

## **Training Manual #1: Seniors and Aging:**

### **Quiz**

**1. What are two of the factors that influence how an individual cope with aging?**

**1.**

**2.**

**2. Psychological Aging refers to changes in behavior and mental processes, which can impact a person's ability to adapt, adjust and \_\_\_\_\_ with changes.**

**3. One of the outward signs of aging is thickening of fingernails and toenails. This occurs due to a \_\_\_\_\_ blood flow to the hands and/or feet.**

**4. Aging is a normal part of living and affects everyone \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.**

**5. Despite the number of changes that take place, \_\_\_\_\_ needs remain the same, however the challenge to fulfill them increases.**

**Training Manual #1: Seniors and Aging:**

**Answer Key**

- 1. Social Support Systems, Status of health, Financial resources, education, and/ Life experiences**
- 2. Cope**
- 3. Reduced**
- 4. Physically, socially, and psychologically.**
- 5. Basic**

## **Training Manual #2: Common Senior Health Problems**

### **Quiz**

- 1. True or False: A Chronic disease has is reversible.**
- 2. \_\_\_\_\_ is the inflammation of the joints due to cartilage breaking down.**
- 3. There are three main types of chronic obstructive lung disease: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.**
- 4. When working with a client who uses oxygen, you should never \_\_\_\_\_ or allow others to \_\_\_\_\_ when oxygen is in use.**
- 5. Two of the most common eye disorders that affect seniors are \_\_\_\_\_ and \_\_\_\_\_.**
- 6. \_\_\_\_\_ Loss is a debilitating condition and can affect seniors' relationships, social involvement, emotional stability and communication. Care givers should be caution of the client's tendency to \_\_\_\_\_ balance and be ready to provide immediate assistance when and ear infection is suspected.**

## **Training Manual #2: Common Senior Health Problems**

### **Answer Key**

- 1. False**
- 2. Arthritis**
- 3. Chronic Bronchitis, Emphysema, and Asthma.**
- 4. smoke/smoke**
- 5. Glaucoma and Cataract.**
- 6. Hearing loss/ lose balance**

## Training Manual #3: Confusion and Dementias

### Quiz

1. Cognitive powers in one's brain include \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. Delirium, dementia, and severe memory loss are \_\_\_\_\_ part of the normal \_\_\_\_\_ process but are indicative of degenerative brain disorders.
3. Delirium is another word for \_\_\_\_\_, and can be characterized by being: temporary, having some inappropriate behaviors, sudden or fast onset.
4. Dementia is another word for \_\_\_\_\_, and can be characterized by being long-term, progressive, and possibly degenerative.
5. The most common form of dementia is \_\_\_\_\_.
6. There are \_\_\_\_\_ stages of Alzheimer's disease?
7. When caring for those with Alzheimer's and other dementias, it is important to \_\_\_\_\_ a supportive environment, \_\_\_\_\_ structure and routine, \_\_\_\_\_ mental activities such as reading and crafts, and \_\_\_\_\_ with the client's basic needs as necessary. It is also important to speak slowly, and clearly to facilitate the client's understanding of what is being said.

## **Training Manual #3: Confusion and Dementias**

### **Answer Key**

- 1. Memory, thinking, reasoning, judgment, and behavior.**
- 2. Not/aging**
- 3. Acute Confusion**
- 4. Chronic Confusion**
- 5. Alzheimer's Disease.**
- 6. 3**
- 7. Create/provide/encourage/assist**

## Training Manual #4: Communication

### Quiz

1. The basic communication methods are: \_\_\_\_\_, \_\_\_\_\_. And \_\_\_\_\_.  
Although, communication can also be delivered by use of space, image, and/or time.

2. For effective verbal communication, Caregivers should: Use \_\_\_\_\_ questions to obtain information, make sure the person being spoken to understand what has been \_\_\_\_\_. Avoid using complex \_\_\_\_\_, and if the message was not understood, rephrase it as opposed to speaking \_\_\_\_\_ or repeating the same words over and over.

3. Non-Verbal communication refers to any communication which is not verbal such as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

4. Listening is the most important part of communicating and should be utilized extensively by Caregivers. To avoid distractions, one should use \_\_\_\_\_.

5. Depending on the type of impairment, communication methods can be designed to best \_\_\_\_\_ the existing \_\_\_\_\_.

6. When working with a visually impaired client, it is recommended that a Caregiver \_\_\_\_\_ the client how \_\_\_\_\_ he/she can \_\_\_\_\_ see.

7. Some indicators of hearing difficulties are: speaking \_\_\_\_\_, leaning \_\_\_\_\_, the clients turn in the direction of the sound and/or cups his/her ear, the client frequently asks for things to be \_\_\_\_\_ or frequently says “pardon?”

8. \_\_\_\_\_ is a complete or partial loss of the ability to understand words.

## **Training Manual #4: Communication**

### **Answer Key**

- 1. visual, tactile, and vocal.**
- 2. Open-ended/said/language/louder**
- 3. posture, body movements, facial expressions, gestures, touch, and smell.**
- 4. Eye Contact**
- 5. Accommodate/Disability.**
- 6. Ask/much/actually**
- 7. loudly/forward/repeated**
- 8. Aphasia**

## **Training Manual #5: Seniors with Disabilities**

### **Quiz**

1. Disabled clients should be acknowledged for \_\_\_\_\_ they \_\_\_\_\_ as opposed to what condition they \_\_\_\_\_.
2. \_\_\_\_\_ disability -an individual's mobility or dexterity is affected.
3. \_\_\_\_\_ disability (Mental Illness)- an individual's carrying out of life activities, such as learning, thinking, communicating and sleeping are hindered.
4. \_\_\_\_\_ disability-individuals have a reduced ability to learn tasks or process information.
5. \_\_\_\_\_ disability-there is a loss of physical and/or mental functions because of damage to the nervous system.
6. \_\_\_\_\_ disability- impairment in hearing or vision.
7. Mental illness is a term that describes a broad range of mental and emotional conditions including the 3 following conditions \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

8. Depressive disorder is a term used to describe a variety of disorders in which there are intense feelings of loss, sadness, hopelessness, failure and rejection. Two examples of depressive disorders are \_\_\_\_\_, and \_\_\_\_\_.

9. Other disorders include \_\_\_\_\_ and \_\_\_\_\_.

## **Training Manual #5: Seniors with Disabilities**

### **Answer Key**

**1. who/are/have**

**2. Physical**

**3. Psychiatric**

**4. Intellectual**

**5. Neurological**

**6. Sensory**

**7. Anxiety disorder, post-traumatic stress disorder, obsessive compulsive disorder**

**8. Major depression, and seasonal affective disorder.**

**9. Schizophrenia and Bipolar.**

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## **Training Manual #6: Caring for the Terminally Ill**

### **Quiz**

1. While many illnesses can be cured or controlled while other diseases are considered to be \_\_\_\_\_.
2. Reconciliation helps the client to realize and accept that this was \_\_\_\_\_.
3. The first stage is \_\_\_\_\_ which is when individuals refuse to believe they are dying.
4. The second stage, \_\_\_\_\_ and rage. This is possibly due to not being in control of their lives any longer.
5. \_\_\_\_\_, the third stage is done when the individual is willing to compromise.
6. \_\_\_\_\_, the fourth stage when individuals realize that death is inevitable.
7. \_\_\_\_\_, the fifth stage dying individuals have worked through the numerous conflicts and feelings that death brings.

8. Psychological needs for a client that is terminally ill include: be \_\_\_\_\_ present, be \_\_\_\_\_ and \_\_\_\_\_, and actively listen.

9. When working with a client that is terminally ill, a Caregiver should allow the client to talk about their concerns, serve as a \_\_\_\_\_, and allow the client to suggest how their needs might be met.

10. The dying client may often bring up spiritual issues which is concerned with affecting the \_\_\_\_ - \_\_\_\_\_ part of a human being.

## **Training Manual #6: Caring for the Terminally Ill**

### **Answer Key**

**1. Terminal**

**2. Life**

**3. Denial**

**4. Anger**

**5. Bargaining**

**6. Depression**

**7. Acceptance**

**8. physically/ honest/empathetic**

**9. Sounding board**

**10. Non-physical**

## **Training Manual #7: Difficult Situations**

### **Quiz**

- 1. Tolerance levels of a client can be raised by \_\_\_\_\_ what they are all about.**
- 2. When a client's needs are not met, they may react in different ways and become \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and/or \_\_\_\_\_.**
- 3. There is a difference between a violent client, which is someone who initiates a physical act intended to cause damage to themselves, others, or property and a threatening client who may utter \_\_\_\_\_ of injury/punishment against others.**
- 4. Certain behavioral patterns may become noticeable when working with a difficult client. Becoming familiar with these may better help the Caregiver \_\_\_\_\_ these clients more effectively.**
- 5. When working with a difficult client, a very important step to remember is to be \_\_\_\_\_ and \_\_\_\_\_ the client in the same \_\_\_\_\_ you would treat your family and friends.**
- 6. When working with a complaining client, a Caregiver should avoid \_\_\_\_\_ reactions.**
- 7. When working with an angry client, a Caregiver should Get the \_\_\_\_\_. By doing this, the Caregiver will be able to focus on the \_\_\_\_\_, and not the client's emotions.**

**8. Conflict occurs when people do not get what they want and are looking after their own self interests. One tip for dealing with conflict is to remain \_\_\_\_\_.**

**9. If a Caregiver is working with an aggressive client, one of the most important steps to remember to take is to not \_\_\_\_\_, and to agree with what you can.**

**10. Negativity can be due to dispositions, attitudes, or it can be caused by certain events or individuals. A Caregiver who is working with a client that is negative should be positive, keep their own self-confidence, realize it's useless to \_\_\_\_\_, and don't allow yourself to be verbally abused.**

## **Training Manual #7: Difficult Situations**

### **Answer Key**

#### **1. Understanding**

#### **2. Withdrawn, uncooperative, manipulative, critical, and/or intimidating**

#### **3. Intentions**

#### **4. Handle**

#### **5. Kind/Treat/Manner**

#### **6. Defensive**

#### **7. Facts/Issue**

#### **8. Calm**

#### **9. Argue**

#### **10. Argue**

## **Training Manual #8: Senior Nutritional Needs**

### **Quiz**

**1. Nutrition is the process in which food material is taken into the \_\_\_\_\_ and \_\_\_\_\_.**

**2. Foods that are great sources of nutrition are called \_\_\_\_\_. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.**

**3. Dietary guidelines were established to improve \_\_\_\_\_ and reduce the risk of disease.**

**4. True or False: There are FIVE major food groups.**

**5. When working with elderly clients, the Caregiver should cater to the client's food choice and ensure the meals served are within the guidelines of any \_\_\_\_\_ diet.**

## **Training Manual #8: Senior Nutritional Needs**

### **Answer Key**

**1.Body and Utilized**

**2.Carbohydrates/Fats/Proteins/Vitamins/Minerals/Water**

**3.Health**

**4. True**

**5.Prescribed**

## **Training Manual #9: Health and Safety**

### **Quiz**

1. Caregivers should be aware of possible \_\_\_\_\_ in the work place.
2. When working with a client, Caregivers can also educate their client's about \_\_\_\_\_ measures and minimize safety risks.
3. Falls are a real threat to seniors because of the \_\_\_\_\_ possibility that \_\_\_\_\_ will be broken.
4. There are \_\_\_\_\_ main types of microbes.
5. Microbes can be transmitted by: personal hygiene, direct human contact such as kissing, eating utensils, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
6. Infectious diseases can be spread by germs that can be passed to or among humans by several methods including: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
7. To prevent the spread of disease Caregivers should wash hands \_\_\_\_\_ and \_\_\_\_\_.
8. One way to prevent injuries of clients, Caregivers should \_\_\_\_\_ bathrooms and bedrooms, as well as personal care items are organized for easy access.

## **Training Manual #9: Health and Safety**

### **Answer Key**

**1. Hazards**

**2.Safety**

**3.Increased/bones**

**4.Five**

**5. Food, water, air, animals, insects, and bandages**

**6. Airborne, Droplet, and Contact**

**7. Thoroughly and often**

**8. Ensure**

## Training Manual #10: Emergency Care

### Quiz

1. The ABC's of assessment include \_\_\_\_\_, \_\_\_\_\_, and Circulation.
2. True or False: When someone is choking, hit them on the back to dislodge the object.
3. A \_\_\_\_\_ is an excessive loss of blood.
4. Myocardial Infarction or MI is another term used to describe a \_\_\_\_\_.
5. The main cause of a stroke is \_\_\_\_\_ of the \_\_\_\_\_.
6. Hypoglycemia is \_\_\_\_\_ insulin and \_\_\_\_\_ sugar in the blood.
7. Hyperglycemia \_\_\_\_\_ sugar and \_\_\_\_\_ insulin in the blood.

## **Training Manual #10: Emergency Care**

### **Answer Key**

**1. Airway, Circulation**

**2. FALSE**

**3. Hemorrhage**

**4. Heart Attack**

**5. Hardening of the arteries**

**6. Too Much/ Not Enough**

**7. Too Much/ Not Enough**