |
| **PROCEDURE:** | • Introduce performing artist if required  
• Encourage residents to actively participate in sing-a-longs where appropriate  
• At the end of the program always formally thank the performer/s by acclamation |
| **IMPORTANT:** | • If a Comedian is performing, ensure material is not offensive  
• Ensure Kitchen staff are aware of catering arrangements  
• Ensure special events (Christmas, Mothers Day, Fathers Day etc) are organized well in advance  
• Volunteers may require reimbursement to cover travelling expenses  
• Evaluation – ask for feedback to assist in planning other concerts / entertainment |
# COOKING

| **AIM:**          | • Stimulate the senses and promote social interaction and enjoyment  |
|                  | • Encourage memory recall                                      |

| **REQUIREMENTS:** | • Fire safety equipment                                       |
|                  | • Cooking utensils and equipment                              |
|                  | • Ingredients as required                                     |
|                  | • Disposable gloves and aprons                                |
|                  | • Hair covering                                               |

| **PROCEDURE:**    | • Ensure participating residents wash hands and wear gloves   |
|                  | • Commence cooking following chosen recipe                    |
|                  | • Ensure staff place prepared food into ovens or pans         |
|                  | • Ensure staff remove cooked food from ovens or pans           |
|                  | • Clean and tidy area when finished                           |
|                  | • Assist residents with refreshments if necessary             |

| **IMPORTANT:**    | • Chosen venue and equipment must comply with Facility’s Occupational Health and Safety requirements |
|                  | • If appropriate encourage residents to express cultural heritage during activity |
|                  | • Ensure residents are not left unattended or given hot implements to work with |
### CROSS CULTURAL INTERACTION

**AIM:**
- Encourage social and cross cultural interaction
- Maintain individual cultures and traditions

**ACTIVITIES:**
Selected in consultation with residents, may include:
- Serving traditional meal
- Ethnic clothing, jewellery display
- Musical item (live or recorded)
- Ethnic video
- Art or craft display
- Memorabilia collection

**REQUIREMENTS:**
- Items required for selected activity

**PROCEDURE:**
- Prepare items for activity
- Explain activity to residents
- Introduce facilitator or guest if required
- Allow residents time for discussion during and after selected activity

**IMPORTANT:**
Some suggestions for a multi-cultural day:
- For guest presenters contact cultural organisations in your area
- Invite resident’s family or friends to be guest speakers
- Serve a meal from a selected foreign country
- Provide a range of finger foods from other countries (available at some supermarkets or delicatessen)
- Travel video
- Dance groups from various cultural organisations
- Books from local library
- Music tapes from a particular country
- Decorations and ornaments from different countries
- Arrange for sing-a-longs to include multi-cultural music
EXERCISE / DANCE / MOVEMENT TO MUSIC

| **AIM:** | • Provide enjoyment through participation  
| | • To have fun  
| | • To maintain or increase mobility |
| **REQUIREMENTS:** | • Area appropriate to the number of residents  
| | • Music, video or DVD |
| **PROCEDURE:** | • Arrange chairs so residents can clearly see Facilitator or video  
| | • When using wheelchairs ensure brakes are engaged  
| | • Facilitator leads the group  
| | • Facilitator moves left side when the residents are to move their right side  
| | • Continue with program until completed |
| **IMPORTANT:** | • *Ensure there is sufficient staff to assist and maintain safety*  
| | • *Monitor residents for signs of distress; stop immediately if necessary*  
| | • *Ensure restless residents are able to leave if necessary*  
| | • *Use body language to enhance instructions* |
# FOOTY TIPPING

## AIM:
- Maintain interest in sport, particularly Rugby League

## REQUIREMENTS:
- Rugby League Games Schedule

## PROCEDURE:
- Give Resident’s wishing to participate a list of the teams playing
- Collect tips
- Calculate score and display results on Footy Tipping ladder
- Ensure all Residents know their results
- Forward combined results to enter Inter Facility Footy Tipping competition
- Organise end of season function

## IMPORTANT:
- *Where and when possible assist Residents to be able to watch the games*
# GARDENING

**AIM:**
- Maintain interests and abilities
- Promote feelings of satisfaction and self-esteem
- Promote sight, sound, touch, smell (and taste if growing edible plants)

**REQUIREMENTS:**
- Designated area in garden
- Residents room or balcony
- Tables for containers
- Comfortable seating
- Garden tools
- Potting mix
- Pots
- Plant cuttings, seeds or seedlings
- Ensure resident wears gardening gloves and gowns.
- Masks to be worn if handling potting mix

**PROCEDURE:**
- Ensure potting mixture is damp to prevent breathing in particles
- Plant items appropriate to area
- Put in place a watering and maintenance program

**IMPORTANT:**
- *Hands should be washed after the activity even if gloves are worn*
- *MSDS to be available when using chemicals*
# HAPPY HOUR

| **AIM:** | • Stimulate the senses of taste and smell  
|          | • Provide an opportunity for social interaction  
|          | • Encourage the formation of friendships |
| **REQUIREMENTS:** | • Light airy ventilated well-lit room or outdoors  
|               | • Comfortable seating  
|               | • A supply of light beer, wine and soft drinks (pre ordered and kept in cool room)  
|               | • Dips, cheese, crackers, nibbles |
| **PROCEDURE:** | • Set up trolley with drinks and suitable cups  
|               | • Place nibbles on suitable plates (easy for residents to handle)  
|               | • Encourage active resident to assist in dispensing refreshments  
|               | • Music can be played, to encourage reminiscing and conversation  
|               | • Encourage residents to sing-a-long if appropriate  
|               | • Monitor residents for safe alcohol consumption |
| **IMPORTANT:** | • *Check with supervisor re residents' suitability for consuming alcohol* |
## INDIVIDUAL THERAPY

| AIM: | To provide opportunity for individual attention  
|      | Promote independence  
|      | Stimulate the initiative to carry out individual activities |
| REQUIREMENTS: | Materials relevant to the activity |
| EXAMPLE OF ACTIVITIES: |  
|      | Reading or writing personal correspondence  
|      | Hand or foot massage  
|      | Beauty treatments  
|      | Shopping excursion (external activity)  
|      | Media or chosen topic for discussion  
|      | Browsing through photo albums  
|      | Gardening  
|      | Listening – (resident may need to discuss problems)  
|      | Meditation  
|      | Prayers  
| PROCEDURE: | Choose a quiet area – may be resident’s room  
|      | Choose a time suitable to resident  
|      | Decide the duration prior to meeting  
|      | Select activity for the procedure  
|      | Prepare materials  
|      | Assist with activity |
| IMPORTANT: | **An effective activity for the more isolated residents – may be used to offer support or reassurance**  
|      | **If an external excursion is required arrange transport prior to the day**  
|      | **Effective as an “orientation” for new residents**  
|      | **Effective method of maintaining resident individuality** |
# KARAOKE / SING-A-LONG

| **AIM:** | Stimulate the emotions and encourage reminiscing  
|          | Promote social interaction  
|          | Provide passive or active enjoyment |
| **REQUIREMENTS:** | A portable microphone or one with a long lead  
|          | TV  
|          | Video / DVD of sing-a-long with words  
|          | Piano or Organ  
|          | Musical Instruments |
| **PROCEDURE:** | Hand out instruments if required  
|          | Encourage residents to sing  
|          | Allow residents to sing solo or as a group |
| **IMPORTANT:** | Organise karaoke video in advance  
|          | Encourage interested residents to perform a favourite song |
## LIBRARY SERVICES / READING

| **AIM:** | • Promote enjoyment of reading  
• Retain literacy skills and stimulate the brain  
• Encourage independence |
|---|---|
| **REQUIREMENTS:** | • Book  
• Magazine  
• Newspaper  
• Tapes |
| **PROCEDURE:** | • Allow residents to read alone if requested  
• Read aloud to residents if requested  
• Assist visually impaired with talking books if requested  
• Offer residents big print books |
| **IMPORTANT:** | • *If conducting a group activity select a popular novel, Facilitator can read a few chapters per day*  
• *Talking books are available for visually impaired (these may also be enjoyed by other residents as a "serial")*  
• *The Royal Blind Society provides a catalogue of available talking books*  
• *Ensure Facilitator has a loud, clear voice*  
• *Allow restless residents to leave at will* |
# MANICURES

<table>
<thead>
<tr>
<th><strong>AIM:</strong></th>
<th>• Promote self esteem</th>
</tr>
</thead>
</table>

| **REQUIREMENTS:** | • Nail polish  
• Nail polish remover  
• Small hand bowl  
• Warm water  
• Gentle soap for soaking fingers  
• Hand towel  
• Cotton pads  
• Cotton buds  
• Small plastic bag for used cotton pads  
• Emery Board  
• Nail Clippers |

| **PROCEDURE:** | • Collect equipment  
• Explain procedure to resident  
• Seat resident with table access  
• Allow resident to express opinion to procedure  
• Place resident's hands in small bowl of water and allow to soak for a few minutes  
• Pat dry with hand towel  
• Remove any old polish from nails with polish remover and cotton pad  
• File and clip nails if required  
• Place hand flat on table and apply nail polish, tidy edges with cotton buds  
• Throw plastic bag with waste into appropriate waste disposal  
• Allow nails to dry before any tasks are requested from resident |

| **IMPORTANT:** | • Each resident must have and use their own manicure equipment and nail polish  
• MSDS to be available when using chemicals |
## MUSICAL INSTRUMENTS / BAND

| **AIM:** | • Promote social interaction  
|          | • Provide enjoyment through participation  
|          | • To have fun |
| **REQUIREMENTS:** | • Suitable musical instruments  
|          | • Taped music or suitable records  
|          | • Piano and pianist if available |
| **PROCEDURE:** | • Distribute musical instruments to residents  
|          | • Instruct resident how to use instruments  
|          | • Practice for several minutes before commencing  
|          | • Facilitator to conduct program  
|          | • Commence activity to musical accompaniment  
|          | • Encourage residents to interchange instruments  
|          | • Encourage residents to sing along if appropriate  
|          | • At completion collect instruments and return to storage area |
| **IMPORTANT:** | • *Ensure short breaks between numbers*  
|          | • *Allow time for social interaction*  
|          | • *Allow residents to experiment with different instruments* |
# PET THERAPY

| AIM: | To relieve boredom  
<table>
<thead>
<tr>
<th></th>
<th>To provide enjoyment</th>
</tr>
</thead>
</table>
| **PROCEDURE:** | **Confused Residents:**  
| | Visit with pet in a quiet, distraction free environment  
| | Simplify conversation  
| | Speak clearly, not too quickly and at eye level  
| | Encourage reminiscence  
| | Encourage resident to touch and pat pet |
| | **Visually Impaired Residents:**  
| | Let resident know who you are and describe pet, what he looks like, personality etc  
| | Encourage the resident to touch pet, as tactile stimulation and as a means of gathering information  
| | Encourage conversation  
| | Encourage reminiscence  
| | Let the resident know when you are leaving, giving the resident a chance to give the pet a goodbye pat |
| | **Hearing Impaired Residents**  
| | Visit in a distraction free environment, with as little background noise as possible  
| | Don’t shout, speak in a slow clear voice, facing the person, at eye level  
| | Use gestures, and touch to facilitate understanding  
| | Encourage conversation  
| | Allow resident to pat and interact with pet |
| **IMPORTANT:** | **Pet must have up to date vaccination, be in good physical health, clean and well groomed and free of fleas**  
| | **Must have stable tolerant temperament and free from any signs of aggressive behaviour**  
| | **Pet must not be allowed in dining room during meal times, or food preparation areas**  
| | **Be aware of residents who are allergic to dogs etc**  
| | **Be aware not all people like dogs, and some may be afraid** |
## QUIZ, NOUGHTS & CROSSES

| AIM:                  | • To relieve boredom  
|                      | • To provide enjoyment |
| REQUIREMENTS:        | • Quiz cards, focus on activity books  
|                      | • White board, marker, duster  
|                      | • Close doors (preventing any disturbances from outside) |
| PROCEDURE:           | • Work out questions to be asked  
|                      | • Arrange two (2) groups (A & B)  
|                      | • Arrange evenly for mental capability  
|                      | • Set white board up so everyone can see  
|                      | • Draw nine squares  
|                      |   ![Noughts & Crosses Board]  
|                      | • Ask questions - allow residents with hands up to answer and wait till all have answered  
|                      | • Mark nought or cross on the whiteboard for correct answer  
|                      | • After activity clean whiteboard and store away |
## RADIO

| **AIM:** | • Prevent boredom and isolation  
|          | • Provide entertainment and enjoyment  
|          | • Keep abreast of current affairs  
|          | • Encourage decision making and choice  
|          | • Maintain cultural interests |
| **REQUIREMENTS:** | • Access to radio |
| **PROCEDURE:** | • Discuss with resident/family the station and program of interest  
|          | • Display time and station of desired program to enable staff to make this available to resident  
|          | • Turn on at the appropriate time  
|          | • Minimise noise levels  
|          | • Turn off when resident has finished |
| **IMPORTANT:** | • Ensure resident is available for desired program |
# RELIGIOUS / SPIRITUAL DEVOTION

| **AIM:** | • Provide opportunity for religious expression  
|          | • Acknowledge the importance of spiritual expression |
| **FACILITATOR:** | • Member of Clergy  
|          | • Member of Spiritual Organisation |
| **REQUIREMENTS:** | • Suitable table with cloth and flowers  
|          | • Piano (if available and if required) for hymns  
|          | • Water (if required) for communion |
| **PROCEDURE:** | • Prepare area to be used prior to arrival of facilitator  
|          | • Avoid unnecessary noise and interruption during the service (staff cleaning and maintenance routines)  
|          | • On completion thank facilitator for their attendance |
| **IMPORTANT:** | • **Facilitator or their assistant may elect to prepare the area before service**  
|          | • **Offer refreshments if appropriate** |
REMINISCING

| AIM:          | • Enhance memory recall  
|              | • Relieve boredom and depression  
|              | • Stimulate social interaction |
| PROCEDURE:   | • Place seats in a circle or see resident individually  
|              | • Commence the discussion with easy topics such as:  
|              |   ▪ Physically demanding work of yesteryear  
|              |   ▪ Physically demanding house work of yesteryear  
|              |   ▪ Where they worked (include hours, duties, etc)  
|              |   ▪ Where they went to school, were married, their first home |
| REQUIREMENTS:| • Discussion can be stimulated by:  
|              |   ▪ Photo albums  
|              |   ▪ History books  
|              |   ▪ Travel brochures  
|              |   ▪ Local newspapers (the price of housing, food, entertainment) |
| IMPORTANT:   | • Encourage any visitors to join in the discussion  
|              | • Encourage residents to bring memorabilia to subsequent sessions |
## SCHOOL INTERACTION

### AIM:
- Provide social interaction between school and facility
- Encourage mutual respect between residents and students
- Promote understanding and tolerance between generations
- Increase resident self-esteem

### PROCEDURE:
- Contact your local school and arrange a meeting with the Principal
- Organise a suitable program with the volunteer teacher and students
- Organise required number of staff or volunteers for supervision and assistance
- Staff should follow the Facility’s manual handling policy at all times
- Observe residents for signs of irritation or distress during visits

### PROGRAMS:
Suggested programs include:
- Students perform concerts for residents in Facility
- Students play games with residents at the Facility
- ‘Adopt a Buddy’ program where student and resident forge a friendship

### IMPORTANT:
- Pre-School children performing concerts are a great success (organise an Easter Bonnet Parade with local pre-school - Facility provides each child with a small gift)
- Encourage resident to write to a child at the school
### TAI CHI (Chair Fast)

<table>
<thead>
<tr>
<th><strong>AIM:</strong></th>
<th>• Restore energy and balance</th>
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</thead>
<tbody>
<tr>
<td><strong>REQUIREMENTS:</strong></td>
<td>• Ambient background music</td>
</tr>
<tr>
<td></td>
<td>• Ensure the environment is free from background noise</td>
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<tr>
<td><strong>PROCEDURE:</strong></td>
<td>• Tai Chi Master or facilitator gives verbal instruction</td>
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<tr>
<td></td>
<td>• Demonstration of movements and what they mean</td>
</tr>
<tr>
<td><strong>IMPORTANT:</strong></td>
<td>• <em>Assist where necessary</em></td>
</tr>
<tr>
<td></td>
<td>• <em>Monitor Residents progress</em></td>
</tr>
</tbody>
</table>
### TELEVISION / MOBILE THEATRE / FOXTEL

| **AIM:** | • Prevent boredom and isolation  
• Provide entertainment and enjoyment  
• Keep abreast of current affairs  
• Encourage decision making and choice |
| **REQUIREMENTS:** | • Access for all to view television  
• Video / DVD |
| **PROCEDURE:** | • This may be a group or individual activity  
• Suitable program selected in consultation with resident  
• Dim the lights, draw the blinds if required  
• Turn on program / video / DVD  
• Minimise noise levels |
| **IMPORTANT:** | • **Televisions should be used selectively**  
• **Serialised programs appeal to certain residents, however, ensure everyone attending is agreeable**  
• **Televisions programs can stimulate discussion and provide information for reminiscing**  
• **Ensure program is suitable** |
## WRITING / POETRY

| **AIM:** | • Stimulation  
|          | • To encourage self esteem and memory recall  
|          | • Maintain interests and abilities |
| **REQUIREMENTS:** | • Writing material  
|                   | • Suitable area  
|                   | • Whiteboard for groups |
| **PROCEDURE:** | Individual:  
|               | • Allow Resident time  
|               | • Assist if necessary  
| Group: | • Arrange Resident Groups according to ability  
|             | • Write up suggestions until article is complete |
| **IMPORTANT:** | • **Display articles if Resident agrees**  
|               | • **Enter into appropriate competitions if the Resident agrees**
PLAY-UP PROGRAM

Play up program uses external contractor for provision of 1:1 activity and group sessions.

- Lifestyle staff to assess residents for suitability for laughter therapy
- Monitor program and adjust allocations as required.
- Play up partner is the staff member assisting the Play Up contractor.

Risk assessments are to be conducted for newly introduced activities.