



# Volunteers in aged care optional training and resource kit

For volunteers and Volunteer Managers

November 2025

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Contact the team at <u>agedcarevolunteer@Health.gov.au</u> for questions or feedback.

This optional and suggested training kit covers a broad range of topics with links to publicly available training, videos and factsheets that can help support all volunteers to be confident in their role.

Topics you can choose from include:

- Self-care and mental health supports
- Aged care basics
- Understanding older people
- Looking out for older people
- Volunteer behaviours.

The new legal and regulatory requirements in aged care mean registered providers need to provide volunteers with suitable training and support to help you undertake your volunteer role confidently and safely and protect older people in aged care.

The Department of Health, Disability and Ageing is currently consulting with the aged care volunteer sector, to ensure safety, quality, and consistency in volunteer involvement across aged care services in alignment with the rights of older people.

If you have questions about training in your role, please speak to your Volunteer Manager or the organisation you volunteer with or contact us at agedcarevolunteer@health.gov.au

# How to use this optional kit

## Choose what content you need

This optional training kit covers a broad range of suggested topics relating to activities an aged care volunteer may be involved in. Topics fall into 5 main areas:

	Self-care and mental health supports
	<b>Aged care basics,</b> including system overviews, palliative care and end of life care, and advance care planning.
	Understanding older people, including person-centred care, communication skills, diversity fundamentals, hearing health, blindness or low vision and trauma.
	Looking out for older people, including elder abuse, advocacy, infection control, first aid, grief, loneliness, and social isolation, counselling and suicide, fire safety, food safety, and support with technology and mobility.
<u>Ö</u> –	<b>Volunteer behaviours</b> , including privacy, confidentiality, and professional boundaries. Please note some behaviours are expected at an organisational level, whilst others are required by legislation, such as the Code of Conduct for Aged Care.

# Choose the mode you prefer

Each topic includes a variety of resource types – webpages, factsheets, short or long videos, and learning modules. This lets you choose the format best suited to your learning style. For example, you might prefer the visual detail of a longer video, while someone else may find a downloadable factsheet more useful.

Some learning modules have log-in requirements, and many provide learning certificates.

All resources provided within the tables of this document are free and publicly available.



# Keep this kit for future reference

You may want to keep this resource on hand as your needs evolve. You can keep it as an online document, print it as a complete pack, or print individual topic pages.

If you are unsure of what to do in any situation, talk to your Volunteer Manager.

# A note on terminology:

For the purposes of this document, references to 'older people' means older people living in Australia accessing government-funded aged care services. This can include older people in residential aged care, short-term care (including respite care, short term restorative care, and transition care), Commonwealth Home Support Programme (CHSP) and those receiving Support at Home (SAH) services.

# **Definitions**

If you are looking for the definition of a word or phrase used at any point in this document, the links provided for each topic likely have the detail you are looking for.

The Aged Care Quality and Safety Commission has a glossary of common terms used in the aged care sector.

Access the glossary at <a href="www.agedcarequality.gov.au/about-us/corporate-documents/aged-care-quality-and-safety-commission-glossary">www.agedcarequality.gov.au/about-us/corporate-documents/aged-care-quality-and-safety-commission-glossary</a>

# Looking after yourself

## Knowing who to talk to

If you are unsure of what to do in any situation, talk to your Volunteer Manager.



Part of the role of a Volunteer Manager is to support volunteers as they navigate potentially difficult or distressing situations. This can arise if you see or hear abuse, a serious incident, or a complaint is raised by an older person, aged care provider, or yourself.

Your Volunteer Manager should be aware of the processes for all the above. They should understand who to talk to and what information to give to you (as the volunteer) if you raise a concern.

Volunteer Manager training resources are included in a separate document.

Remember, there is no wrong way to speak up.

## Self-care in aged care

For volunteer in the aged care sector, particularly those who have experienced distress and/or are vulnerable to vicarious trauma because of something they have heard or seen.



Check out the trauma-informed care section in this document for information on vicarious trauma.

Remember there is no wrong way to reach out. Your Volunteer Manager can help you by discussing any challenging situations, or by connecting you to someone else who can help.

Description	Location	Mode
This page can connect volunteers to a range of supports, including:	www.health.gov.au/to pics/aged- care/advice-on-aged- care-during-covid- 19/grief-and-trauma- support-services	Webpage
This link will take you to a virtual 'self-care room'	www.eldac.com.au/ta	Webpage

with opportunities to:

bid/7117/Default.aspx

- pause and reflect,
- learn about self-care,
- cope with death and dying,
- create a self-care plan.

The information and resources are aimed at aged care workers, with links to broader support resources available.

This video is a reminder of the importance of practicing self-care while undertaking roles in aged care.

www.youtube.com/wa tch?v=cjOl7HP9XT4

Short video

It provides some simple strategies and examples.

## Mental health support services

If you, or someone else, is in immediate danger please call 000



**Head to Health** connects you to mental health support and resources. Explore information, resources, and links to services at <a href="https://www.headtohealth.gov.au/">www.headtohealth.gov.au/</a>

The three crisis support contacts listed below are available 24 hours, 7 days a week.

Website	Description	Call
<u>Lifeline</u>	Provides access to crisis support and suicide prevention services.	13 11 14
Suicide Call Back Service	Provides immediate telephone counselling and support in a crisis.	1300 659 467
13YARN	Aboriginal & Torres Strait Islander crisis support line for people feeling overwhelmed or having difficulty coping.	13 92 76

Find a full list of crisis support services at //www.headtohealth.gov.au/crisis-links

# Aged care information

You should always act within the boundaries of your volunteer role. However, older people, their family, or friends may ask you questions about aged care or share a concern. It can be helpful to know where they can go for help or information.



If you are ever unsure, talk to your Volunteer Manager.

Some useful links include:

An older person might say:	Useful link
I want to learn more about aged care.	<b>My Aged Care</b> is a good place to go to understand what's available in the aged care system and how to get started finding services. Learn more at <a href="https://www.myagedcare.gov.au/">www.myagedcare.gov.au/</a>
I need extra help finding aged care services.	Care finders is a free service supporting older people who need extra, intensive support to access aged care services and other community supports. Learn more at <a href="https://www.myagedcare.gov.au/help-care-finder#how-do-l-contact-a-care-finder-organisation">www.myagedcare.gov.au/help-care-finder#how-do-l-contact-a-care-finder-organisation</a>
	Explore more support options at <a href="https://www.myagedcare.gov.au/getting-support">www.myagedcare.gov.au/getting-support</a> or the <a href="https://www.myagedcare.gov.au/getting-support">Elder Care Support program</a> .
I have a concern about aged care services.	The <b>Older Persons Advocacy Network (OPAN)</b> can work alongside an older person to help them understand and exercise their rights, access aged care services, and solve aged care problems. Learn more here: <a href="mailto:opan.org.au/">opan.org.au/</a>
I want to make or escalate a complaint about aged care services.	The <b>Aged Care Quality and Safety Commission</b> can help an older person, their friends or family, and volunteers, with concerns and complaints about an aged care service provider (openly, confidentially, or anonymously). Learn more here:  www.agedcarequality.gov.au/making-complaint

# **Aged care basics**

This information is for all people engaged in aged care services, including training on main aged care topics, and resources on the aged care system and My Aged Care.



Description	Location	Mode
A summary of the Australian aged care system by the Australian Institute of Health and Welfare, with links to more information.	www.aihw.gov.au/r eports/australias- welfare/aged-care	Webpage
A quick video introducing how My Aged Care can support a person and how to get started or find more information.	www.youtube.com/ watch?v=QkWMK7 gDVkw	Short video
Equip Aged Care Learning Modules. Short, 10-minute modules introducing you to the fundamentals of aged care.	equiplearning.moo c.utas.edu.au/	Learning modules (with certificates)
Healthy ageing means making choices to help someone stay independent for longer.	www.liveup.org.au/	Webpage
LiveUp's website highlights useful assistive technologies and exercises and offers downloadable articles on a range of healthy ageing topics. You'll find a quiz giving personalised suggestions for strength, exercise, social, and cognitive activities in your local area or online.		
This video from the Department of Health, Disability and Ageing explains the concepts of wellness and reablement within person-centred aged care. Although designed for aged care workers, the content is also relevant to volunteers. A short, downloadable facilitator guide accompanies the video, summarising key points and providing links to further information.	www.health.gov.au /resources/videos/ wellness-and- reablement- introduction-to- aged-care- video?language=e	Short video

<u>n</u>

Description	Location	Mode
KeepAble 10-minute Wellness and Reablement	https://keepable.co	Learning
elearning modules for those working in the aged care	m.au/training	modules
sector. Topics include Welcome to Wellness and		and
Reablement, and Communicating Wellness and		factsheets.

The Aged Care Quality and Safety Commission (ACQSC) has online learning modules on several aged care topics available through the Aged Care Learning Information Solution (Alis). Access to Alis is currently free for all staff (including volunteers) of Commonwealth-funded aged care providers. Topics include:

- welcome to aged care
- Aged Care Quality Standards
- Serious Incident Response Scheme

Reablement. Factsheets and articles are available.

• clinical governance.

To access the Alis platform, volunteers must be registered with a registered aged care provider.

Learn more at www.agedcarequality.gov.au/online-learning#register-for-alis

Resources and eLearning modules with no login or registration required have been created for volunteers and Volunteer Managers specifically on the:

- Code of Conduct for Aged Care
- Serious Incident Response Scheme (SIRS)
- complaints process

These are listed later in this document and can be found at: www.agedcarequality.gov.au/resources/volunteers-aged-care

# Knowing older people

# Person-centred, rights-based care and support

Under the Statement of Rights, volunteers are required to have the appropriate skills to provide support to older people in a way that upholds and respects their dignity, unique needs and preferences.



Description	Location	Mode
This is a webpage with more information on ageism.  You can complete a short quiz to reflect on any ageist views you might hold here:  www.compass.info/resources/resource/am-i-ageist-quiz/	www.compass.info/f eatured- topics/ageism/#secti on-the-negative- impact-of-ageism	Webpage
This video explains the aims of person-centred care and how older people can work with providers to achieve this.  It shows avenues for support, including speaking to OPAN or the ACQSC.	www.agedcarequalit y.gov.au/resources/ what-person- centred-care-video	Short video
This video discusses and breaks down myths about ageing, with a focus on ageism and its effect on older people.	www.youtube.com/ watch?v=LlxMl3cG- el	Short video
Equip Aged Care Learning Modules. Short, 10-minute modules introducing you to the basics of aged care.	equiplearning.mooc. utas.edu.au/	Learning modules
The Victorian Aged Care Education and Training (VACET) package, free open access training in aged care topics including:  • dementia, • communication in aged care, • loss and bereavement,	vacet.latrobe.edu.au /totara/catalog/index .php	Learning modules (with printable record of learning)

Description	Location	Mode
self-care and resilience.		
This is a longer elearning module explaining how to exercise person-centred care, with a focus on caring for a person with dementia. It provides frameworks and strategies for best care approaches.	dta.com.au/online- courses/the-view- from-here-racf/a- person-centred- approach-to-care/	Learning module (with certificate)

#### **Communication skills**

For all people working with older people.

**Note:** These resources are general. Specific communication skills are included in other training resource topics. These include the sections on Aboriginal and Torres Strait Islander communities, trauma-informed care, person-centred care, and culturally safe care.



Description	Location	Mode
This guide by the National Ageing Research Institute provides simple strategies and examples for implementing age positive language.	www.nari.net.au/age- positive-language-guide	Factsheet
The 'Every WORD Counts' guide was developed as part of the EveryAGE Counts campaign and provides helpful tips on how to avoid ageism in your language.	www.everyagecounts.org.au /campaign_materials	Factsheet
Explore the resources on the campaign materials page or scroll down to access the guide directly.		
This video provides some tips for speaking with an older person.	www.youtube.com/watch?v =W9TjG394WrE	Short video

# **Diversity fundamentals**



The Aged Care Act 2024 and the Statement of Rights means it is important that volunteers support older people's unique needs, preferences. The Act recognises some older people may have unique needs due to their backgrounds or life experiences. To ensure care and support is safe, respectful, inclusive, and person-centred, aged care services must be:

- safe and equitable
- · culturally appropriate and trauma-aware
- accessible and responsive to individual preferences.

Description	Location	Mode
People with Disability Australia (PWDA) has a Disability Language Guide to help you use respectful and inclusive language about people with disability. It recommends suitable alternatives for commonly misused terms.	pwd.org.au/resources/langu age-guide/	Factsheet
This is a toolkit for reflective conversations on diversity and wellness, designed for Commonwealth Home Support Programme (CHSP) organisations. It has case studies, facilitator guides, and question cards.	www.csdgrampians.org.au/e xploring-diversity-and- wellness	Toolkit
<ul> <li>A free learning module about diversity themes in aged care, including:</li> <li>Aboriginal and Torres Strait Islander People</li> <li>people from culturally and linguistically diverse backgrounds</li> <li>people living with disability</li> <li>LGBTQIA+ people, and</li> <li>people who live in rural and remote areas of Australia.</li> </ul>	crana.org.au/learning- opportunities/online- courses/diversity-in-aged- care?productId=1552	Learning module (with certificate)

#### **Description**

10-minute modules introducing you to topics such as cross-cultural awareness, Aboriginal and Torres Strait Islander cultural safety, and hearing health.

#### Location

equiplearning.mooc.utas.ed u.au/

#### Mode

Learning modules (with certificates)

#### **Dementia awareness**

For those engaging in activities with people living with dementia. The page provides information on Dementia Australia resources, as well as helpful videos and elearning modules.



Description	Location	Mode
Dementia Australia's website provides information on dementia, types of dementia, memory loss, and behaviour and behavioural changes. You can download help sheets, watch videos, and find specific information on diverse groups.	www.dementia.org.au/in formation/about- dementia	Webpage
This 'Communication Kit' provides quick links to downloadable resources and videos to develop skills and confidence for communicating with someone living with dementia.	www.dementia.org.au/h elpline/free-dementia- kit/caring-someone- dementia-changes- communication	Webpage
On this page, you can find brief, downloadable 'helpsheets' on a range of topics. You may be interested in 'About Dementia', 'Changed Behaviours', 'Tips for visiting', 'Aggressive behaviours' and 'Communication'. If you scroll down, you will find helpsheets translated into 38 languages.	www.dementia.org.au/re sources/help-sheets	Factsheets
Independent Living Centre SA has several short resources with tips on topics including dementia safety in the home and wheelchair safety and etiquette.	ilcsa.com.au/resources. php	Factsheets
This video is a scenario with strategies for responding to aggression from a person living with dementia.	www.youtube.com/watc h?v=WE65yrnsrPk	Short video

Description	Location	Mode
This teaching video provides strategies and examples of good communication when talking or caring for a person with dementia.	www.youtube.com/watc h?v=cdA-yUuz_g8	Short video
This 5 minute video provides a summary of communication tips for those caring for people living with dementia.	www.youtube.com/watc h?v=xQgEy2KRYC8	Short video
Dementia Training Australia has a suite of online learning resources (videos, printable resources, toolkits, online modules etc). This page has resources on dementia behaviours, including walking safely, wandering, responsive behaviours, and communication strategies.	dta.com.au/topic/behavi ours/	Online learning (mixed)
Dementia Training Australia has a suite of online learning resources (videos, printable resources, toolkits, online modules etc). This page has resources on diverse population groups, including Aboriginal and Torres Strait Islander people and LGBTQIA+ people.	dta.com.au/topic/diversit y/?post_type=resource/	Online learning (mixed)
This training from Dementia Training Australia focusses on dementia-related changes and principles to bear in mind for communicating with respect and dignity.	dta.com.au/online- courses/dementia- discovery-2/dementia- discovery- communication-matters/	Learning module (with certificate)
This online dementia training course was created specifically for volunteers supporting people living with dementia in residential aged care and covers:	dta.com.au/online- courses/dementia-care- training-for- volunteers/#overview	Learning module (with certificate)
<ul> <li>the volunteer role, including volunteer boundaries and their relationship with paid care and support staff</li> </ul>		

Description Location Mode

- dementia and delirium
- communication and person-centred care,
- activities and the Montessori approach
- understanding and responding to changed behaviours
- safe walking with residents
- mealtime assistance

It takes approximately 4-hours to complete.

affect experiences of aged care.

# Aboriginal and Torres Strait Islander people, including the Stolen Generations

For all people engaged in activities providing aged care services to Aboriginal and Torres Strait Islander people.

Includes information on issues affecting Aboriginal and Torres Strait Islander communities and their experiences of aged care.



Description	Location	Mode
This factsheet includes an introduction to providing effective and compassionate care to Stolen Generations survivors. It covers common triggers for trauma, how a carer can help, and things to avoid.  Explore more information and resources on their website at healing foundation are survivors.	healingfoundation.org.au/ap p/uploads/2019/12/Snapsho t_Action_Plan_for_Healing_ Aged_Care_Services_WEB. pdf	Factsheet
their website at <u>healingfoundation.org.au/</u>		
This Healing Foundation factsheet: 'Working with the Stolen Generations: understanding trauma' provides information for aged care staff to improve services for Stolen Generations survivors.	healingfoundation.org.au/ap p/uploads/2019/12/Working- with-Stolen-Generations- Aged-Care-fact-sheet.pdf	Factsheet
This information sheet developed by Queensland Health provides a general guide for communicating effectively with Aboriginal and Torres Strait Islander people.	https://www.sunshinecoast.h ealth.qld.gov.au/data/ass ets/pdf_file/0022/103585/co mmunicating-effectively.pdf	Factsheet
This 30 minute video provides an introduction into Aboriginal and Torres Strait Islander culture and history, and how these	www.youtube.com/watch?v =6dtAzfiOJBI	Longer video

# People from culturally and linguistically diverse communities

For all people engaged in activities providing aged care services to people from culturally and linguistically diverse communities.



Description Location Mode

The Centre for Cultural Diversity in Ageing has a set of resources to help you with communicating across languages. It includes:

www.culturaldiversity. Webpage com.au

- communication cards,
- · interpreter cards, and
- links to multilingual health and aged care information.

The Multicultural Communities Council of Illawarra provides the CALDways micro-courses. The Culturally Inclusive Service Delivery course includes online modules covering what culture is, cross-cultural communication, and diversity and inclusion in aged care.

https://www.mcci.org. au/diversity-andinclusion/caldwayscourses/ Onlline Learning modules.

www.mcci.org.au/wpcontent/uploads/2023/01/Bridging-Cultures-4th-ed-2023-MCCI.pdf

#### People with a migrant or refugee background

For those working with older people with a migrant or refugee background. This page provides background information on several cultures and experiences.



Description Location Mode

'Community Profiles for Health Care Providers' (QLD) are a set of factsheets helping health care providers to better understand the:

- health beliefs,
- pre-migration experiences,
- · communication preferences and
- other aspects of their clients' culture.

You may find it useful in your volunteering activities (note they were developed in 2011).

www.health.qld.gov. au/multicultural/heal th\_workers/cultdiver guide

**Factsheet** 

The Culturally Responsive Practice with Older People in Health and Aged Care course was developed by the Migrant and Refugee Health Partnership and Monash University. This course complements the skills and capabilities of health practitioners working in aged and health care settings to provide culturally responsive care to older people from migrant and refugee backgrounds.

www.myauslearning .org.au/agedcare/#courseoverview Learning
module
(certificate
available in
some
circumstances)

# **Forgotten Australians and Care Leavers**

For those working with older people who are Care Leavers or Forgotten Australians.



Description	Location	Mode
Helping Hand's website explains who the Forgotten Australians are.  This webpage provides several resources from the 'Real Care The Second Time Around Forgotten Australians Project', including practical tips when working with Forgotten Australians.	www.helpinghand.org.au/ about-us/diversity- inclusion/forgotten- australians/	Factsheet
This is a short video interviewing Forgotten Australians and what their perspectives are towards the aged care system.	vimeo.com/612293547/4 ddff50f9e?embedded=tru e&source=video_title&ow ner=12704258	Short video

#### **LGBTQIA+** communities

For those working with older people who identify as LGBTQIA+. This includes lesbian, gay, bisexual, transgender, queer, intersex, and asexual people as well as other diverse gender identities and sexualities.



As with all diverse communities, we recommend following the lead of each person in how they identify, the terms they use, and any supports they need.

Note: different versions of the acronym are used to reflect the varied uses across resources.

Description	Location	Mode
<ul> <li>Val's LGBTI Ageing and Aged Care program has collated training, resources, and LGBTI ageing information. This includes:</li> <li>documents providing actions to support LGBTI Elders,</li> <li>an LGBTI inclusive language guide, and</li> <li>articles with insights into the experiences and needs of older LGBTI people, including those living with dementia.</li> </ul>	www.latrobe.edu.a u/arcshs/health- and- wellbeing/lgbti- ageing-and-aged- care/resources- reports-and- training	Webpage
Silver Rainbow training project partners deliver training to aged care services, and other stakeholders across Australia.	www.lgbtiqhealth.o rg.au/silver- rainbow-training/	Webpage
TransHub (NSW) has created a 'Pronouns 101' webpage as a quick introduction and guide to pronouns.  They have several other 101 pages about trans topics and the trans experience.	www.transhub.org. au/101/pronouns	Webpage
This position statement by the Australian Nursing and Midwifery Federation provides a snapshot on the issues associated with gender and sexual diversity in healthcare.  It includes a helpful glossary of terms.	www.anmf.org.au/ media/uzklcpv4/an mf-position- statement- sexuality-sex-and-	Factsheet

Description	Location gender- diversity.pdf	Mode
Julia has visited Joan in her home as a volunteer every fortnight for the past 6 years. They open up about the importance of visiting LGBTQIA+ older people who may be isolated from their family or community.	www.health.gov.au /resources/videos/ volunteer-visitor- stories-julia-and- joan?language=en	Short video
Jennifer speaks about her experience receiving an Aged Care Volunteer Visitors Scheme (ACVVS) visitor and what it means for her to connect with a fellow LGBTIQ person while in aged care.	www.youtube.com/ watch?v=WGRzJL ywzts	Short video
Toni (receiving Support at Home services) and Geoff (accessing residential aged care) share their concerns and experiences as LGBTIQ+ people in the aged care system. This video explores topics such as the fear of discrimination and disclosure of personal identities.	www.youtube.com/ watch?v=JlfN2O8b 2uc	Short video
These short 15 minute podcast episodes delve into the LGBTI acronym, inclusive language and pronouns, families of choice, and palliative care. Each episode focuses on practical tips and workplace examples will helping aged care workers provide aged care services to LGBTI older people. It is part of the Silver Rainbow project.	www.lgbtiqhealth.o rg.au/ageing fabul ously	Short video
A 25 minute video exploring the experiences of several older members of the LGBTIQ+ community. It aims to educate the aged care sector on the issues faced by LGBTIQ+ people and how aged care can support them.	www.youtube.com/ watch?v=TvpXe_g Dv1E	Longer video

## **Hearing health**

For those working or volunteering with older people who are Deaf or hard of hearing. The following page (vision impaired or low vision) provides information on people who are Deafblind.



## Description Location Mode

Deafness Forum Australia provides resources to give aged care workers the knowledge and skills to help hearing impaired clients. Resources include:

- a link to the Hearing Health module in the Equip Learning Modules (UTAS),
- an instructional video (30-minutes),
- the Good Practice Guide 2023.

SensesAustralia 'Seen and Heard: Ending the Isolation for older adults with combined vision and hearing impairment' booklet guides users through:

- information on vision and hearing impairment,
- communication,
- top tips, and
- useful contacts.

www.deafnessforum.
org.au/resources/train
ing-resources-inhearing-assistancein-aged-careservices-andhospitals/

Webpage
Note: Linked
learning
module has a
certificate

www.deafblindinform ation.org.au/wpcontent/uploads/2021 /01/SEN5964 Ending the Isolation Resou rce A4 WEB-Spreads V3.pdf **Booklet** 

# **Vision**

For those working with older people who are vision impaired or have low vision, and those who are deafblind.



Description	Location	Mode
Vision Australia's 'helpful resources for business' has videos and factsheets covering a range of helpful practical tips for engaging with people who are vision impaired or have low vision.  This includes tips for communicating, guiding, and	www.visionaustralia.org/b usiness- consulting/helpful- resources	Webpage
walking.		
Speech Pathology Australia web page has information on deafblindness (distinct from deafness).	www.speechpathologyau stralia.org.au/Communica tion_Hub/Resources/Fact Sheets/Deafblindness_a nd_communication.aspx	Webpage
This factsheet created for workers in aged care has information to help you in communicating and working with an older adult with vision impairment or low vision.  It provides practical guidance on:  communication, guiding, eating, respecting personal spaces.	www.visionaustralia.org/s ites/default/files/2022- 10/Caring%20for%20olde r%20adults%20with%20b lindness%20or%20low% 20vision.pdf	Factsheet
Deafblind Information Australia guidance for communicating with people who are deafblind, including a combination of methods adapted to the specific needs of individuals.	www.deafblindinformation .org.au/living-with- deafblindness/deafblind- communication/	Webpage
Able Australia training manual on deafblindness, including:	ableaustralia.org.au/wp- content/uploads/2019/12/	Booklet

Description Location Mode

- what deafblindness is,
- how to communicate with someone who is deafblind,
- guiding a person who is deafblind,
- dos and don'ts,
- · helpful contacts.

This short 7 minute video, created by Able Australia, introduces you to face-to-face communication methods for communicating with deafblind people.

Deafblind Interpreting 2

019.pdf

www.youtube.com/watch Video
?v=1BS6ShkfF c

#### Trauma informed care

For all those working with older people who have experienced trauma, including those who have experienced torture, and who are vulnerable to vicarious trauma.



Description	Location	Mode
The Human Services Skills Organisation (HSSO) has partnered with Phoenix Australia to develop a suite of videos, factsheets, and posters on trauma-informed care and wellbeing, including practical examples.	hsso.org.au/resources/vie w/care-and-support- mental-health-resources/	Webpage
The Queensland Program of Assistance to Survivors of Torture and Trauma provides several resources to survivors, carers, and providers, including a guidebook on compassion fatigue, burnout, and vicarious trauma.	<u>qpastt.org.au/resources/</u>	Webpage
This factsheet discusses general issues impacting survivors of torture or trauma. It may be useful background knowledge to complement trauma-informed care.	www.health.qld.gov.au/ d ata/assets/pdf_file/0021/15 4641/trauma.pdf	Factsheet
This video provides an introduction into trauma and trauma-informed care and what it means for behaviours in aged care.	www.youtube.com/watch? v=gwDrg8xgPAg	Short video
This page contains information you can use to help an older person affected by trauma feel safe while supporting your own wellbeing. It covers:  • trauma, • loss, • grief, • dementia-specific experiences,	phoenixaustralia.org/aged- care/aged-care-workforce/	Webpage

Description Location Mode

• self-care.

You can choose to watch videos, webinars, download factsheets, and participate in training.

This Helping Hand course introduces you to the impacts of childhood trauma for people entering aged care and how to provide safe and respectful care. It focuses on the experiences of:

- Forgotten Australians,
- Stolen Generations,
- Former Child Migrants and
- people affected by forced adoption.

There is no log-in required.

www.helpinghand.org.au/a bout-us/diversity- module (with australians/trauma- training/

#### **Veterans**

For those volunteering with veterans in the aged care system.



Description Location Mode

This Open Arms page allows you to download factsheets on a variety of topics related to veterans, including:

www.openarms.gov.au /resources/publications /factsheets Factsheet

- mental health,
- Post-traumatic stress disorder (PTSD),
- alcohol and drug use,
- depression,
- anger,
- · sleep difficulties,
- panic and agoraphobia,
- · general anxiety disorder,
- complicated grief,
- · traumatic brain injuries, and
- gambling.

This webinar explores healthy ageing for veterans. It includes topics such as:

www.youtube.com/wat Webinar
ch?v=m8rHwqL56TA

- food and exercise,
- stress management,
- communication,
- · relationship building.

#### **Palliative Care**

For those working with older people receiving palliative care and who would like to learn more.



Some circumstances can be confronting. Your Volunteer Manager can help you by discussing any challenging situations, or by connecting you to someone else who can help. Mental health supports at the beginning of this document.

Learn more about palliative care training and education programs at <a href="https://www.health.gov.au/topics/palliative-care/education-and-training">www.health.gov.au/topics/palliative-care/education-and-training</a>.

Description	Location	Mode
This Palliative Care Australia webpage of 'Frequently Asked Questions' touches on advance care planning, medication and pain, resources for carers, and voluntary assisted dying. Resources in 21 different languages are available on the website here: <a href="mailto:palliativecare.org.au/resource/multilingual-resources/">palliativecare.org.au/resource/multilingual-resources/</a>	https://palliativ ecare.org.au/fa qs/	Webpage
This Palliative Care Australia brochure summarises what palliative care is, what it might look like, and who provides it.	https://palliativ ecare.org.au/r esource/what- is-palliative- care/	Factsheet
CareSearch offers a 'Volunteer Learning' page to support palliative care volunteers in providing practical assistance and companionship to people living with advanced illness, as well as their carers and families. The page includes:  • Online learning resources • Links to state-specific palliative care volunteer websites • General information about volunteering in palliative care  The Equip Aged Care Learning modules include a short, 10-minute module on palliative and end-of-life care and	www.caresear ch.com.au/tabi d/6556/Default .aspx	Webpage, links to further learning.
complements the resources available through CareSearch.		

palliative care.

# End of life care, death, and the dying process

For those working with older people who are receiving end-of-life care, or for those who may want more information on death and the dying process.



Please remember some circumstances can be confronting. There is no wrong way to reach out. Your Volunteer Manager can help you by discussing any challenging situations, or by connecting you to someone else who can help. Mental health supports are at the beginning of this document.

Description	Location	Mode
PalliAGED has resources to guide carers, family, and friends through conversations around death and dying. This page may be a good start, and you can navigate to more detailed information as needed.	www.palliaged.co m.au/tabid/4356/D efault.aspx	Webpage
This is a longer booklet produced by the Cancer Council with Palliative Care Australia. It provides practical and support information about dying. You can use the contents list to find specific information, such as providing emotional support (includes a section on what to say when you don't know what to say).	www.cancer.org.a u/assets/pdf/facing -end-of-life	Factsheet
This 3 page factsheet explains the dying process. This may be useful to someone who may witness or would like to understand the moments leading up to death. It contains grief, bereavement, and self-care information.	palliativecare.org.a u/wp- content/uploads/dl m_uploads/2018/1 0/PCA_The-Dying- Process.pdf	Factsheet
This short, 9 minute video talks you through what signs, behaviours, and feelings to expect at the end of a person's life. It includes real stories from family members. This may be helpful if a volunteer is visiting someone with a terminal illness and/or receiving	www.youtube.com/ watch?v=slNShkH NNpw	Short video

## Advance care planning

For people who have been asked by an older person for information on end-of-life planning, substitute decision makers etc.



Description Location Mode

This is a useful link for someone interested in understanding advance care planning. It explains:

- the process,
- how to start a conversation,
- · different medical terms and situations,
- forms specific to each state and territory,
- information in multiple languages.

The support service number is 1300 208 582.

www.advancecareplan Webpage ning.org.au/understand -advance-careplanning

# Looking out for older people

# **Elder abuse and the Serious Incident Response Scheme**

For all people working and volunteering in the aged care system.

This page provides an overview of several mechanisms in place to respond to suspected elder abuse, including the Compass Initiative, the Older Person's Advocacy Network (OPAN), and the Aged Care Quality and Safety Commission (ACQSC).



Note: It is the responsibility of registered aged care providers to ensure volunteers are aware of their responsibilities in relation to incident management systems, and their obligations under the <u>Code</u> of Conduct for Aged Care.

The following materials are suggested to assist providers and managers to do so, and to provide optional complementary resources.

an information booklet for people living in an

aged care home.

Description	Location	Mode
The Compass initiative provides information on understanding and recognising elder abuse.	www.compass.info/ elder- abuse/understandin g/	
It provides advice on steps you can take if you are concerned for an older person and provides the 1800 ELDERHelp number (1800 353 374).		
OPAN's ReadyToListen project includes resources relating to sexual assault in residential aged care.  These include:  a charter of sexual rights and responsibilities,	opan.org.au/support /support-for- professionals/ready- to-listen/	Webpage
<ul> <li>indicators of sexual assault,</li> <li>providers' reporting requirements,</li> <li>immediate support, and</li> </ul>		

Description	Location	Mode
The ACQSC has created the Serious Incident Response Scheme (SIRS) – Factsheet for Aged Care Volunteers.  It explains what the SIRS is, what volunteers need to do, and who they can talk to for more information.  The Commission has created a short video.	www.agedcarequalit y.gov.au/resources/ volunteers-aged- care	Factsheet and video
This short video is about older people right to raise concerns or complaints with their service provider or with the ACQSC.  It provides advice on what steps an older person can take.	www.youtube.com/ watch?v=uQR9Yqx a2tw	Short video
This short video explains what the SIRS is and what obligations service providers have under the scheme.	www.youtube.com/ watch?v=dFrDLc4N -DE	Short video
The ACQSC has created the 'Volunteers and the Serious Incident Response Scheme (SIRS)' online learning module.  It is a short 10 minute module and explains what the SIRS is, what volunteers need to do, and who they can talk to for more information.  It is part of their SIRS – Volunteers in Aged Care training material.	www.agedcarequalit y.gov.au/resources/ volunteers-aged- care	Learning module (no certificate)

### **Advocacy**

For all people engaged in activities where they may hear or see elder abuse or be asked to give information to an older person on their rights and/or advocacy services.



These resources include information on the Older Person's Advocacy Network (OPAN), what elder abuse is, and training for volunteers.

Description	Location	Mode
This page explains how OPAN can help an older person understand and exercise their aged care rights.  It includes a link to the 'request advocacy' form and to the OPAN number (1800 700 600).	opan.org.au/edu cation/training- for-aged-care- professionals/	Webpage
OPAN's self-advocacy toolkit has all the information in one place for someone who would like to understand their rights, options, and next steps.  This could be a good link to give to someone in aged care who is interested in having quick information on-hand or would like to understand self-advocacy.	opan.org.au/tool kit	Webpage
OPAN has created a factsheet for all aged care volunteers to understand elder abuse and advocacy.  It includes practical tips on:  • what to look for,  • how to have a difficult conversation,  • who to talk to for more information and next steps.	opan.org.au/edu cation/education -for-community/	Factsheet
OPAN's Talk to Us First training takes 30 minutes and helps users understand the role of aged care advocacy, including common scenarios encountered by OPAN advocates.	opan.org.au/edu cation/education -sessions-for- you/	Learning module
OPAN's 1 hour learning module for all aged care volunteers to understand elder abuse and advocacy. It has a certificate after completion.	Above link	Learning module (with certificate)

# The complaints process (Aged Care Safety and Quality Commission)

For all people working and volunteering in the aged care system.

Includes information on the complaints process to the Aged Care Quality and Safety Commission (ACQSC), including resources in multiple languages.



Note: registered aged care providers must have a complaints management system and make volunteers of this. Volunteers should understand the aged care provider is the first point of contact for complaints or information on the complaints process.

complaints of information of the complaints process.		
Description	Location	Mode
If an older person isn't comfortable speaking to their aged care service about a concern or they aren't satisfied with the service's response, they can make a complaint directly to the ACQSC.	www.agedcarequ ality.gov.au/aged- care-complaints- faqs	Webpage
This page provides answers to frequently asked questions and can get you started. It can redirect you to advocacy services (like the Older Persons Advocacy Network – OPAN) if more appropriate.		
This page allows you to choose a poster with quick information about making an aged care service complaint in several languages. All posters include:  • the contact details of the ACQSC,  • OPAN,  • the Translation and Interpreting Service.	www.agedcarequ ality.gov.au/resou rces/do-you- have-concern-or- complaint-poster	Factsheet
<ul> <li>The ACQSC Complaints Handling Factsheet for Aged Care Volunteers explains:</li> <li>the right of older people and volunteers to raise complaints,</li> <li>the different options to raise a complaint, and</li> <li>who a volunteer can talk to for more information.</li> </ul> The Commission has created a short video.	www.agedcarequ ality.gov.au/resou rces/volunteers- aged-care	Factsheet and video

Description	Location	Mode
This fact sheet informs older Aboriginal and Torres Strait Islander people, and their friends and family, about the support available to help them resolve concerns about aged care services.  It is available in 7 different languages including: Alyawarra, Arrernte, English, Luritja, Pitjantjatjarra, Torres Strait Creole and Warlpiri.	www.agedcarequ ality.gov.au/resou rces/little-yarn- goes-long-way- fact-sheet	Factsheet
The ACQSC has created the 'Volunteers and Complaints' online learning module.  It is a short 10-minute module and explains the complaints process and who to talk to.	www.agedcarequ ality.gov.au/resou rces/volunteers- aged-care	Learning module (no certificate)
It is part of their Complaints – Volunteers in Aged Care training material.		·

### Infection control practices

For all people who engage with older people, including those who are immuno-compromised and/or who live in an aged care facility that may lock down during an outbreak of an infectious illness.

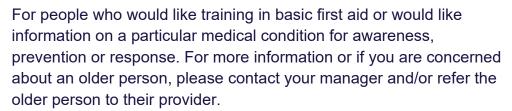


	Description	Location	Mode
	Information on available training for care workers (including visitors to aged care homes or Support at Home recipients) including COVID-19 infection prevention training.	www.health.gov.au/resourc es/apps-and-tools/covid- 19-infection-control- training	Webpage
	The Older Person's Advocacy Network (OPAN) provides a summary of visitor access rights in residential aged care, with a factsheet you can give to an older person.	opan.org.au/information/vis itation/	Webpage
	<ul> <li>This webpage introduces you to the practice of '5 moments for hand hygiene'. It explains:</li> <li>why hand hygiene is important</li> <li>when to practice it, with videos to show good practice.</li> </ul>	www.safetyandquality.gov. au/5-moments-hand- hygiene	Webpage
	The updated Sector Code for Visiting in Aged Care Homes (version 7.2 released 26 June 2023) aims to create a nationally consistent approach. This approach allows residents to receive visitors while lowering the risk of COVID-19 and other respiratory diseases.	www.cota.org.au/policy/ag ed-care- reform/agedcarevisitors/	Factsheet
	The Department of Health, Disability and Ageing video explains the use of Personal Protective Equipment (PPE) in aged care. While it is created for aged care workers, it can be applied to the volunteer role.	www.health.gov.au/resourc es/videos/personal- protective-equipment- introduction-to-aged-care- video?language=en	Short video

Description	Location	Mode
The video has a short, downloadable 'facilitator guide' summarising the information in the video and provides links to more information.		
Australian Commission on Safety and Quality in Health Care Training modules covering the basics of infection prevention and control for aged care, and a training support resource.	www.safetyandquality.gov. au/our-work/infection- prevention-and- control/hand-hygiene-and- infection-prevention-and- control-elearning- modules/infection- prevention-and-control- aged-care	Learning module (with certificate)
The ACQSC resources to support Partnerships in Care programs. These may be used by volunteers. Resources and learning modules include general infection prevention control and how to keep safe during an infectious outbreak.  The learning module is short (10 minutes) with no log-in required.	www.agedcarequality.gov. au/resource- library/partnerships-care	Learning module (with certificate)

#### First aid

# If you are unsure of what to do in any situation, talk to your Volunteer Manager.





In emergency situations, call 000.

	•				
		Description		Location	Mode
coverin	ng a many situation anaphylaxis (using asthma attacks, burns or scalds, choking, concussions, CPR, fainting, heart attack, strokes.	stralia downloadable fa ions, including: ng an Anapen or EpiPe rabic, Chinese, Greek,	en),	www.stjohn.org.au/ first-aid-facts	Factsheet
a medi	ical emergency b Their YouTube si	rideo explaining what your population of the DRSAB te may have other reso	BCD action	www.youtube.com/ watch?v=yBDk_dlz vaQ	Short video
checkli (Reside	ists on <i>Caring fo</i> ential Aged Care	alth, Disability and Agei r Older People in Warn e, and Commonwealth I nd Support at Home se	<i>ner Weather</i> Home	www.health.gov.au /resources/collecti ons/caring-for- older-people-in- warmer-weather	Factsheets

Description	Location	Mode
Volunteers may find these useful to understand what providers can be doing and may find some useful tips for looking out for older people during extreme heat events.		
The Wicking Institute's Equip Aged Care Learning Packages include modules on falls prevention, wound management and pressure injury prevention, and oral health promotion.	equiplearning.utas. edu.au/	Learning module (with certificate)
St John Ambulance Australia (ACT)'s Project Resilience provides free, basic first aid training to seniors and active retirees in the ACT. Their volunteer trainers give two 90-minute presentations covering relevant topics such as: a heart attack, stroke, CPR, defibrillation, choking, burns, anaphylaxis and asthma (in-person).	stjohnact.org.au/co mmunity- programs/project- resilience	Short Course

### Mental health: grief, loneliness, and social isolation

# If you are unsure of what to do in any situation, talk to your Volunteer Manager.



For all those working in the aged care sector, including those who are concerned about an older person's mental health and/or social isolation.

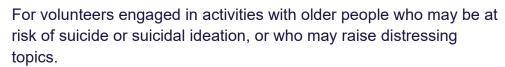
For more information or if you are concerned about an older person, please contact your manager and/or refer the older person to their provider.

Description	Location	Mode
Information on how an older person can stay connected to their community, including Intergenerational Playgroups, and local community groups and clubs.	opan.org.au/informa tion/community- connection-and- support/	Webpage
Beyond Blue has created a dedicated page of resources talking about anxiety, depression, or suicidal thoughts with an older person. You can find videos, conversation starters, factsheets you can download, and further links.	www.beyondblue.or g.au/who-does-it- affect/older- people/have-the- conversation-with- older-people	Webpage
Sandi's story exploring grief, loneliness and depression, and her experience in a retirement village (Beyond Blue)	youtu.be/xxywJ7LW 5DY	Short video
Margaret and Roy speak about what it feels like to be lonely as an older person, and what volunteers means to them.	youtu.be/V5EsxU84 ay4	Short video
If an older person is experiencing social isolation, they may be eligible to receive an Aged Care Volunteer Visitor. Learn more and complete referrals on the webpage.	www.health.gov.au/ our-work/aged-care- volunteer-visitors- scheme-acvvs	Webpage

### Counselling and suicide

intervention strategies.

### If you are unsure of what to do in any situation, talk to your Volunteer Manager.





These are intensive training programs. Shorter training can be found in the grief, social isolation, and loneliness section in this document.

For more information or if you are concerned about an older person, please contact your manager and/or refer the older person to their provider.

Description	Location	Mode
The Suicide Prevention for Seniors Program has two parts: a self-paced online program, and an online workshop. It will take 3 hours in total, is free, and can be accessed by volunteers in aged care.	www.anglicare.org.au/what- we-offer/mental-health/suicide- prevention-for-seniors/	Short course
Open Arms offers several free training opportunities (Suicide Intervention and Mental Health Literacy Workshops) to those seeking to help family, friends, co-workers, or others in the veteran community. Open Arms suicide intervention workshops help participants to recognise warning signs for suicide and learn	www.openarms.gov.au/get- support/treatment-programs- and-workshops	Short courses

### Fire safety awareness

## If you are unsure of what to do in any situation, talk to your Volunteer Manager.



This information is provided as a general guide for people working with older people concerned about fire risks in their home, and in fire-prone areas. For more specific information or help please refer the older person to their provider or case manager.

make decisions about preparing for emergencies,

including training staff and volunteers.

Description	Location	Mode
The Home Fire Safety Checklist was developed by the Country Fire Authority (Victoria).	www.cfa.vic.gov.au/plan -prepare/your-local- area-info-and-advice/e- learning	Factsheet
Department of Fire and Emergency Services WA video setting out 4 main messages: install smoke alarms, never leave heat sources unattended, know your escape plan, and get out if there's a fire.	www.youtube.com/watc h?v=m6Yf-Uh4Luo	Short video
The Country Fire Authority free online learning module covering home fire safety for people at higher risk (audience includes carers and support workers).	www.cfa.vic.gov.au/plan -prepare/your-local- area-info-and-advice/e- learning	Learning module
It covers prevention, detection, and escape plans. The website has other resources like a safety checklist and referral pathways.		
This toolkit ('ACT! A Collaborative Toolkit') supports aged care providers to empower older people to	nswmealsonwheels.org. au/act	Toolkit

### **Food safety**

flavour.

## If you are unsure of what to do in any situation, talk to your Volunteer Manager.



This information is of a general nature for anyone handling food, either role-based or incidental. Resources include factsheets to help older people receiving aged care understand and act on their rights in relation to food.

Description	Location	Mode
Food Standards Australia New Zealand (FSANZ) develops food standards for Australia and New Zealand. See their InfoBites series for information on food safety standards and practical tips to reduce food safety risks.	www.foodstandards.gov .au/foodsafety/standard s/Pages/Food-safety- requirements.aspx	Webpage
FSANZ downloadable factsheets on food safety topics. The InfoBites 'Health and Hygiene – Advice for Food Handlers' is a good starting point for basic advice.	www.foodstandards.gov .au/business/food- safety/fact- sheets/health-and- hygiene-advice-for-food- handlers	Factsheet
The ACQSC 'Food, Dining and Nutrition' resources cover dining choices, swallowing, and oral health. Resources include factsheets, posters, videos and creative activities and colouring resources for older people and their caregivers.	www.agedcarequality.go v.au/consumers/food- dining-and-nutrition	Webpage
The Maggie Beer Foundation's 11 online training modules for those interested in improving the food experience in residential aged care. They are free to access and cover cooking techniques, texture modified foods and presentation, food culture, improving the dining experience, and maximising	lms.maggiebeerfoundati on.org.au/	Online modules (with certificates)

### **Technology support**

For people working with older people who have asked for help with general digital technologies.



Description Location Mode

BeConnected is an Australian Government initiative aimed at increasing the confidence, skills, and online safety of older people using technology. The website provides free resources and classes on a range of topics, including: <u>beconnected.esafet</u> Webpage <u>y.gov.au/</u>

- the basics of computers and laptops,
- Wi-Fi,
- social media,
- myGov,
- avoiding scams.

### **Mobility Support**

For people working or volunteering with older people who would like help with mobility.



Description	Location	Mode
This factsheet provides guidance on how to safely push someone in a wheelchair, including:  • pre-checks,  • helping someone into a wheelchair,  • tips for pushing safety,  • folding a wheelchair.	www.svhs.org.au/ArticleDo cuments/4044/How%20to %20push%20a%20person %20in%20a%20wheelchai r.pdf.aspx?embed=y	Factsheet
This 6 minute video introduces you to wheelchairs, including the main parts of a wheelchair. It was created for National Health Service (UK) wheelchairs but can be applied in an Australian context.	www.youtube.com/watch? v=3DAQdhcGYAI	Video
This 9 minute video and follows on from the previous video, introducing you to some basics of using a wheelchair, including moving on and off, and pushing. It was created for National Health Service (UK) wheelchairs but can be applied in an Australian context.	www.youtube.com/watch? v=haDPggXr6rY	Video
A short, 10 minute module on falls prevention. Provided by the University of Tasmania and funded by the Department of Health, Disability and Ageing.	equiplearning.mooc.utas.e du.au/	Learning module (with certificates)

### Volunteer behaviours

# Required behaviours for volunteers engaged by registered aged care providers

For all volunteers in aged care engaged by registered aged care providers.

Registered aged care providers have a responsibility to take reasonable steps to ensure their aged care workers (including volunteers) comply with the Code of Conduct for Aged Care.



Registered aged care providers

have a responsibility to implement and maintain compliance with the Quality Standards.

As a volunteer, please speak to your Volunteer Manager for more information on the Code of Conduct or the Quality Standards. The below information is provided to complement training from an aged care provider.

If you are a volunteer who is not engaged by a registered aged care provider, you will still have expected behaviours set out in your volunteer role description.

Description	Location	Mode
Learn more about the Quality Standards, access factsheets, and watch videos.	www.agedcarequality. gov.au/providers/stand ards	Webpage
This factsheet has resources on the Code of Conduct for Aged Care, It includes a link to learning modules, posters, factsheets with examples and a quick reference guide.	www.agedcarequality. gov.au/resources/code -conduct-aged-care- code	Factsheet
The Code of Conduct training PowerPoint is a presentation trainers can download, customise and	www.agedcarequality. gov.au/resources/code	Webpage

information.

	Description	Location	Mode
	use to teach their workers (including volunteers) about the Code of Conduct for Aged Care.	-conduct-aged-care- training-powerpoint	
	The ACQSC factsheets on the Role of the Commission and the Code of Conduct for Aged Care – for Aged Care Volunteers. It explains who the Commission is, what the Code is, and what the responsibilities of a volunteer are.  The ACQSC has a short video and a separate	www.agedcarequality. gov.au/resources/volu nteers-aged-care	Factsheet and video
	guidance document for Volunteer Managers.		
	This Department of Health, Disability and Ageing video explains the duty of care in aged care. While it is created for aged care workers, it can be applied to the volunteer role.	www.health.gov.au/res ources/videos/duty-of- care-introduction-to- aged-care-	Short video
	The video has a short, downloadable 'facilitator guide' summarising the information in the video and provides links to more information.	video?language=en	
	This Department of Health, Disability and Ageing video explains what neglect can look like in aged care. While it is created for aged care workers, it can be applied to the volunteer role.	www.health.gov.au/res ources/videos/neglect- introduction-to-aged- care-	Short video
	The video has a short, downloadable 'facilitator guide' summarising the video and provides links to more	<u>video?language=en</u>	

### **Privacy and confidentiality**

information.

For all people working in the aged care sector. This page includes information on obligations under the Aged Care Quality Standards with case studies.



As part of the aged care workforce, volunteers should uphold privacy and confidentiality responsibilities in line with the Aged Care Act 2024 and privacy laws.

Description	Location	Mode
ACQSC guidance to assist aged care workers (including volunteers) in understanding their obligations under the Code of Conduct.	www.agedcarequality .gov.au/sites/default/fi les/media/code-of- conduct-for-aged- care-worker- guidance.pdf	Factsheet
The Department of Health, Disability and Ageing video explains what privacy and confidentiality means in aged care. While it is created for aged care workers, it can be applied to the volunteer role.  The video has a short, downloadable 'facilitator guide' summarising the video and provides links to more	www.health.gov.au/re sources/videos/privac y-and-confidentiality- introduction-to-aged- care- video?language=en	Short video

#### **Professional boundaries**

For all people working in the aged care sector. This page introduces the importance of boundaries and remaining within your set role. For more information, speak to your Volunteer Manager.



#### Description Location Mode

Article explaining what professional boundaries are in the context of client-carer relationships and how to apply them. Includes examples, an embedded video, and two multiple choice questions to test knowledge.

4mylearning.blogspot .com/2019/10/underst anding-professionalboundaries.html Webpage

The Department of Health, Disability and Ageing video explains what 'scope of practice' means. While it was created for aged care workers, it can be applied to the volunteer role.

The video has a short, downloadable 'facilitator guide' summarising the video and provides links to more information.

www.health.gov.au/re sources/videos/scope -of-practiceintroduction-to-agedcarevideo?language=en Short video