

THE CAREGIVING SERIES

This series is an authoritative collection of 21 essential programs for caregivers. Each program is \$179.95 and includes the DVD, Course Outline, Learning Objectives, Key Points & Definitions and Test & Answer Key. Clips are available of most – see our website under item #11430.

ESSENTIAL BEDREST SKILLS

Learn everything you need to know about common bedrest positions, moving and positioning a person in bed, making an occupied bed, the importance of proper posture and body mechanics, bedpan use, active range of motion exercises, using a mechanical lift and recognition and prevention of pressure ulcers. #13736 35 minutes 2006

The topics covered include:

- *Proper posture and body mechanics
- *Recognition and prevention of pressure ulcers
- *Bedrest positions
- *Moving and positioning someone in bed
- *Mechanical lift use
- *Bedpan use
- *Making an occupied bed
- *Elasticized stockings
- *Active range of motion exercises

HOW TO HELP SOMEONE WHO USES A WHEELCHAIR

(Including Walkers, Crutches and Canes)

This program makes it easy for you to gain the skills you need. As you watch other caregivers perform wheelchair maneuvers, you will learn how to avoid common mistakes that caregivers make when assisting someone in a wheelchair and will understand how to do transfers correctly. #12125 32 minutes, 2009. *The topics covered include:*

- *Safety and sensitivity issues
- *Principles of body mechanics
- *Parts of the wheelchair
- *Body control points
- *Gait belt use
- *Stand pivot transfers in a variety of settings
- *Squat pivot transfer
- *Transfer out of a lounge or soft chair
- *Vehicle transfer
- *Loading a wheelchair into a car
- *Maneuvering ramps and curbs
- *Bathroom equipment
- *Preventing pressure ulcers
- *Types and use of walkers, crutches and canes



HOW TO MANAGE MEDICATIONS (for Primary and Family Caregivers)

This program teaches primary and family caregivers safe practices for administering and storing various types of medications. #12124 27 minutes. *The topics covered include:*

- *Drugs and the elderly
- *How aging changes the way our bodies handle drugs
- *How to recognize when to manage someone's medications
- *Different ways to administer medicine
- *Products for dispensing medications
- *Side effects and adverse reactions
- *Storing medications
- *Use of over-the-counter drugs
- *How to prevent medication errors

ELDER ABUSE AND NEGLECT

No one wants to think of his or her family member being hurt or taken advantage of, but the truth is, older adults are vulnerable to various types of abuse. Information about elder abuse is vitally important if you oversee the care of a friend or relative. You will understand how to identify various types of elder abuse and learn about some of the contributing factors. This program also describes signs and symptoms of elder abuse in the home setting and outlines how to report suspected elder abuse. #12103 25 minutes, 2011

The topics covered include:

- *Ageism
- *History of family violence
- *Alcohol and drug abuse
- *Mental illness
- *Caregiver stress
- *Financial stress



INFECTION CONTROL & BLOODBORNE PATHOGENS

Understanding and implementing infection control principles is essential to providing safe home care. This program teaches home care professionals and primary caregivers what causes infection, how germs are spread, how to protect themselves, and how to maintain healthy home care conditions. 26 minutes 2007. *The topics covered include:*

- *Germs and how they are spread
- *The importance of hand hygiene
- *Using Personal Protective Equipment
- *Bloodborne pathogens
- *Disposal of hazardous wastes
- *Personal hygiene
- *Housecleaning and laundry procedures
- *Signs and symptoms of an infection

SAFETY IN AND AROUND THE HOME: Fall Prevention

Falls are a serious concern for older adults. Each year more than 30% of people over 65 fall. Most falls occur at home, while people are performing everyday activities such as walking, climbing stairs or getting in or out of bed. Falls are the leading cause of death from injury for older adults. This program teaches care providers how to reduce the risk of falls inside and outside of the home while encouraging independence. 19 minutes 2010. *The topics covered include:*

- *Physical and emotional effects of a fall
- *The goal of fall prevention
- *Falls and the older adult
- *Fall prevention for care providers
- *Proper shoes
- *How to prevent falls in and around the home
- *Using a gait belt
- *Medications that increase fall risk
- *Walkers

ETHICAL AND LEGAL BEHAVIOR

This program teaches care providers about the importance of ethics and integrity in home care and also provides instruction on liability issues. 9 minutes, 2011.

The topics covered include:

- *Definition of ethics and integrity
- *Examples of ethics and integrity while at work
- *Importance of maintaining confidentiality
- *Definition of liability
- *Key points to protect against liability
- *Avoiding ageist stereotypes
- *Communicating respectfully with older adults

PERSONAL CARE

People are accustomed to doing their own personal hygiene. Allowing someone else to help may be stressful and embarrassing, even if both people are in the same family. This program will help you provide personal care in a way that honors your family member's dignity. #11409 36 minutes 2008.

The topics covered include:

- *Use of correct body mechanics
- *Infection control
- *Correct handwashing
- *Privacy and modesty issues
- *Promoting independence
- *Oral hygiene
- *Denture care
- *Bathing, Dressing, Nail care, Laundry, Shaving, and Shampooing hair in bed



FIRE SAFETY

Whether your family member lives in his or her own home or lives with you, fire safety and prevention are important areas to address. As people age, they are more at risk from fire due to decreased mobility or loss of hearing, smell or sight. People over 65 are twice as likely to die in a home fire than the general population. This program teaches about fire risks and helps you to create the most fire-proof home environment possible. #12122 24 minutes 2011

The topics covered include:

- *Smoke alarms
- *How to extinguish a fire
- *Oxygen equipment
- *Smoking safety
- *Fire safety in the bedroom
- *Fire safety in the kitchen
- *Creating an escape plan
- *How to leave a burning building
- *Wrap and slide technique
- *Electrical safety
- *Appliance safety
- *Propane and natural gas
- *Wood stoves and fireplaces

CAREGIVER WELLNESS

This program presents a variety of simple, effective stress reduction and relaxation techniques. Choose the ones you like best and incorporate them into your daily life. The program will also help you learn ways to defuse difficult emotions, set goals and develop action plans. In addition, you will learn about the value of respite care, free time that allows you to replenish yourself. Learn how caregiver support groups can provide relief and friendship. 32 minutes 2004. *The topics covered include:*

- *The importance of maintaining wellness
- *Acknowledging and defusing difficult emotions
- *Goal-setting and action plans
- *Simple effective exercises for relaxation and renewal
- *Activities that foster self-esteem and well-being
- *Role of respite



HOW TO MEASURE VITAL SIGNS

Your caregiving tasks may include measuring vital signs such as blood pressure, body temperature, pulse or pain. Knowing how to measure vital signs accurately is important. Once you've learned the proper skills and techniques, you can monitor your family member's condition on an ongoing basis and provide updates as needed to your physician.

35 minutes 2005. *The topics covered include:*

- *Use of flow sheet
- *Methods for taking body temperature
- *Types of thermometers
- *Methods for taking a pulse
- *Use of a stethoscope
- *Measuring respiration
- *Taking blood pressure
- *Pain scales
- *Measuring weight

HOW TO USE A MECHANICAL LIFT

Learn the correct lifting technique by watching an occupational therapist demonstrate how to move a person from bed to wheelchair and from wheelchair to bed. Both two-person and one-person transfers are shown; safety measures at each step of the process are included. The program also discusses how to address any fear your family member may have about being lifted. #12123 22 minutes 2006. *The topics covered include:*

- *Parts of a mechanical lift
- *Addressing patients' fear
- *Sling placement
- *Two-person mechanical lift transfer
- *One-person mechanical lift transfer
- *Safety measures

NUTRITION AND MEAL PREPARATION FOR OLDER ADULTS

Did you know that older adults have specific nutritional and caloric needs that are different from those of other age groups? This program teaches important information that will help you prepare the most healthy diet to your older friend or family member. 30 minutes 2011. *The topics covered include:*

- *Recommended diet for older adults
- *Common serving sizes
- *Medically-prescribed diets
- *Warning signs and prevention of malnutrition
- *Importance of drinking enough water
- *Value of high-fiber diet
- *Meal planning and food shopping
- *Reading labels and unit pricing
- *Safe food handling
- *Preparation and cooking methods
- *Cooking with a recipe
- *Setting the table and serving the meal

HIPAA IN HOME CARE

Respecting clients' rights to confidentiality is an important part of providing good home care. Privacy rights are legally enforced through a federal law titled HIPAA. This DVD describes HIPAA guidelines and teaches home care providers about the importance of maintaining confidentiality in a variety of settings. 23 minutes 2009

The topics covered include:

- *Respecting your client's right to privacy
- *Definition and purpose of HIPAA
- *Most common identifiers for Protected Health Information (PHI)
- *The Minimum Use requirement
- *Protecting your client's privacy and redirecting questions
- *Client rights to view his/her own medical records
- *Proper disposal of Protected Health Information
- *Knowing who is authorized to receive medical information
- *Computer and email security
- *HIPAA guidelines for telephone and fax
- *HIPAA penalties for individuals and agencies

***** Special \$319.95 for Combo Pak of the two "A Guide to" programs (or \$179.95 each)...**

A GUIDE TO BEING A COMPANION HOMEMAKER: ROLES & RESPONSIBILITIES

This program describes the roles and responsibilities of the companion homemaker and teaches important professional, communication and social skills for success on the job. 23 minutes 2011

The topics covered include:

- *The importance of people skills
- *Positive communication techniques
- *Ethics, integrity and professional behavior
- *Ageism: what it is and how to avoid it
- *Appearance and hygiene
- *Cultural sensitivity
- *Phone etiquette
- *Escorting and transporting your client
- *Observation skills
- *Medical emergencies and disaster preparedness



A GUIDE TO BEING A COMPANION HOMEMAKER: SAFETY & HOUSEKEEPING

This video provides essential information about safety and housekeeping skills and gives practical instruction about cleaning products and methods. 22 minutes 2008

The topics covered include:

- *Safety in the home
- *Companion safety
- *Infection control
- *Housekeeping routines and order of work
- *Cleaning products
- *Cleaning specific rooms
- *Laundry-sorting
- *Using the washing machine and dryer
- *Reading clothing labels
- *Methods for ironing different kinds of fabrics
- *Adjusting iron temperatures
- *Ironing a shirt or blouse
- *Using a steam iron

HOW TO ASSIST WITH MEDICATIONS (for unlicensed home care personnel)

This program teaches unlicensed home care personnel how to assist with medications and remain within their scope of practice. #13391 13 minutes 2010

The topics covered include:

- *How aging changes responses to medications
- *Types of adverse reactions and side effects
- *Procedures for assisting with medications
- *Inquiring about whether medications were taken
- *Handing the appropriately marked medication organizer to the client
- *Opening the container if the client is unable to do so
- *Giving a glass of water
- *The role of the nurse and family caregiver in relation to medications
- *The Five Rs
- *Types of medication
- *Medications storage
- *Medications disposal

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PROPER BODY MECHANICS AND BACK SAFETY

This program teaches home care personnel and family caregivers the principles of body mechanics and the importance of learning to move correctly in order to avoid injury. 8 minutes 2011.

The topics covered include:

- *Definition of posture
- *Understanding proper posture when standing
- *Understanding the principles of body mechanics
- *Using proper posture and proper body mechanics when lifting
- *Correct body mechanics during wheelchair transfers
- *Loading and unloading a wheelchair from a vehicle
- *Applying the principles of body mechanics while caregiving
- *The importance of patience and planning to prevent injury



OBSERVATION, RECORDING AND DOCUMENTATION

This program teaches home care personnel about observation, reporting and documentation, three important areas of client care. 13 minutes 2011 *The topics covered include:*

- *Importance of accurate observation
- *Reporting and documentation
- *Developing good observation skills
- *Types of observations
- *What you must report
- *Definition of documentation
- *Difference between objective and subjective information
- *The care plan
- *Documentation as a legal record
- *What to document
- *Guidelines when documenting
- *Flow sheets and check off sheets: how they work

INTRODUCTION TO HOME CARE

This program teaches home care providers about the home care field and describes important skills for success on the job. 11 minutes 2011 *The topics covered include:*

- *The home care team
- *Importance of working well with others
- *Fulfilling the care plan
- *Protecting yourself from liability
- *Developing good observation skills
- *Reporting to your supervisor
- *Good documentation practices
- *Important behaviors and professional skills
- *Care provider wellness

MEDICATION EMERGENCIES AND EMERGENCY PREPAREDNESS

This program teaches caregivers effective ways to relate to medical emergencies and disasters. 7 minutes 2011

The topics covered include:

- *The importance of emergency preparedness
- *Medical emergencies that must be reported immediately
- *Signs and symptoms of heart attack and stroke
- *Procedures to follow when a client falls
- *DNR orders
- *Proper emergency evacuation methods
- *Keeping your client safe in an emergency
- *Wrap and slide technique
- *Cleaning up blood spills

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