

CAPA

Top tips guide



Managers and leaders: staffing recruitment

Review job descriptions for each role so that supporting people to move more is part of everyone's job. Involve people experiencing care too and find out what's important to them.

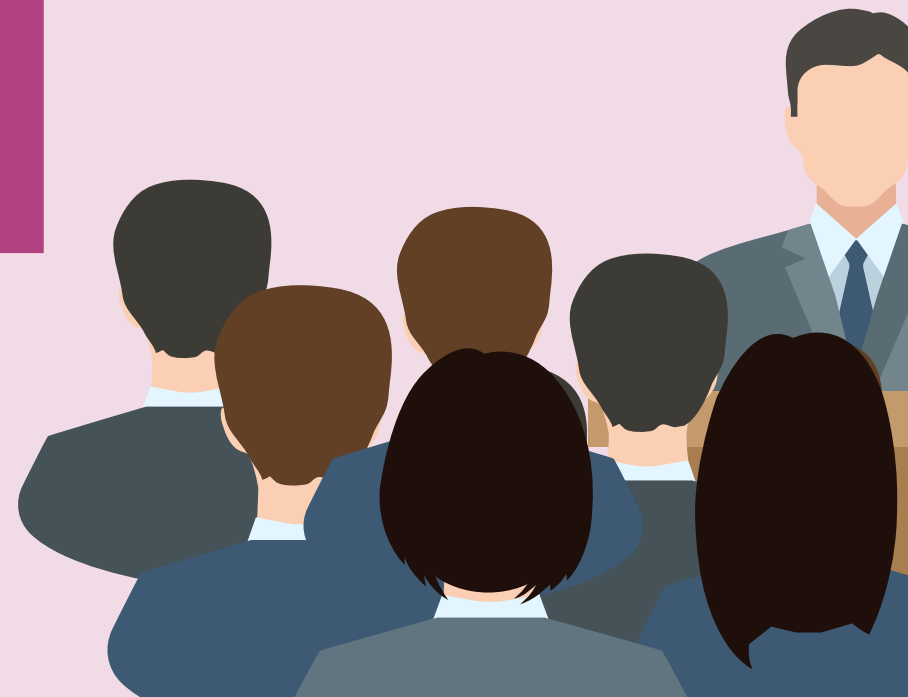


Managers and leaders: training your staff

Run sessions with staff of the importance of moving more. You can:

- explain how a 'culture of kindness' can take away independence
- encourage positive risk taking
- highlight opportunities to move more each day
- discuss how care staff can move more and support them to do this
- promote healthy working lives.

Involve people experiencing care when you develop, roll out and evaluate your training.



Managers and leaders: induction

Promote the 'moving more' message during inductions.

You can:

- explain reasons why people should move more
- describe ways to support people to maintain the abilities they have now
- provide examples to support people to move more each day
- explain why people should be supported to do things for themselves to promote independence, mobility, health and wellbeing.

Involve people experiencing care when you design and deliver inductions.





Managers and leaders: one to one discussions

Discuss how important it is for people experiencing care to move more each day every time you meet with care staff. You can discuss:

- how to encourage more movement and what's working well
- how to show improvements
- how to develop and implement Plan Do Study Act (PDSA) improvement plans with people experiencing care.

An illustration of a woman with red hair wearing a dark blue dress and a man with brown hair wearing a grey sweater and dark pants, standing on a path. In the background, there is a blue pond, green trees, and a traditional-style lantern. A large purple speech bubble is on the right side of the image, containing text.

Managers and leaders: walking meetings

Why not suggest walking meetings with your staff, either around the complex or grounds or in the local community. Walking meetings:

- allow staff to increase physical activity during the working day
- provide an energy boost
- can trigger new ideas and solutions when people have a change of scenery
- can increase collaboration, build stronger personal connections and break down barriers.

Managers and leaders: funding opportunities

Find out if there is any local or national funding available to support your team and people experiencing care to access opportunities, equipment or other resources. Involve everyone in the process.

Identify:

- what you need the funding for and if it meets eligibility criteria
- who will complete the application
- who will present the pitch
- how you will celebrate and share good outcomes for people.

Make sure you include evidence and outcomes for people in your application.

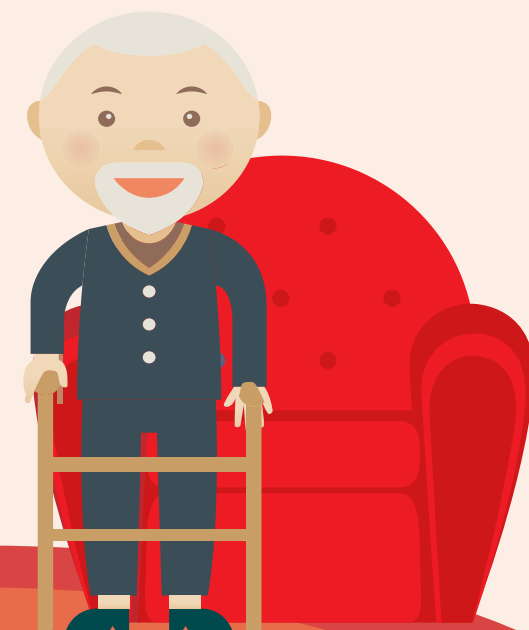
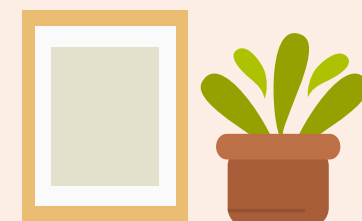


Care professionals: day to day movements

Encourage people experiencing care to move each day in a way which is meaningful to them. You can encourage people to:

- move around in a chair
- reach further for items and stand up at regular intervals during the day
- get more involved in their personal care and daily living tasks (such as wringing out their face cloth, standing up at the sink, brushing their own teeth at the sink or reaching up into the wardrobe to select their own clothes).

Try to think of the day to day movements people do and support them to move more.

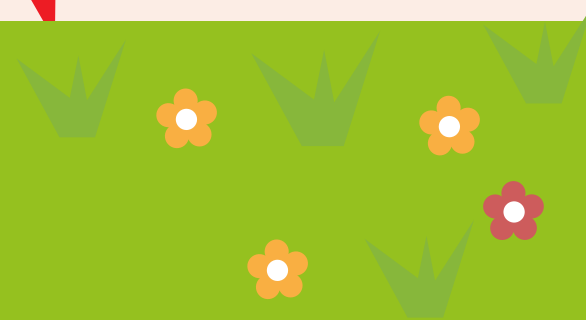




Care professionals: meetings with friends and relatives

Discuss with families and friends the reasons why you are encouraging people to move more. You can talk about:

- the benefits of moving more
- positive risk taking
- the challenges that individuals may face and how to overcome these
- opportunities for families to encourage their relative to move more
- people's past community connections and how to support the family and person experiencing care to reconnect.



Care professionals: personal plans

Do the personal plans for people experiencing care incorporate movement?

It's helpful to:

- detail the dreams and aspirations of the person experiencing care
- train staff to include moving more examples in personal plans
- find out people's life stories and how people can reconnect with their community.



Care professionals: personal care

During personal care encourage the person to be as involved as they are able to. Some ways you can do this include:

- asking people to stand up if they can
- agreeing what people are able to do and record it in their personal plans
- encouraging people to walk to the wash basin
- supporting people to dress themselves.



An illustration of an elderly man with white hair and a beard, wearing a light blue cardigan over a dark shirt and dark pants. He is holding a blue and white striped watering can and watering a green bush. The background features stylized green bushes and three light blue clouds of varying sizes in the sky.

Care professionals: good conversations

Start by asking what people are interested in or want to do. Work together to find opportunities to support people to move more and what motivates them to try and try again.



Domestic staff: domestic tasks

Encourage people experiencing care to get involved in the service's daily routine. Find out what they would like to do. Examples include:

- cleaning (for example wiping tables, dusting units, vacuuming)
- setting tables
- folding laundry
- preparing food for meals (for example, cutting vegetables).

Domestic staff: good conversations

When you spend time with people experiencing care, encourage them to:

- talk about what they used to do to keep active and what they would like to do now
- share and record this with care staff each day so they can support people to move more
- record this and share with other care staff so everyone can support people to move more in a way that is meaningful.





Domestic staff: meal times

Encourage people experiencing care to be as independent as possible at meal times.

You can support people to:

- walk to the dining room
- pour their own milk/sugar into their tea
- spread their own toast
- reach forward and grasp glasses or cups
- walk to a buffet table.

Housekeeping and maintenance staff: outside spaces

If there are opportunities for people experiencing care to get outside support them to:

- do something that matter to them
- hang up clothes on a washing line
- help out in the garden or water the plants
- go for a walk
- sand down and paint furniture.





All staff: showcase what's happening

Tell people what's happening in your service. Posters, displays, newsletters and emails are all good ways to show how the work you are doing is improving someone's life and to motivate others. Have a regular slot at every meeting to share what's happening. Ask people experiencing care to tell their story.

All staff: celebrate small successes and achievements

Share what's working well. Focus particularly on small individual achievements that have had a big impact on someone's life. You can do this in review meetings, newsletters or through social media.



All staff: intergenerational connections

Many active, involved older people who have close connections with young people experience improved health and wellbeing.

Who is nearby that could connect with your service? You can contact:

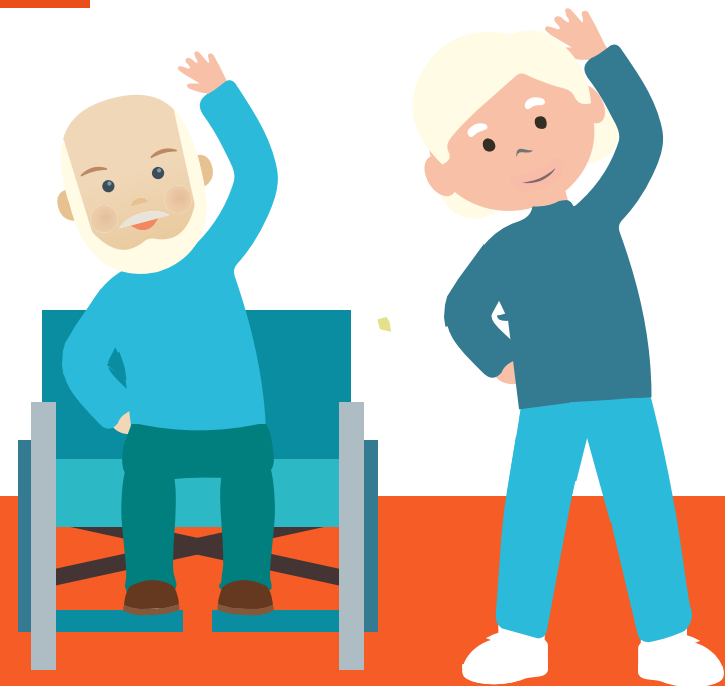
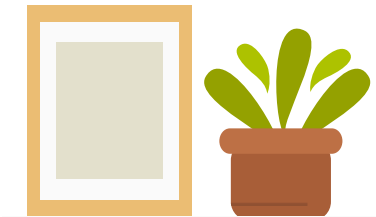
- local schools and nurseries
- colleges looking for a student placement (including sports, hair and beauty schools)
- universities looking for nursing, social work and allied health professional placements.



All staff: make community connections

Who are your neighbours and friends and how can you connect with what's going on in your area? You can connect with local:

- leisure centres
- sports development colleges or universities
- voluntary services
- church groups
- walking groups such as pathsforall.org.uk
- personal trainers.



All staff: peer connections

Are there other providers nearby that could support you?

You can:

- meet up through providers forums
- look at opportunities to make better connections with the local community
- help people you care for to meet and correspond with old friends and to make new friends.



All staff: challenges and healthy working lives initiatives

Encourage staff to come up with and participate in whole setting or individual challenges such as the 'Paths for all Step Challenge' or walking and exercise classes.





All staff: team meetings

Talk about the importance of moving more at each team meeting. You can:

- gather ideas from staff on how to move more
- share ideas which are already working in other partnership areas
- review what's worked well, what hasn't worked so well and how to adapt plans to make it better next time
- encourage movement during the meeting – try the Sit to Stand Challenge or the Balance Challenge for example.

Visit www.capa.scot

All staff: risks of not moving more

It is well documented that being sedentary is bad for health and wellbeing. It:

- decreases muscle tone
- reduces balancing ability
- results in weight gain
- causes frustration and reduced wellbeing
- results in long term physiological decline.

So encourage each other to move a little bit more each day.



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