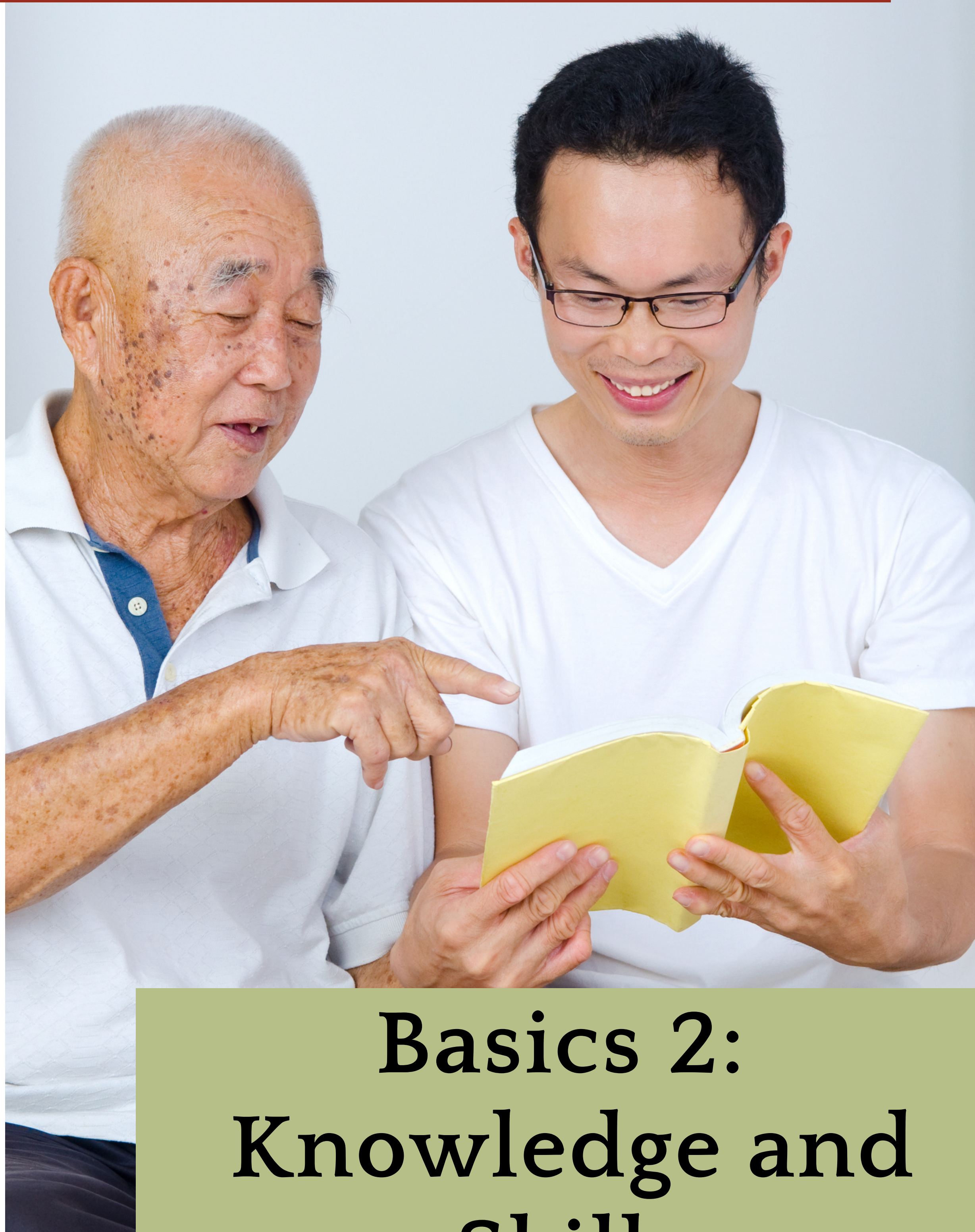


# Caregiver Matters



## Basics 2: Knowledge and Skills

Brought to you by Project Carer Matters,  
an initiative by Nursing Department,  
Tan Tock Seng Hospital.

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**Project Carer Matters is an initiative to build a training and support network for family caregivers of older adults.**

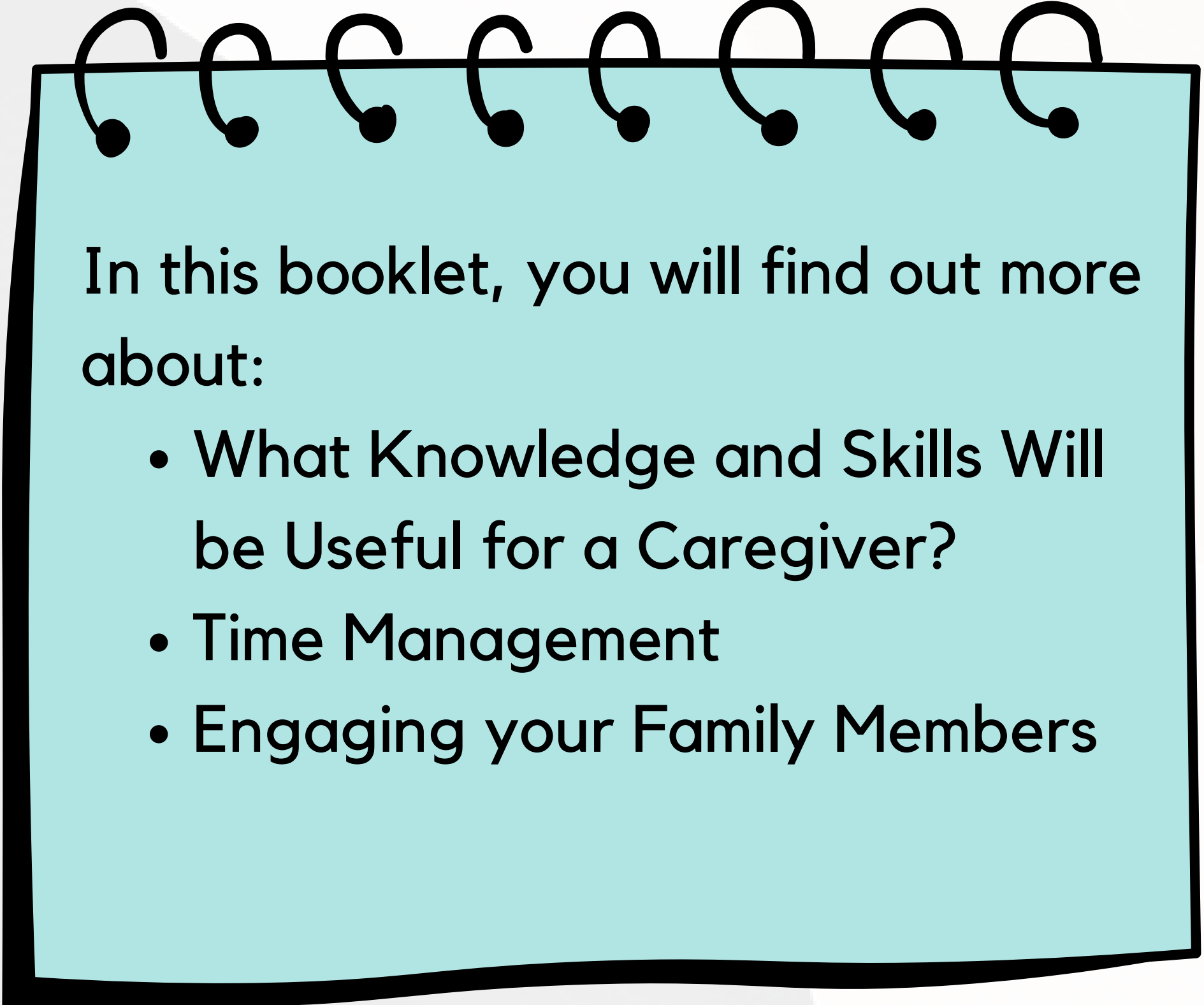
**For more information, contact us at:**

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**[carermatters@ttsh.com.sg](mailto:carermatters@ttsh.com.sg)**

"One person caring about another represents life's greatest value."

Jim Rohn



In this booklet, you will find out more about:

- What Knowledge and Skills Will be Useful for a Caregiver?
- Time Management
- Engaging your Family Members

**Source:**

Johnston, C. (2015). *Jim Rohn: 101 Greatest Life Lessons, Inspiration and Quotes From Jim Rohn*. CreateSpace Independent Publishing Platform.

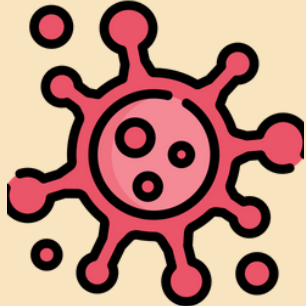
# Knowledge

As you give care, you may require some basic knowledge of your care recipient throughout your caregiving journey.

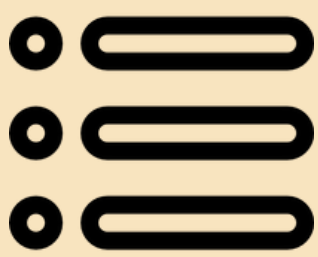
## Things you need to know about your care recipient:



Illness



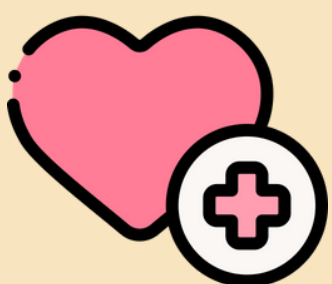
Disease progression



Treatment options



His/her physical and emotional well-being



Specific care needs



Financial needs

# Skills

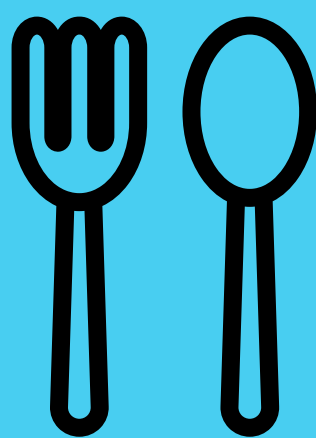
Here are some key caregiving skills that you may need while caring for your care recipient.

There are practical as well as soft skills.

## Caregiving Skills

### Personal Hygiene

- Showering
- Toileting
- Oral care
- Skin care
- Diaper changing
- Perineal care (cleaning of genitals)



### Feeding

- Preparing feeds
- Oral feeding techniques
- Medication management
- Nutrition and hydration

### Home Safety

- Home modifications
- Preventing falls



### Safe Movement

- Assisting with walking
- Proper transferring techniques
- Proper use of mobility aids
- Positioning techniques
- Engaging in exercises

### Health Management

- Vital signs monitoring
- Basic first aid
- Handling emergencies



### Other Skills

- Tube feeding
- Urinary catheter (tube) care
- Wound dressing
- Oral suctioning
- Administration of subcutaneous (under the skin) injection

# Skills

## Soft Skills



Communicating with care recipient



Time management



Engaging with family members



Delegation of tasks

You may obtain these skills through practical guides and training courses.

You can access these guides and courses by:

- Asking your care recipient's healthcare provider
- Signing up for [training courses through the Agency for Integrated Care \(AIC\)](#)

# Time Management

Here are some strategies to help you better manage your time. This allows you to be more productive in managing the needs of your care recipient while having time for yourself.

## Strategies to Manage Your Time



**a. Reflect on how you have been spending your time**



**b. Know yourself and your care recipient**

- Identify tasks you need to perform
- Identify the appropriate times to perform them



**c. Take some time to plan your day**

- Pace yourself, do not overestimate what you can do in a day
- Schedule time for yourself to relax and recharge



# Engage Your Family Members

You are not alone in your caregiving journey. You can involve your other family members to help in your caregiving responsibilities too.

Here are some easy steps:

1. Draw up a list of all the tasks you need help in.
2. Identify specific tasks or roles your family members can assist with.
3. Arrange a family meeting so all members can learn the tasks and roles and how each member can help.

You can refer below for an example of this approach:

## Tasks That I Need Help With:

Manage finances

**Who: John**

Bring mom to medical appointment and liaise with medical team

**Who: Mary**

Bring mom to rehabilitation center every Monday 10am

**Who: Mary**

Accompany mom every Sunday from 10am-3pm

**Who: Darius**

Ad Hoc	When	Who
Mom's polyclinic appointment	12/11/20 10am	Mary
Taking care of mom when I'm away for my medical appointment	22/12/20 11am	Mary
Taking care of mom while I'm on vacation	17/12 - 20/12	Darius



# Engage Your Family Members

Here is a blank template that you may use to help you delegate your tasks:

## Tasks That I Need Help With:

Who:

Who:

Who:

Who:

Ad Hoc	When	Who

### **References:**

University of Georgia Extension. (2020, August 26). Time Management 10 Strategies for Better Time Management. Uga.

[https://secure.caes.uga.edu/extension/publications/files/pdf/C%201042\\_3.PDF](https://secure.caes.uga.edu/extension/publications/files/pdf/C%201042_3.PDF)

### **Additional Resources:**

Activities of Daily Living:

<https://www.aic.sg/resources/Documents/Brochures/Caregiving%20Support/Activities%20of%20Daily%20Living.pdf>

Body Mechanics for the Caregiver: Positioning, Moving and Transfers:

<https://www.aic.sg/resources/Documents/Brochures/Caregiving%20Support/Body%20Mechanics%20EN.pdf>

A list of caregiver training courses by AIC:

<https://www.aic.sg/caregiving/caregiver-training-course>

Time management:

[https://secure.caes.uga.edu/extension/publications/files/pdf/C%201042\\_3.PDF](https://secure.caes.uga.edu/extension/publications/files/pdf/C%201042_3.PDF)

Setting up a care routine:

<https://www.aic.sg/caregiving/set-up-care-routine>

How to hold a family meeting:

<https://www.caregiver.org/holding-family-meeting>

5 Steps for First-Time Family Caregivers:

<https://www.aarp.org/caregiving/basics/info-2019/first-time-caregiver-tips.html>

**Project Carer Matters also conducts fully subsidised caregiver programmes.**

Click [here](#) to find out more or contact us at:

9646 0357

[carermatters@ttsh.com.sg](mailto:carermatters@ttsh.com.sg)