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TRAINING GUIDE FOR CARE SERVICES AT HOME



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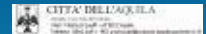
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MANAGING FEELINGS



Attention is a psychic function that leads and focuses the conscious mental activity of certain stimuli, elements or aspects of a particular situation. Attention capability is extremely variable and depends on environmental conditions, mood, degree of stress and age. Difficulty in taking attention is the result of fluctuations, deviations or alterations of this mental activity. Symptoms:

- difficulty to be concentrated, to listen carefully other people and to pay attention to what you are doing.
- Difficulty in understand and overcome ordinary obstacles in your daily life, in organising your activities during the day.
- hyperactivity and impulsivity: talking all the time, answering in impetuous way, to be upset and in a mood swings.

What are the remedies?

a) Getting organized:

- Make a daily plan: organization and routines will help you stay on top of your daily activities.
- Split large and complicated projects into smaller ones: for example, make a to-do list for each project.
- Get rid of clutter. Reduce the amount of material sitting around.
- Choose a place where you will always put your important things (keys, personal book, phone).

b) Making some Lifestyle Changes:

- Spend more time in nature.
- Get plenty of sleep.
- Start the morning with exercise.
- Limit screen time.

c) Finding Support:

- See a mental health therapist.
- Join a support group.
- Assemble a support network.



EXHAUSTION

If you're feeling worn-out, weak and weary you may be suffering from exhaustion. This is a common problem which may be caused by many things, including lack of sleep, stress, poor diet, dehydration, and obesity. In most of these cases, the exhaustion can easily be dealt with. It's just a matter of taking better care of yourself.

Symptoms.

One of the main exhaustion symptoms consists in the sense of mental and physical fatigue, often accompanied by episodes of depression combined discouragement, anxiety and excessive worry about every little thing or task. You could tends to have frequent disagreements with people close to you by rising vocal tone or breaking out into tears. Other symptoms affecting the body could be constipation, bloating, anorexia, palpitations, insomnia.

What are the remedies?

a) Making Positive Lifestyle Choices:

- Increase your physical activity. Even though it's the last thing you feel like doing when you're tired and out of energy, getting frequent exercise is one of the most effective ways to overcome fatigue. You don't need a professional performance to enjoy the benefits of exercise. You can find an activity you enjoy that still gets your body moving or you can try something that you like such dance class, yoga, take up martial arts, or go on a bike ride with a friend. Not only does exercise make you more energetic, it increases your overall health by strengthening the heart, lungs and muscles. It also makes you happier. Above all yoga is believed to be a particularly effective form of exercise for reducing fatigue. This is due to the fact that yoga, thanks to its calming, meditative nature, can increase mental energy in addition to physical energy levels.
- Reduce stress. Sometimes stress stems from a lack of "me time". If you feel this is the case, then make some time for yourself. Take up an activity which will help to clear your mind and reduce stress. If that's not your thing, just having a relaxing bath or spending time with friends and family can be enough.
- Drink more water. One easy step you can take to fight fatigue is just to drink more water every day. Although 6 to 8 glasses a day is a good guideline, it's also important to listen to your body. You can also increase your water intake by drinking herbal teas and eating fruit and veg with a high water content, such as tomatoes, cucumbers, lettuce, watermelon and beets.
- Quit smoking (in case you are a smoker). In general, smokers tend to have less energy than their non-smoking counterparts. Cigarettes contain an abundance of harmful substance which affect your overall health and wellness.
- Avoid alcohol. Although you may feel that having a glass of wine or beer in the evening helps you to unwind or maybe even fall asleep, it can actually leave you feeling more tired the next day.
- Lose weight (in case you are overweight). Simply by losing a little bit of weight, you can increase your energy levels and improve your mood and quality of life.

b) Getting Better Sleep:

- Get at least 7 hours sleep a night. the first and foremost step is to ensure that you are getting enough sleep every night. It's important that you go to bed at a reasonable hour, to ensure that you get at least 7/8 hours sleep per night.

- Stick to a sleeping schedule. Aside from getting enough sleep, it's important that you try to go to sleep and wake up at approximately the same time every day (even on weekends). This helps to set your body clock to a regular schedule.

- Make sure your room is comfortable. First, ensure that the temperature is comfortable for sleeping. Second, try to eliminate all sources of light. Third, reduce noise levels as much as possible.

- Don't drink caffeine for at least 5 hours before bed. Although a cup of coffee here and there can certainly help you to fight fatigue throughout the day, drinking too much or drinking it too close to bedtime can negatively impact your sleep.

- Avoid using technology before bed. Although it seems like a nice idea to watch television, or surf the net on your laptop or iPad to unwind before bed, these activities can actually do more harm than good. Try reading a book (although not from a backlit e-reader), meditating or listening to music.

- Take a warm bath. Taking a warm bath before bed is believed to be very effective at inducing sleep. A hot bath helps you to relax and forget about the stresses and worries of the day.

- If necessary, take a nap. If you're really feeling exhausted throughout the day, consider taking a short nap, as it can really work wonders for your energy levels.

c) Improving Your Diet:

- Make healthy food choices.

Eating a balanced, healthy diet will provide you with more energy and prevent you from feeling sluggish and fatigued. Therefore, you should increase the amount of healthy foods like fruit, vegetables, whole grains, low-fat dairy products and lean meats in your diet. On the other hand, you should reduce your intake of not-so-healthy foods such as those with a high salt, high sugar or high fat content.

- Eat iron-rich foods.

- Don't skip meals or overeat.



DISTRESS

The distress is characterized by a constant state of affliction and sadness, for the entirety of the day or part of it. A feeling of marginalization and despair can accompany you in all the tasks that they perform. In addition to that, there are symptoms of anxiety and depression, worse health perception (especially sleep disorders, nutrition, musculoskeletal problems, burnout).

The other prevailing feelings are: "feeling trapped" with no hope of change.

What are the remedies?

a) Relaxing Your Body:

- Exercise. Just 30 to 45 minutes of exercise three times a week can make you feel much healthier and in control of your own life. Here are some great ways to exercise:

- Take up running.
- Join a pool and swim.
- Take a yoga class.
- Join a team sport: you'll be able to make new friends and workout at the same time.
- Take up hiking.

- Get a massage. Massage therapy can help reduce stress. A massage is a great way to relax and to minimize the physical and emotional tension you are experiencing. You can give yourself a massage by massaging your neck, forearms, and palms, ask a friend to give you a massage, or even go to a professional masseuse

- Eat well. Maintaining the right diet is the key to reducing stress. Well-nourished bodies are better able to cope with the physical and emotional side effects of stress. Here's how to do it:

- Eat an healthy breakfast.
- Eat three balanced meals a day. Not skipping meals no matter how busy or stressed you are will help stabilize your routine and give you more energy;
- Make time for healthy snacks that will keep your energy high throughout the day.
- Minimize your caffeine and sugar intake.

Incorporate stress-relieving herbs and teas into your daily regimen. A number of herbs and teas can have a calming effect and reduce stress-induced insomnia, anxiety or anger. The most common herbs and teas used for stress relief include:

- Chamomile
- Passionflower
- Lavender
- Valerian root

- Improve your sleep schedule. Improving your sleep schedule will go a long way in helping you reduce stress, since sleep affects your memory, judgment, and mood.

Most people need 7-9 hours of sleep a day to get a healthy night's sleep.

Try to get the same amount of sleep every night and go to bed and wake up around the same time every day.

b) Relaxing Your Mind:

- Read. Reading is a great way to calm your mind and to gain knowledge. It's also a wonderful way to wake up your mind in the morning and to help yourself fall asleep at night. If you love reading and want to make it more social, join a book club. This is a great way to encourage yourself to read and make friends in the process.
- Think positively. Become a positive thinker and to take more pleasure in your everyday interactions. Think everyday about 3 small things that you are grateful for; this will help remind you of all of the positive elements of your life even when you're feeling stressed. Positive thinking can help you keep a little perspective.
- Laugh more. Laughing has been proven to reduce stress.
- Practice deep breathing. Focusing on deepening your breath is one way to invoke the relaxation response to stress.

c) Being Proactive:

- Let go (at least a little bit!). Recognize that you can't control everything. There will always be stressful elements in your life, but you can minimize the stress in your life by eliminating what you can and learning to cope with the rest.
- Address stressful situations head-on. Instead of avoiding or putting off dealing with your stressors, why not face them directly?
- Get organized. Getting organized, planning ahead and being prepared can reduce stress levels. One of the first key steps is to keep a day plan that lists all of your
- Make time for relaxation. Make time to relax for at least an hour each day, especially in the morning and in the evening before bed. Write it into your planner so that you don't end up skipping out on it. Everyone needs time to recharge their batteries.
- Surround yourself with positive social support. Spend your time with people who are positive forces in your life, who make you feel appreciated, valued, and confident and encourage you to be your best possible self.

d) Seeing A Mental Health Professional:

You don't have to deal with your stress alone. If you share your feelings, chances are that you'll be able to get some helpful feedback and a fresh perspective on your problems. If you constantly feel overwhelmed by every aspect of your life, If you're so stressed that you can barely sleep, eat, or think straight, then it's time to seek help.



LACK OF SLEEP

Adequate sleep is essential to staying healthy and functioning well. You need sleep to do your daily work safely, to cope with emotional stress, and to carry on giving care. Yet if you are caring for someone at home or sitting with someone round the clock in a care facility, you likely are not getting enough sleep. Researchers have found that 95% of family members who provide care have serious sleep problems.

What are the remedies?

a) Create a sleep environment that works on your sense:

Your sleep environment should contribute to a peaceful, calm atmosphere that promotes rest and recovery. One way to think about your sleep environment is by thinking in terms of your senses. It may seem like a small step, but selecting new, cozy bedding can help your body relax in the bed itself. Consider using soothing, cool colors in your bedroom as a visual signal that the space is for rest and peace. If you find that total silence helps you sleep, consider soundproofing the room. Alternatively, white noise machines let you experiment with different sleep-inducing sounds. You can even appeal to your sense of smell by misting your bedding with lavender or chamomile.

b) Develop relaxing bedtime rituals:

It's important to develop relaxing rituals in the latter part of the evening. Various relaxation techniques are proven to calm the brain and body, such as progressive muscle relaxation and deep breathing techniques:

- Deep breathing techniques prior to bed can help you relax and get to sleep.
- A warm bath can also help cure insomnia.
- Avoid doing anything too stimulating or stressful on the computer (or phone) and don't watch scary or action movies that get your adrenaline going.
- Don't go to bed hungry.

c) Making Positive Lifestyle Choices:

- Exercise regularly during the day.

Regular physical activity during the daytime can help regulate your sleep cycle at night, which is a good strategy for combating insomnia. If you don't have a regular exercise routine already, strive for at least 30 minutes of aerobic activity (walking, hiking, biking, swimming) per day. Don't engage in vigorous exercise too close to bedtime because your body produces adrenaline and it will prevent you from falling asleep quickly. Make sure your workouts occur 5-6 five hours prior to bedtime.

- Don't consume stimulants before bedtime. Caffeine and nicotine are all well-established stimulants that disturb sleep in people and the effects can last as long as 8 hours.
- Try natural sleep aids.

There are many plant-based remedies or natural supplements that act as mild sedatives and help to cure insomnia if there isn't an underlying medical condition.

The most commonly used natural sleep aids are valerian root, chamomile, and melatonin.

Anxiety is a general term for several disorders that cause nervousness, fear, apprehension, and worrying. These disorders affect how we feel and behave, and they can manifest real physical symptoms. Mild anxiety is vague and unsettling, while severe anxiety can be extremely debilitating, having a serious impact on daily life.

What are the remedies?

Trying Proven Anxiety-reducers:

- Breathe deeply. Take a moment to focus on taking deep belly breaths. Inhale for 4 seconds, hold the breath for 4 seconds, and then release it for 4 seconds. Doing this for 1-2 minutes should help to calm your nerves quickly.
- Meditate or pray. Consciously taking your thoughts off of your stressor and focusing them inwards on something peaceful will reduce your anxiety and fear immensely.
- Keep a healthy diet. Although it may seem silly to link your anxiety to what you ate for breakfast, the foods you eat have a big impact on your mental functioning. Try to incorporate more fruits, veggies, and whole grains into your daily diet.
- Take a magnesium supplement. Magnesium works in your body to reduce the effects of anxiety from regular worries to panic attacks.
- Try a natural remedy. Certain herbs, teas, and supplements are said to decrease symptoms of anxiety (chamomile, Ginseng, Valerian).

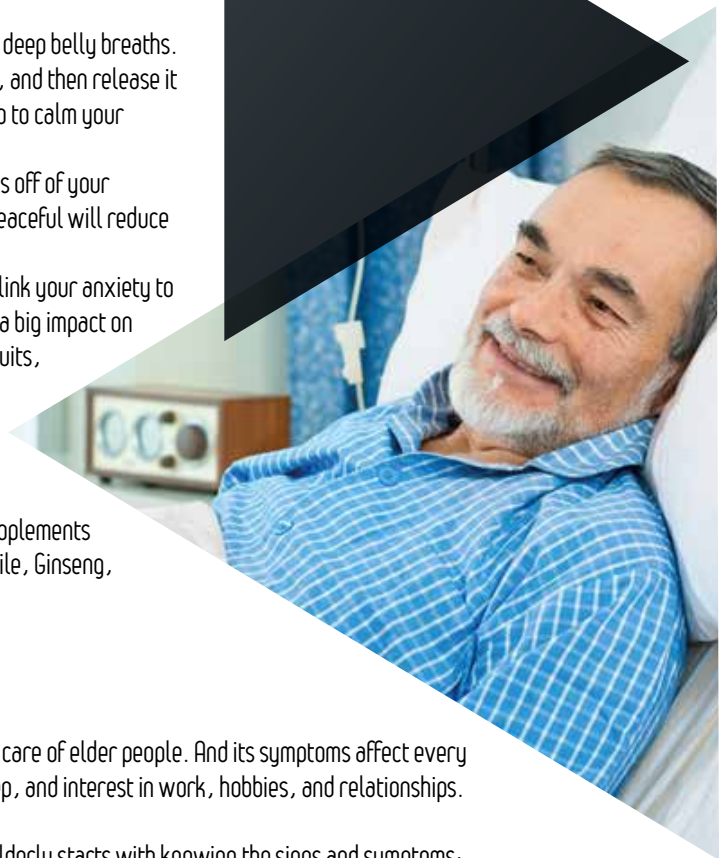
HOPELESSNESS

Hopelessness is a common problem in people taking care of elder people. And its symptoms affect every aspect of their life, including energy, appetite, sleep, and interest in work, hobbies, and relationships.

Signs and symptoms of depression

Recognizing hopelessness in people taking care of elderly starts with knowing the signs and symptoms:

- Sadness or feelings of despair
- Unexplained or aggravated aches and pains
- Loss of interest in socializing or hobbies



- Weight loss or loss of appetite
- Feelings of hopelessness or helplessness
- Lack of motivation and energy
- Sleep disturbances
- Loss of self-worth
- Increased use of alcohol or other drugs
- Neglecting personal care

What are the remedies?

Help tip 1: Find ways to stay engaged

If you feel depressed, you may not want to do anything or see anybody. But isolation and disconnection only make depression worse. The more engaged you are—socially, mentally, and physically—the better they will feel.

Make an effort to connect yourself with other people and limit the time you are alone. If you can't get out to socialize, invite someone to visit you, or keep the connection by phone or by mail. But digital communication isn't a replacement for face-to-face contact. Ways to feel connected and engaged in life:

- **Get out in to the world.** You shouldn't be at home all day. Go out or have lunch with a friend
- **Take care of a pet.** A pet can keep company, and walking a dog, for example, can be good exercise and a great way to meet people.
- **Learn a new skill.** Find out something that you have always wanted to learn, or that sparks their imagination and creativity.
- **Create opportunities to laugh.** Laughter provides a mood boost, so propose watch a comedy, or read a funny book.

Help Tip 2: Healthy habits matter

Staying in movement. Exercise is a powerful depression treatment. And you don't have to suffer through a rigorous workout to reap the benefits. Anything that gets you up and moving helps. Look for small ways to add more movement to your day.

Eat to support your mood. Dietary habits make a difference with depression.

Support quality sleep. You should sleep between 7 to 9 hours each day. For a better quality of sleep you should avoid alcohol and caffeine, keeping a regular sleep-wake schedule, and making sure their bedroom is dark, quiet, and cool.

Help Tip 3: Know when to seek professional help

Counseling and therapy for adults. Therapy works well on depression because it addresses the underlying causes of the depression, rather than just the symptoms.

- Supportive counseling includes religious and peer counseling. It can ease loneliness and the hopelessness of depression, and help you to find new meaning and purpose.
- Therapy helps you work through stressful life changes, heal from losses, and process difficult emotions.
- Support groups for depression, illness, or bereavement connect you with other people who are going through the same challenges.

Care is considered to be very demanding, especially in emotional involvement while the continuous commitment to it leads to physical and mental health problems, burden and degradation of quality of life. However your quality of life is an essential ingredient in the care process which in turn may influence the quality of care provided. As a family caregiver, you're likely to face a host of new responsibilities, many of which are unfamiliar or intimidating. At times, you may feel overwhelmed and alone. But despite its challenges, caregiving can also be rewarding. And there are a lot of things you can do to make the caregiving process easier and more pleasurable for both you and your loved one.

What Tips?

These tips can help you get the support you need while caring for someone you love in way that may benefit both of you. Learn as much as you can about your family member's illness or disability and about how to be a caregiver. The more you know, the less anxiety you'll feel about your role and the more effective you'll be.

Seek out other caregivers. It helps to know you're not alone. It's comforting to give and receive support from others who understand what you're going through. Trust your instincts. Remember, you know your family member best. Don't ignore what doctors and specialists tell you, but listen to your gut, too. Encourage your loved one's independence. Caregiving does not mean doing everything for your loved one. Be open to technologies and strategies that allow your family member to be as independent as possible.

Accept your feelings

Caregiving can trigger a host of difficult emotions, including anger, fear, resentment, guilt, helplessness, and grief. It's important to acknowledge and accept what you're feeling, both good and bad. Don't beat yourself up over your doubts and misgivings. These feelings don't mean that you don't love your family member—they simply mean you're human. What you may feel about being a family caregiver:



- Anxiety and worry
- Anger or resentment
- Guilt
- Grief

Even when you understand why you're feeling the way you do, it can still be upsetting. In order to deal with your feelings, it's important to talk about them. Don't keep your emotions bottled up, but find at least one person you trust to confide in.

Don't try to do it all

Even if you're the primary family caregiver, you can't do everything on your own. You need help from friends, siblings, and other family members, as well as health professionals. If you don't get the support you need, you'll quickly burn out—which will compromise your ability to provide care. Ask family and friends for help. It's not always easy to ask for help, even when you desperately need it. Many times, friends and family members want to help, but don't know how. Make it easier for them:

Set aside one-on-one time to talk to the person

- Point out areas in which they might be of service
- Ask the person if they'd like to help, and if so, in what way
- Make sure the person understands what would be most helpful to both you and the caregiving recipient

Take time to relax daily and learn how to regulate yourself and de-stress when you start to feel overwhelmed.

Talk with someone to make sense of your situation and your feelings. There's no better way of relieving stress than spending time face-to-face with someone who cares about you.

Feed your spirit. Pray, meditate, or do another activity that makes you feel part of something greater. Try to find meaning in both your life and in your role as a caregiver.

Social and recreational needs for your quality life

- Stay social.
- Do things you enjoy.
- Maintain balance in your life.
- Give yourself a break.

Physical needs for your quality life

- Exercise regularly.
- Eat right.
- Avoid alcohol and drugs.
- Get enough sleep.
- Keep up with your own health care.

Social support is the attachments among individuals that provide a sense of being assisted and supported by others and is regarded as one of the moderating factors which can potentially reduce caregiver burden and depression.

As a caregiver, if you have frequent contact with family and friends you tend to have higher psychological wellbeing and lower levels of burden. Accepting help from others isn't always easy. When tough things happen, you could tend to pull away. You could think, "I can handle this on my own." But things can get harder. Don't be afraid to ask for help. Remember, if you get help for yourself:

- You may stay healthier and have more energy.
- Your loved one may feel less guilty about your help.
- Other helpers may offer time and skills that you don't have.

How can others help you? People may want to help you but don't know what you need. Here are some things you can ask them to do:

- **Help with tasks such as:**
 - Cooking
 - Cleaning
 - Shopping
 - Yard work
- **Talk with you and share your feelings**
- **Help with driving errands such as:**
 - Doctor visits
 - Doing your ordinary activities
- **Find information you need.**
- **Tell others how your loved one is doing.**



SOCIAL CIRCLE (DEVOTING TIME FOR FRIENDS AND RELATIVES)

You may feel that your needs aren't important right now. Or that you've spent so much time caring for your loved one, there's no time left for yourself. Taking time for yourself and your life can help you be a better caregiver.

Make time for yourself

Caring for your own needs and desires is important to give you strength to carry on. You may want to:

- Find nice things you can do for yourself. Even just a few minutes can help. You could watch TV, call a friend, work on a hobby, or do anything that you enjoy.
- Be active. Even light exercise such as walking, stretching, or dancing can make you less tired. Yard work, playing with kids or pets, or gardening are helpful, too.
- Find ways to connect with friends. Are there places you can meet others who are close to you? Or can you chat or get support by phone or email?
- Give yourself more time off. Ask friends or family members to pitch in. Take time to rest. Do something for yourself each day. It doesn't matter how small it is. Whatever you do, don't neglect yourself.

Caring for your body

You may feel too busy or worried about your loved one to think about your own health. But if you take care of yourself, you can have the strength to take care of someone else. So you should:

- Go to all your checkups
- Take your medicines
- Eat healthy meals
- Get enough rest
- Exercise
- Make time to relax

These ideas may sound easy. But they can be hard to do for most caregivers. Try to pay attention to how your body and your mind are feeling.

Talking with your partner

Nearly all caregivers and their partners feel more stress than usual in their relationship.

Dealing with the many decisions and changes can be hard. Some couples find that their bonds get stronger during cancer treatment. Others find they get weaker.

Some of the common issues couples feel stress about are:

- How to support each other
- Changing roles and routines
- Making decisions
- Managing daily life such as work, chores, and child care

Try to be open about stress and its causes. You may want to:

- Talk about how each of you feels:
 - Share how you are each coping.

- Look at things that are causing you both stress.
- Talk about choices you can make together.
- Try to be grateful for each other.
- Make time to focus on things besides cancer.

Talk to other family members and friends

Talk with the people close to you. Try to be open and caring. During stressful times, ask someone else to update others about how your loved one is doing. Sometimes people offer help you don't need. Thank them for their concern. Tell them you'll let them know if you need anything. Some people may offer unwanted advice. They may do this because they don't know what else to say. It's up to you to decide how to deal with this. You don't have to respond at all. Otherwise, thank them and let it go. Tell them you are taking steps to help your family.

COMMUNICATION

As a caregiver, you have to communicate with many people: your loved one, family, friends, co-workers, healthcare providers and insurance companies. Effective communication is key to your success.

Communication tips - Talking to your family:

- Talk openly about your fears, worries and needs.
- Remember that everyone is feeling the pressure and insecurity of the event and try to be patient. Give everyone time to adjust in his or her own way.

Talking to your loved one:

- Give both of you time to accept what has happened. Realize that your roles may have changed.
- Be firm, honest, patient and kind.
- Use "I" messages rather than "you" messages. Saying "I feel angry" rather than "You made me angry" allows you to express your feelings without blaming others or causing them to be defensive.

Talking to healthcare providers:

You can improve the care your loved one receives by talking about your concerns, asking questions and getting the facts. Simple communication skills can help you get what you need from your doctor – over the phone, at the hospital, or during office visits.

- When you talk to your healthcare providers, clarify what you hear to be sure that you understand the information or instructions.
- Write down your questions before doctor's visits to make sure you get all your topics covered.
- Keep records of all that occurs with your loved one. It will help the doctor give better treatment.
- Separate anger and frustration about not being able to help your loved one from your feelings about the doctor.

Remember, you are both on the same side.



