



Accompanying notes for *Documenting wellness and reablement*

<p>Slide 1 Introduction</p>	<p>Welcome to Volunteering SA&NT's Wellness and Reablement resources and training for Commonwealth Home Support Provider volunteers and volunteer coordinators.</p> <p>Using this training is easy, you can display it on a data projector and work through it in a group, or you can watch and listen to the PowerPoint individually in your own time. If you are a volunteer coordinator you may prefer to conduct the training yourself. The PDF version of the slides is available on the Volunteering SA&NT website. There are interactive exercises in all of our training, and participants will benefit from discussing the concepts in groups.</p>
<p>Slide 2 Objectives</p>	<p>The objectives of this training are</p> <ol style="list-style-type: none">1. to determine which forms of documenting wellness and reablement (W&R) are appropriate for your organisation,2. Agreeing on which aspects of W&R activities are important to record3. Identifying any challenges or barriers. <p>There will be opportunity to discuss each of these points in the training and to practice recording information about a W&R activity.</p>
<p>Slide 3 Forms of documentation</p>	<p>Although reporting of W&R to the Department of Health will follow a standardised structure, the ways in which we gather W&R information and data is somewhat flexible. It may be advantageous to come up with as many different styles for giving feedback on W&R, so that a more complete picture of how the organisation embeds W&R is created.</p> <p>Discuss as a group, ways in which volunteers could feed back information about W&R so that information and data is easily captured and not over burdensome for volunteers. How practical will it be to personalise these feedback methods for individual volunteers?</p> <p>What will happen to information once it is collected? Where will it be stored? Is it referenced in a spreadsheet? Will there be hard copy and electronic copy? Who will manage this? Is this potentially a role for a volunteer?</p>

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Slide 4 Discussion and activity	<p>If you are working in a group, discuss and confirm preferred methods for giving feedback and how you will establish an action plan. Are there likely to be any obstacles with the documenting process, and how could they be overcome?</p> <p>This is an opportunity to practice recording information about an example of W&R that has occurred in the recent past. If you are working with others form pairs or small groups to do this. Choose whichever form of recording identified as a preference to record the information. If you are working in a group, collate and discuss these examples. How will you keep these samples together? Do they need to be referenced?</p>
Slide 5 Basic details	<p>What are the essential descriptors for documenting W&R? Look at the list on the slide. Do each of these need to be recorded for every interaction? Keep in mind what might be a reasonable expectation for a volunteer with respect to time availability and level of responsibility.</p> <p>If you are working in a group, discuss and agree on what the essentials are and how they will be recorded.</p>
Slide 6 Activity Descriptions	<p>The list on this slide relates to the information that the Department of Health is interested in hearing about in the reporting. Can you think of examples from your practice where have occurred? Looking back at your response to the previous exercise, which items from the list are applicable?</p>
Slide 7 Challenges or Barriers	<p>Are any of the items on this list challenges or barriers to the <i>practice</i> of wellness and reablement in your organisation? How might they impact recording and reporting?</p> <p>Systems and processes can be changed, this is part of continuous improvement. Do you require more knowledge, skills or training to be better equipped to practice and document wellness and reablement in your organisation?</p> <p>This feedback could form part of the wellness and reablement action plan for your organisation.</p>

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Slide 8
Thank you

You can view our other wellness and reablement training modules for volunteers and volunteer coordinators in this series on Volunteering SA&NT's [CHSP web page](#).

If you want more information or need support for your volunteer program, contact us by emailing. Volunteering SA&NT can also deliver this training free of charge for CHSP provider organisations.
reception@volunteeringsa-nt.org.au

The Volunteering SA&NT website has useful information and resources on all aspects of volunteering.
www.volunteeringsa.org.au