

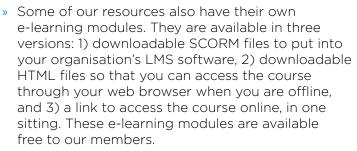
# **Evidence-informed Resources** for Service Providers



#### How to use this catalogue

This catalogue provides introductory information for all our resources. Full details can be found on our website.

» Some of our resources are PDF only. Many of our hard copy resources have downloadable templates, forms and materials, which are free for our members.

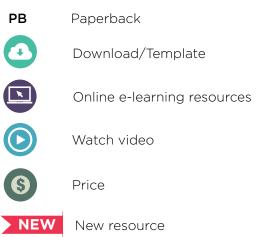


» Most of our resources are free to members of Meaningful Ageing Australia. Some items can be bought by non-members.

#### How to access our resources

Most of our resources, both printed and online, are available to our members for free. Others are at a subsidised cost. (Quantities of free printed materials are capped at one printed copy per physical location, per member. There is no limit to the downloads). Free member accounts can be created for staff to order and download the resources. Some of our resources can be bought by non-members by ordering through our website, or by contacting us.

#### Key to symbols and abbreviations



#### Meaningful Ageing Australia

- e: admin@meaningfulage.org.au
- t: (03) 8387 2274 | 1 800 618 107
- w: www.meaningfulageing.org.au







# National Guidelines for Spiritual Care in Aged Care

"The National Guidelines have helped [us] see that there are better ways of structuring our organisation to give greater meaning and purpose to the lives of older people." - Member feedback

# The definitive reference for spiritual care in aged care!

The identification of spiritual needs and the offering of spiritual care is the responsibility of all care givers and must be undertaken in ways that are appropriate to their role.

In 2019, the new Aged Care Quality Standards came into force, in which the notion of spiritual care became fully embedded into Australian regulations.

The *National Guidelines* document provides a foundational understanding of spirituality, spiritual care and the importance of respect in all contexts.

Ideal for: CEOs and all senior leadership in aged care providers; non-executive directors; managers of clinical services; all those working in specific areas of case management, lifestyle, wellbeing, pastoral care, chaplaincy, spiritual care.

# <complex-block>



#### Funded by the Commonwealth Department of Health

Published:	2016
Pages:	32
Size:	297x210mm
Format:	PB and PDF download
Price:	Up to \$25 (inc. GST and postage) for paperback, minimum 5 per order (check our website for the sliding scale of prices)/Free PDF download

#### National Guidelines: Animations

Two short animations to assist in understanding contemporary spiritual care; and the domains of the *Guidelines*.

# Funded by the Commonwealth Department of Health



Published: 2016 Format: Online Price: Free for members

#### Aged Care Quality Standards: Spiritual Care Animations

Five short animations to help staff in a range of roles understand spirituality in the Aged Care Quality Standards and the intersection with the *National Guidelines*.

# Funded by the Commonwealth Department of Health

Published: Format: Price:

2019 USB thumb-drive or viewable online Free for members

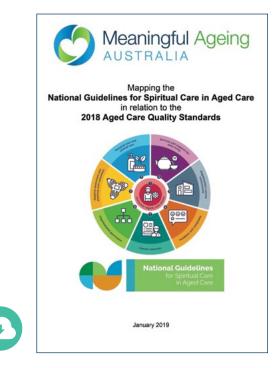
## Mapping the National Guidelines for Spiritual Care in Aged Care in relation to the Aged Care Quality Standards

#### Quickly understand how the *National Guidelines* support the Aged Care Quality Standards!

Mapping the National Guidelines for Spiritual Care in Aged Care in relation to the Aged Care Quality Standards presents the eight Aged Care Quality Standards and lists the related Guidelines Outcomes for each requirement.

**Ideal for:** Senior leadership in aged care providers; managers of clinical services; all those working in specific areas of quality, case management, lifestyle, wellbeing, pastoral care, chaplaincy, spiritual care.

Published:	2019
Pages:	31
Size:	297x210mm
Format:	PDF download
Price:	Free for members



# **National Guidelines Implementation Tools**

"An important tool to develop spiritual awareness of loss and grief in leadership in the care of their staff." - Feedback on Outcome 1.4 tool "A very practical document - easy to understand. It would be easy to integrate this into our existing audit and quality schedule."

- Feedback on Outcome 1.1 tool

# Practical and detailed ways to understand and implement individual Outcomes of the *National Guidelines*!

These resources have been developed to support organisations in the implementation of the *National Guidelines for Spiritual Care in Aged Care*. Each *Implementation Tool* provides an introduction to the Outcome covered, as well as revisiting published evidence, things to consider, a variety of worked examples, and a list of resources.

Also available: *Implementation Tool Templates* to aid you with the process of applying the *National Guidelines* to your own context.

**Ideal for:** Senior leadership in aged care providers; managers of clinical services; all those working in specific areas of quality, human resources, lifestyle, wellbeing, pastoral care, chaplaincy, spiritual care.

Published:2018-19Pages:VariedSize:297x210mmFormat:PDF downloadPrice:Free for members



#### Current Implementation Tools in the Series

**Outcome Tool 1.1** The governing body incorporates spiritual care into the organisation's overall strategy, including setting strategic goals to foster spiritual care.

**Outcome Tool 1.4** Leadership at all levels demonstrates awareness of spirituality, particularly in relation to supporting staff through the inevitable transitions of their direct care giving role.

**Outcome Tool 1.5** Spiritual training commensurate with role and responsibilities is available for all personnel who have direct and/or frequent contact with older people, regardless of whether they are employees or contracted through another organisation.

#### **NEW**

**Outcome Tool 1.7** Information technology and communications infrastructure supports older people with the capacity to digitally connect with people, events and places. Access to technology such as video calls, podcasts, webcasting, tablets, messaging/emails is available.

**Outcome Tool 1.8** Care recipients are supported and encouraged to access outdoor areas. Those who cannot physically move outside are assisted to connect with the natural world.

**Outcome Tool 1.10** For residential care homes, a dedicated inclusive, sacred space is available for meditation or contemplation as well as community or faith activities.

**Outcome Tool 2.1** Leaders and managers support those who have contact with older people in developing the spiritual and emotional resources they need.

**Outcome Tool 2.2** Recruitment and selection processes place a high priority on attracting and selecting those who demonstrate empathy, genuine care and the capacity to connect appropriately with older people.

**Outcome Tool 2.3** To enable mutual relationships of trust and openness to develop, staff are consistently assigned as caregivers to the same older person.

**Outcome Tool 2.7** Those who have direct contact with older people are trained and equipped with spiritual awareness.

**Outcome Tool 2.10** In residential aged care, relationships and connections with family, carers and loved ones is supported and encouraged with visitor-friendly spaces, telephone and use of technology/social media.

**Outcome Tool 3.1** Upon commencement of care services, spiritual choices, preferences and needs are identified to establish immediate and ongoing care, with the consent of the older person.

**Outcome Tool 3.2** The spiritual choices, preferences and needs of older people are assessed using valid and reliable tools within one month of commencement and at least six-monthly thereafter, with the consent of the older person.

Outcome Tool 3.9 Older people are supported to prepare for end of life.

**Outcome Tool 4.10** Spiritual care complies with all relevant legal requirements and codes of conduct/codes of practice.

**Outcome Tool 5.2** Older people have access to the natural environment through gardens, outings and/or bringing nature inside through flowers, plants, photos, sounds and fragrances.

#### **NEW**

NEW

**Outcome Tool 5.3** Older people are supported and encouraged to connect with their loved ones and/or religious community/cultural group by participating in person, visitation and/or via technology.

**Outcome Tool 5.7** Older people are supported to participate in the arts such as music, singing, dancing, drawing, painting, poetry and story-telling.

**Outcome Tool 5.10** Loss and grief in relation to death and dying of loved ones and/or other residents/clients is acknowledged. The life of the deceased is celebrated in some form such as a commemoration service, book or photos.

## **Meet Akira**

"Oh wow, this is so real." - PCA in user testing

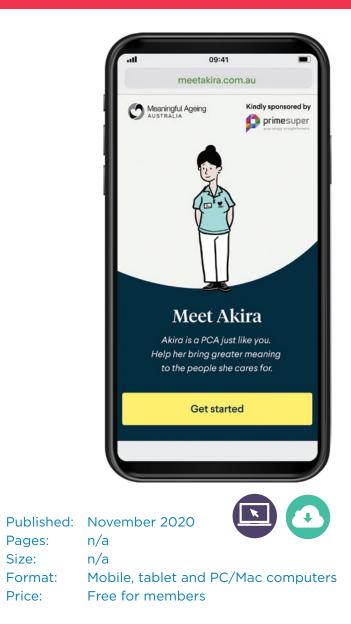
# An easy and engaging way to reach your PCA workforce!

*Meet Akira* is an interactive story inviting users to learn about spiritual care by engaging in familiar scenarios, following the daily journey of Akira, a Personal Care Assistant (PCA). In sharing Akira's story, PCAs will learn that:

- » Spiritual care is more than religious care
- » Their work already includes acts of spiritual care that they may not be aware of
- » Spiritual care can enrich their own sense of professional value

In accessing Akira's story through a smartdevice or desktop computer, PCAs see familiar scenarios presented which allow them to learn through the character's experiences. By understanding their role within the story, they also gain an understanding of spiritual care which is natural and easy. It will become easy for PCAs to see that small gestures can have a big impact, and that they will be able to notice the things they do naturally as being important aspects of spiritual care. All the user needs is internet access and the special link.

Co-designed with PCAs, older people, service providers and academics. Access *Meet Akira* through a secure weblink. This product was sponsored by Prime Super.



## **Key Message Card**

#### Spirituality is more than religion.

This is a wallet-sized card that can be distributed to all staff to remind them of the key message.

Published:	2018
Pages:	n/a
Size:	100mm x 70mm
Price:	\$0.55 (minimum 10 per order)
	Members can request a free sample card.



## The Little Things Training Materials

"The training should be given to all care givers."

"The older person is going to feel safe, comfortable and trustful to you."

Feedback from participants in pilot program

*The Little Things Training Materials* contains authentic, evidence-based English language training resources that focus on intercultural communication in everyday interactions in aged care. These resources have been primarily designed for Personal Care Assistants (PCAs) from culturally and linguistically diverse (CALD) backgrounds, but they are also relevant to PCAs from English-speaking backgrounds. *The Little Things Training Materials* is designed for use in existing PCA training programs and for professional development in aged care workplaces.

The Little Things Bundle

includes:

# *The Little Things Full Training Kit* includes:



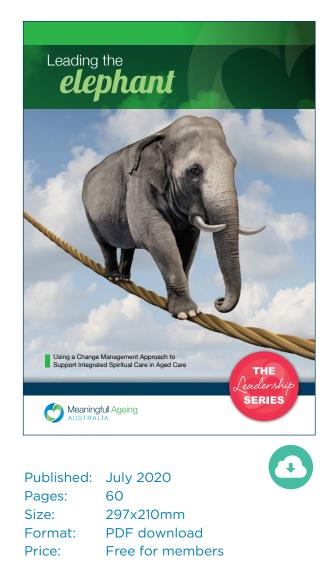
# Leading the Elephant

Using a Change Management Approach to Support Integrated Spiritual Care in Aged Care

# If the elephant is not engaged, the rider isn't going anywhere!

With the implementation of the Aged Care Quality Standards in 2019, residential and community aged care providers are faced with the need to integrate spiritual care. This may bring challenges to various organisations requiring not just new practices, but potentially a change of processes and culture. Change management may well be an avenue for such organisations to explore.

Researched and written in response to members' feedback, this resource provides an introductory overview to the concept of change management, and what it looks like when supporting the need to integrate spiritual care. The guide begins with an introduction to spiritual care, why it is important to the Aged Care Quality Standards, and what change management is. It then goes on to utilise the metaphor of an elephant (inner world) and its rider (plans and processes), to go through the various stages of implementing change. Drawing on, and quoting, the experiences of members who have undergone change, the resource then provides a wealth of practical help in the form of action planning templates, web-based resources and a comprehensive reference guide to the subject.



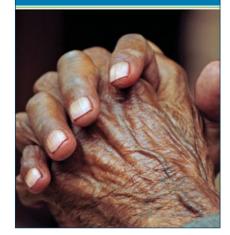
## Multi-faith Practices: Guidelines for Aged Care Settings

This resource offers a short overview of key considerations when caring for people of different faiths. Based on the work of the Schlegel-University of Waterloo Research Institute for Aging (RIA), Canada, it has been developed for the Australian context.

Published:November 2020Format:PDF downloadPrice:Free for members



MULTI-FAITH PRACTICES Guidelines for Aged Care Settings



# NEW

# Spiritual Care Orientation Program

#### **Revised Edition**

"My experience in presenting this material was very positive. It generated very good discussion in the group and all expressed a desire to see this done regularly at our facility so that all staff got the benefit." - Facilitator, BaptistCare NSW/ACT

#### A proven face-to-face method of introducing basic spiritual care to staff in all roles.

This is an introduction for all staff members. and volunteers to the concept and importance of spiritual care as part of the whole of person focus. Ideal for those working within residential or community settings, this training resource is a fortyfive-minute introduction to support the professional competence of staff in recognising and responding to the spiritual needs of older people in their care, within the context of their ongoing roles. It discusses, amongst other things, what spirituality is and why it is relevant to their role. This revised edition also includes a new, thirty-minute training module on the 3Rs: Recognise, Respond and Refer.

Published: Revised Edition: 2020, First Edition: 2014

# SPIRITUAL CARE ORIENTATION PROGRAM

An introduction for all staff members and volunteers working with older people in residential, community or palliative care settings.

#### FACILITATOR GUIDE AND PARTICIPANT WORKBOOK

Recognise, Respond, Refer

Pages: Size: Format: Price:

40 297x210mm PB; e-modules Free for members



Meaningful Ageing

www.meaningfulageing.org.au

## Spirituality in Aged Care Professional Development Program: Leader's Manual

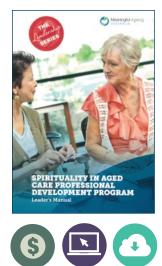
The new Aged Care Quality Standards expect organisations to understand and respond to the spiritual needs of older people. The *Spirituality in Aged Care Professional Development Program* will help to enhance the integration of spiritual care in the aged care organisation by embedding strategies for spiritual care into the everyday practice of staff, and by mentoring a person-centred care model that encourages all staff to take responsibility for their part in attending to the spiritual needs of each resident and client.

Ideal for: staff in wellbeing, holistic support, and activities roles.

#### Series: The Leadership Series

Published: 2018 Pages: 116 Size: 297x210mm

Format: Price: PB; e-modules Free for members/ \$160.00 (inc. GST and postage) for non-members



# Meaningful Ageing Key Message Posters

This series of five posters were created to support your organisation in promoting an understanding of spiritual care.

Topics:

- » Spirituality can be embracing nature
- » Spirituality can be exploring your creativity
- » Spirituality can be connecting to yourself
- » Spirituality can be believing in Something Bigger
- » Spirituality can be connecting with others

#### Published: 2018

1 per topic
594x420mm
(Can be printed up to A2 size)
PDF download
Free for members



## **Spiritual Care Considerations Series**

"Thanks for your work on this series – I used the paper on Jewish Spirituality with my team of Pastoral Care Volunteers at our meeting and it was a great way of discussing the particular needs of Jewish residents! I expect it will also be a great resource for discussions with care staff." – Pastoral Care Leader

#### Not a 'how to', but a 'how about'

The *Spiritual Care Considerations Series* is a set of short, two-page documents guiding thoughts and questions to keep in mind as you care for older people from a range of backgrounds.

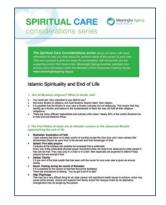
Topics covered:

- » Transition Into Residential Aged Care
- » Jewish Spirituality and End of Life
- » Supporting Each Other When a Resident/Client Dies
- » Aboriginal and Torres Strait Islander Spirituality
- » Catholic Spirituality and End of Life
- » Intellectual Disability and Spirituality
- » Intersex Older People and Spirituality
- » Islamic Spirituality and Family/Homebased Care
- » Islamic Spirituality and End of Life

- » Jehovah's Witness Spirituality
- » Lesbian, Gay and Bisexual Older People
- » Trans and Gender Diverse Older People
- » If Someone Says They Want to Die

#### Series: Spiritual Care Consideration Series

Published:	Ongoing
Pages:	2 per topic
Size:	297x210mm
Format:	PDF download
Price:	Free for members



# **Dying with Loving Words**

Originally developed and trialled by our member BaptistCare NSW/ ACT for their internal use, this beautiful booklet of prayers (from a range of traditions), poems and photos is your ideal companion for spiritual care when supporting someone near the end of their life.

Now available outside of BaptistCare exclusively to our members.

Suitable for use in community or residential aged care, palliative care or other settings where you are supporting people to die well. You might like to add copies to your organisation's palliative/end of life care trollies, or wherever you keep resources, ready to draw on when needed.

Published:	2018
Pages:	40
Size:	180x180mm

Format: Price: Paperback \$16.00 (inc. GST and postage) (Members only) Members can request a free sample.



## See me. Know me. Campaign Resources

The See me. Know me. campaign is designed to help seniors feel more valued, to help them connect with family and friends, and ultimately to empower them to find aged care services that will truly tune in to them as a whole person.

Inspired by the strong positive reaction to our See me. Know me. poster series, we have published conversation starters for seniors to use with their families and friends, to share a bit about their story, their values and interests. Our members can develop their own posters using our template. This can be accessed in the resources portal.

We have also published some conversation cards, thought-starters about 'purpose' and ten questions to ask aged care providers when looking for aged care.

Service providers can use the materials to engage their local communities.





# "Frailty" and Spiritual Care

## A Short Guide

"Frailty" and Spiritual Care: A Short Guide supports aged care staff to begin to include spiritual care when working with older people who are experiencing frailty. It enables flexible delivery, including self-reflection, or facilitated processes for team members to extend their understanding and spark each other's imagination. Using many familiar principles, the guide encourages you to draw on your experience in engaging with older people about what matters most to them. Activities come in short 'bite-sized' pieces for people who are time-poor.

The guide includes:

- » Ideas for sharing in your team
- » Note to leaders/managers
- » Responding to the challenges of frailty
- » Note to front line staff
- » Scenarios for reflection
- » Printable worksheets

It is recommended that team members complete, at a minimum, an orientation to spiritual care course before engaging with this resource.







# ConnecTo: A Tool for Spiritual Screening

#### Leader's Guide 2018 Revised Edition

"This tool is brilliant. We are creating a new role in each residence to embed it into every aspect of care and support." - Member survey response

ConnecTo is a flexible spiritual screening tool for use in a range of settings including residential aged care, community care and palliative care. We have adapted it from the work of Dr Julie Fletcher. The language of ConnecTo is easily accessible, assisting staff who have an introductory level of spiritual care training to engage with spirituality. As a referral tool, the visual map and accompanying information provides a clear indication of the particular needs of the older person. It is appropriate for use with people with cognitive impairment, as a guide for conversations with proxies (for example, family members or interpreters), and as a self-reflection tool for staff who are learning about spirituality and spiritual care. The guide includes the full training program to educate staff in its use. Series: The Leadership Series

# CONNECT A TOOL FOR SPIRITUAL SCREENING LEADER'S GUIDE 2018 REVISED Others THE level. ERIES creati Something Bigger "Connecto opened my eyes to the 'whole' person' Meaningful Ageing

Revised Edition: 2018, First Edition: 2017
68
297x210mm
PB; e-module
Free for members/\$112.00 (inc. GST and postage) for non-members

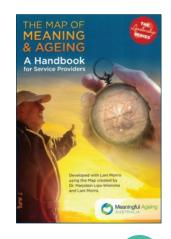
# The Map of Meaning and Ageing: A Handbook for Service Providers

"It is a rich resource that is both rooted in the realities of getting older and helps elders, and those who live and work with them, to reach for meaning in daily life. It is an engaging and thought-provoking tool, with practical suggestions for service providers who seek deeper understanding of the experiences, emotions and expressions of the many and varied individuals who access aged care."

- Dr Jane Kuepfer, Schlegel Specialist in Spirituality & Ageing, Conrad Grebel University College, Waterloo, Ontario, Canada

The Map of Meaning and Ageing: A Handbook for Service Providers introduces the evidence-based Map and includes practical activities for use by organisations who are supporting older people. This handbook has been co-written with Lani Morris from the Map of Meaning International Trust. The activities have been tested in Australia and New Zealand.

#### Series: The Leadership Series



Published:2019Pages:52Size:297x210mmFormat:PBPrice:Free for members

#### **Intergenerational Reminiscence**

# A Leader's Guide for Aged Care Organisations and Secondary Schools

#### "I've wanted to do this project since Year 7. Every year at assemblies you hear about the great relationships at Carrington." - Student, Magdalene Catholic High School

This resource is an essential guide for aged care organisations and secondary schools who wish to nurture meaningful relationships between students and older people in care.

In the project, two-three students meet with each older person over a period of three months, inviting them to share their life stories. The project culminates in the students creating a memento of the older person's stories, and these are offered in a presentation to the older person, their friends and family members.

Intergenerational reminiscence fits beautifully within a philosophy of person-centred care and meaningful ageing, ensuring that an individual older person is heard, and that their life and experiences are valued at every level. In this program, time is given to exclusively hearing whatever the older person wants to share about their life and about the lessons that they have learned along the way. Recording the story ensures that their life can continue to be shared with future generations, and thus brings meaning and value to their lives. Based on an award-winning program.

**Series: The Leadership Series** 





Published:	2017
Pages:	28
Size:	297x210mm
Format:	PB
Price:	Free for members/ \$30.00 (inc. GST and postage) for non-members

#### Leader's Guide to Running an Effective Spiritual Care Volunteer Program

"So many volunteer programs in specialised areas such as this are less than effective due to lack of knowledge around providing the best possible experience for volunteers in the initial engagement process. This manual lays it out so clearly that even the newest person embarking on the journey to creating a robust and high functioning Spiritual Care Volunteer team, has every advantage to do so successfully."

- Volunteer Program Manager

Leader's Guide to Running an Effective Spiritual Care Volunteer Program is designed to provide aged care organisations with foundational information to set-up, manage and maintain a highquality Spiritual Care Volunteer Program. Running a Spiritual Care Volunteer Program means your organisation can provide your community clients and aged care residents with additional spiritual care support. Through the program, clients and residents are provided with opportunities to share their life journey and be supported by the compassionate presence of a skilled volunteer. This individual support, which attends to the unique spiritual needs of those in your care, is one part of the holistic care your organisation provides. This guide works alongside the Spiritual Care Series, or other volunteer training program of your choice.

#### Series: The Leadership Series



Published:	2018
Pages:	92
Size:	297x210mm
Format:	PB
Price:	Free for members

## **Tech Connect**

#### Staying Meaningfully Connected in Aged Care – A Leader's Guide

#### **Beate Stellar**

"Thank you for your dedication and commitment to make James and Caitlin's wedding celebration so special and memorable for Mum. She felt so included and valued throughout the whole experience."

- Family feedback following Tech-Connect event

*Tech Connect* is a guide for leaders in aged care to support aged care residents' spiritual wellbeing by connecting with family and loved ones using technology/social media. The guide provides an overview of the program, from planning, implementation, and evaluation. It also provides a special section on using technology to maintain relationships for older people living with dementia.

#### Series: The Leadership Series





Published:	2017
Pages:	74
Size:	198x130mm
Format:	PB
Price:	Free for members / \$20.00 (inc. GST and postage) for non-members Also available as an eBook from Google Play, Kobo, Amazon Kindle, iTunes - \$4.99
	Also available as all ebook from Google Flay, Kobo, Affiazoff Kindle, Hufles - \$4.35

#### Spirituality of Dying Workshop: Facilitator's Guide

Spirituality of Dying Workshop: Facilitator's Guide supports aged care leaders to offer an introductory sixty-minute workshop to staff in a range of roles. It is designed to be used in the workplace for all staff to extend their understanding of the dying phase of life (including the last few days) and the importance of spirituality for human living and dying; as well as how to facilitate and make meaningful connections with the dying person, their significant others, and the rest of the care team.

Published:	2019
Pages:	40
Size:	297x210mm
Format:	PB
Price:	Free for members



### The Space Between

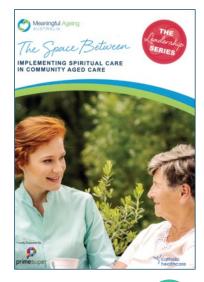
#### Implementing Spiritual Care in Community Aged Care

The Space Between: Implementing Spiritual Care in Community Aged Care supports organisations in planning, implementing and evaluating community based spiritual care. In this program, community dwelling older adults receive the short-term support of specialist spiritual care professionals and/or spiritual care volunteers over the course of six to twelve fortnightly sessions.

This guide supports the development, implementation and evaluation of the program, including workforce training requirements, referral processes, engagement with the multi-disciplinary team, spiritual assessment and review processes. Based on an award-winning program.

#### Series: The Leadership Series

Published:	2019
Pages:	72
Size:	297x210mm
Format:	PB
Price:	Free for members





#### Dementia-Specific Christian Worship Service Handbook

"The Handbook is a brief, highly organised guide with excellent suggestions on how to provide important Christian spiritual support for people with dementia. There is no reason to assume that people diagnosed do not have the same spiritual desires and needs that they had in healthier days. Meaningful Ageing Australia offers sensitive, respectful, enlightened suggestions on conducting worship services so that people diagnosed can participate and enjoy the spiritual dimensions of life. I applaud their efforts wholeheartedly." - Dr Steven R. Sabat, Department of Psychology, Georgetown University, Washington, D.C., USA



Based on an award-winning program.

Published:2016Pages:12Size:297x210mmFormat:PBPrice:Free for members/<br/>\$25.00 (inc. GST and postage) for non-members



# Welcome to our resources catalogue for service providers

Meaningful Ageing Australia is the national peak body for spiritual care and ageing. Spirituality is integral to, but not confined by, religion and faith. It is about what gives us a purpose to our lives. It is about our sources of meaning and hope, which in turn is intimately related to our connectedness to ourselves, to others and to the world.

We are a membership-based, not-for-profit organisation, supporting organisations and groups from all backgrounds to respond to the pastoral and spiritual needs of older people, their significant others, and their carers. We advocate for spiritual care to be included in all care settings.

We know that there are many organisations which value and strive to provide high-quality spiritual care but are sometimes constrained from doing so by time and resource issues or lack of specialised skills.

We also know that there are many working in aged care who understand the value of spiritual care and want to have the conversations around spirituality, but tend to stay at a superficial level because they don't feel they have the knowledge or skills to respond more deeply.

We support our members by providing the information and tools you need for high-quality, integrated spiritual care.

Our approach to providing members with what they need is:

- » Setting the standard National Guidelines for Spiritual Care in Aged Care and how they relate to the Aged Care Quality Standards
- » Helping all staff understand and embrace spiritual care
- » Supporting trainers to train
- » Developing organisations through best practice
- » Collaborating and sharing
- » Informed by evidence and research

Meaningful Ageing's vision and mission is for meaning, purpose and connectedness to be part of every ageing journey; and that all older people in Australia have access to high quality pastoral and spiritual care. All our resources are developed with these aims in mind.

#### Meaningful Ageing Australia

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