

# Residential, Home and Community Aged Care **WORKBOOK**

3rd edition



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## 3rd edition

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### **Disclaimer:**

These materials have been written to the latest version of the qualifications and units of competence. However, it is up to each individual registered training organisation to ensure that it is meeting the requirements of the latest version of the training package/units of competence.





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# Preface

This workbook has been written to address the most current aged care training package requirements and is a resource to support the fifth edition of Scott, Webb and Kostelnick's *Long-Term Caring: Residential, Home and Community Aged Care* textbook.

Aimed at learners undertaking aged care qualifications, the workbook has been prepared after extensive consultation with aged care providers and considering feedback from past training participants. We especially acknowledge the contribution of Penny Kraemer, a registered pharmacist, who was the author of the chapter entitled 'Assist Clients with Medication'.

We would like to express our sincere thanks to Melinda McEvoy for her valuable support and suggestions in preparing the workbook.

**Carla Unicom  
Wendy Bell**

# How to use this workbook



This workbook accompanies the fifth edition of Scott, Webb and Kostelnick's *Long-Term Caring: Residential, Home and Community Aged Care* textbook, published by Elsevier. The Workbook, Written Assessment, Practical Assessment, PowerPoint slides and Mapping have been written to cover the units of competence in Certificate III in Individual Support. The workbook can be used in face-to-face classroom presentation or in online learning setup.

The workbook should be used in conjunction with a registered training organisation's training and assessment plans, and can be customised and contextualised to satisfy the industry and the training organisation's requirements.

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# About the Authors

Carla Unicomb and Wendy Bell are registered nurses, both with over 40 years of nursing and vocational education and training experience.

**Carla Unicomb** is the Director of Training Beyond 2000 Pty Limited, an RTO specialising in aged care training since 2000. Carla has been serving the fraternity with her keen interest in health, safety, infection control and aged care sector.

**Wendy Bell** is the Principal Trainer with Training Beyond 2000 Pty Limited, specialising in training staff to work in the aged care sector. Wendy is passionate about every person receiving needs-based, person-centred quality care and having well-trained empathetic staff who will respond to their individual needs.

In preparing these learning materials, Carla and Wendy have drawn upon the resources they have developed in consultation with aged care providers over the past 18 years. The learning and assessment activities reflect real work-based contexts and provide the learner with the opportunity to demonstrate that they have the requisite knowledge and skills to competently perform their role in the community services and health industry.

Carla and Wendy are passionate about delivering high-quality training and assessment that allows learners to transfer knowledge and skills to their work environment. Their newly acquired knowledge and skills will assist the learner to deliver person-centred care that enhances the quality of life of the care recipient.

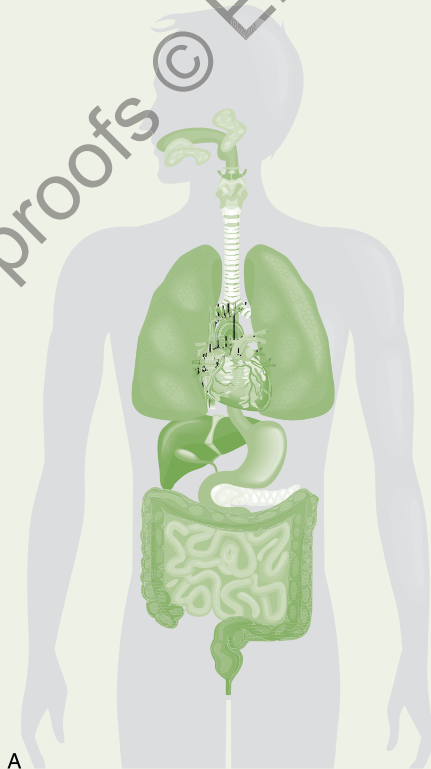
# Contributor



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**Unit CHCCCS041:**  
Recognise healthy body systems



**Figure 6a.1** The human body  
(iStockphoto/Netta07)

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## INTRODUCTION

This workbook relates to the unit **CHCCCS041: Recognise healthy body systems**.

The workbook activities and final assessment tasks will enable you to:

- work with information about the human body
- recognise and promote ways to support healthy functioning of the body.

To prepare for this unit and the assessment activities, we recommend that you first read Chapter 10 of Scott, Webb and Kostelnick, 5th edition, **The human body in health and disease**.





## 1. CELLS, TISSUES AND ORGANS

(pages 180–181 of Scott, Webb and Kostelnick, 5th edition)

The human body can be classified into six different levels of organisation (refer to Fig. 10.1 in Scott, Webb and Kostelnick, 5th edition). Give a brief explanation on the functions of each part of the cell.

### 1. Chemical

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### 2. Cellular

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Refer to Fig. 10.3 in Scott, Webb and Kostelnick, 5th edition.

### 3. Tissues

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### 4. Organs

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### 5. Organ system

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### 6. Whole body system

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Systems are formed by groups of organs working together to perform special functions. For example, the heart is part of the cardiovascular system. Below is a list of organ systems. Complete the table below by naming an organ and its function for each organ system.

Organ	Organ system	Function
	Integumentary	
	Musculoskeletal	
	Nervous	
	Cardiovascular	
	Respiratory	
	Digestive	
	Urinary	
	Reproductive	
	Endocrine	
	Immune	

## 2. INTEGUMENTARY SYSTEM

(pages 181–185 and Fig. 10.4 of Scott, Webb and Kostelnick, 5th edition)

*Skin functions*

The functions of the skin are:

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*Skin Changes due to Ageing*

Name four changes that occur in the integumentary system due to ageing, and identify strategies for maintaining a healthy integumentary system.

1 

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2 

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3 \_\_\_\_\_

4 \_\_\_\_\_

#### *Skin Disorders*

(pages 184–185 of Scott, Webb and Kostelnick, 5th edition)

Name a common skin condition that may occur in your care recipient, and suggest some prevention strategies.

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### 3. MUSCULOSKELETAL SYSTEM

#### *Musculoskeletal Functions*

(pages 185–187 and Figs 10.8, 10.10 and 10.11 of Scott, Webb and Kostelnick, 5th edition)

The functions of the musculoskeletal system are:

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#### *Musculoskeletal Changes due to Ageing*

(pages 187 of Scott, Webb and Kostelnick, 5th edition)

List four changes that occur in the musculoskeletal system due to ageing, and identify one strategy for each of the four changes to assist in maintaining a healthy musculoskeletal system.

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### Activity 1

Mrs Andrews is 86 years old, and suffering from osteoarthritis in her knees and hips. She had a right hip replacement three years ago. She loves to go for walks, to work in the garden and to meet friends for coffee. However, these tasks are becoming increasingly difficult and painful, and Mrs Andrews is feeling very socially isolated. She is also worried that if she goes out she might fall. As a carer in the community or in residential care, what strategies could you put into place to manage her pain, mobility and social isolation?

Pain management:

Mobility/falls management:

Suggestions for reducing social isolation:

*Musculoskeletal Conditions*

(pages 187–190 of Scott, Webb and Kostelnick, 5th edition)

Select one condition – osteoarthritis, rheumatoid arthritis or osteoporosis – and answer the questions below.

A brief outline of the condition

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What are the signs and symptoms of this condition?

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What strategies can you put into place to assist people with this condition with their activities of daily living?

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#### 4. NERVOUS SYSTEM

(pages 195–198 and Figs 10.27 and 10.28 of Scott, Webb and Kostelnick, 5th edition)

*Nervous System Functions*

The functions of the nervous system are:

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*Nervous System Changes due to Ageing*

(page 198 of Scott, Webb and Kostelnick, 5th edition)

List three changes that occur in the nervous system due to ageing, and identify one condition that may occur for each of the three changes.

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*Nervous System Disorders*

(pages 198–201 of Scott, Webb and Kostelnick, 5th edition)

Cerebrovascular accident (stroke) is a common cause of disability among older people.

List the main causes or risk factors for a stroke:

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List at least three effects that a stroke can have on a person:

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What are the signs and symptoms of Parkinson's disease?

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Provide a brief description of multiple sclerosis.

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## Nervous System – Special Senses

(pages 201–208 and Figs 10.34 and 10.35 of Scott, Webb and Kostelnick, 5th edition)

The five main senses are sight, hearing, taste, smell and touch.

## Activity 2

Mr Carson is 92 years old and has multiple sensory deficits including cataracts, hearing impairment and loss of taste and smell. List at least 10 strategies you would need to implement when assisting Mr Carson with his activities of daily living and socialising.

Strategies to implement to assist Mr Carson:

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Nervous System – Special Senses Disorders (Eyes)

Glaucoma (brief description):

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Cataracts (brief description):

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*Nervous System – Special Senses Disorders (Ears)*

Hearing loss is common in older people but not all older people have a hearing impairment.

The main causes of chronic hearing loss are:

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The main causes of temporary hearing loss are:

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List at least 10 tips for communicating with a person with a hearing impairment:

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A hearing aid picks up sound and amplifies it for the wearer. It does not correct a hearing problem (refer to Fig. 10.36 on page 204, Scott, Webb and Kostelnick, 5th edition).

List all the steps required when caring for hearing aids:

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## 5. CIRCULATORY SYSTEM

(pages 208–211 and Fig. 10.47 of Scott, Webb and Kostelnick, 5th edition)

What are the main organs of the circulatory system?

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### *Cardiovascular Functions*

What are the main functions of the cardiovascular system?

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*Cardiovascular Changes due to Ageing*

(pages 211–212 of Scott, Webb and Kostelnick, 5th edition)

As a person ages, changes take place in their cardiovascular system. Underneath each heading, write one change that occurs and how this change will impact on an older person.

Heart changes:

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Blood vessel changes:

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Blood changes:

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*Cardiovascular Disorders*

(pages 212–214 of Scott, Webb and Kostelnick, 5th edition)

Hypertension

If a person has hypertension, what factors cannot be changed?

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If a person has hypertension, what lifestyle/preventative factors can be changed?

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## Coronary Artery Disease

What lifestyle changes can a person make to prevent coronary artery disease and heart attack?

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## 6. RESPIRATORY SYSTEM

(pages 214–215 and Fig. 10.53 of Scott, Webb and Kostelnick, 5th edition)

### Respiratory Functions

Fill in the gaps using data from the table underneath.

The respiratory system brings \_\_\_\_\_ into the lungs and eliminates \_\_\_\_\_. The process is called \_\_\_\_\_. This involves \_\_\_\_\_ (breathing in) and \_\_\_\_\_ (breathing out). Air enters the body through the \_\_\_\_\_ and then passes into the \_\_\_\_\_ (throat). Air passes from the larynx into the \_\_\_\_\_. From there, it travels to the right and left \_\_\_\_\_. These divide into \_\_\_\_\_ eventually ending in one-celled air sacs called \_\_\_\_\_. It is here that \_\_\_\_\_ and \_\_\_\_\_ are exchanged between the alveoli and capillaries.

alveoli	bronchi
bronchioles	carbon dioxide
carbon dioxide	expiration
inspiration	nose
oxygen	oxygen
pharynx	respiration
trachea	

### Respiratory Changes due to Ageing

(pages 215–216 of Scott, Webb and Kostelnick, 5th edition)

List three aged-related changes that occur in the respiratory system.

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### *Respiratory Disorders*

(pages 216–218 of Scott, Webb and Kostelnick, 5th edition)

Chronic Obstructive Airway Disease (COAD)

Definition:

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What are the main causes of COAD?

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## 7. DIGESTIVE SYSTEM

(pages 217–218 and Fig. 10.56 of Scott, Webb and Kostelnick, 5th edition)

### *Digestive Functions*

List at least three functions of the digestive system.

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### *Digestive Changes due to Ageing*

(page 219 of Scott, Webb and Kostelnick, 5th edition)

Name four aged-related changes that occur in the digestive system, and identify one strategy for each change to assist in maintaining a healthy digestive system.

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*Digestive Disorders*

(pages 219–220 of Scott, Webb and Kostelnick, 5th edition)

Give a brief description of each of the following three digestive disorders in people and one strategy for each disorder to manage it.

Vomiting:

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Gastric Oesophageal Reflux Disease (GORD):

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Peptic ulcer:

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## 8. URINARY SYSTEM

(page 221 and Fig. 10.59 of Scott, Webb and Kostelnick, 5th edition)

*Urinary functions*

List the two main functions of the urinary system.

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Give a brief description of the function of the parts of the urinary system listed below:

Nephron:

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Ureter:

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Bladder:

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Urine:

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*Urinary Changes due to Ageing*

(page 221 of Scott, Webb and Kostelnick, 5th edition)

Describe three changes that occur in the urinary system due to ageing.

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*Urinary Disorders*

(page 222 of Scott, Webb and Kostelnick, 5th edition)

Urinary Tract Infections (UTIs)

UTIs are common in older people.

List three causes of UTIs in older people:

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Renal Failure

In renal failure, waste products are not removed from the blood and the body retains fluid. Renal failure may be acute or chronic.



Give a brief description of the following conditions.

Acute renal failure:

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Chronic renal failure:

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## 9. REPRODUCTIVE SYSTEM

(pages 222–224 and Figs 10.61 and 10.62 of Scott, Webb and Kostelnick, 5th edition)

*Reproductive Functions*

What is the main function of the reproductive system?

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*Reproductive Changes due to Ageing*

(page 225 of Scott, Webb and Kostelnick, 5th edition)

Describe the changes that occur in the reproductive system due to ageing.

Male	Female

*Reproductive Disorders*

(pages 225–226 of Scott, Webb and Kostelnick, 5th edition)

Give a brief description of the two main female reproductive disorders.

Ovarian cancer:

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Breast cancer:

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Briefly describe the two main male reproductive disorders common in men as they become older.

Benign prostatic hyperplasia (BPH):

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Prostate cancer:

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## 10. ENDOCRINE SYSTEM

(pages 226–227 and Fig. 10.65 of Scott, Webb and Kostelnick, 5th edition)

*Endocrine Functions*

The endocrine system is made up of glands that secrete hormones. Give a brief description of one hormone relating to the endocrine system and the function of this hormone.

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Give a brief description of the term metabolism.

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*Endocrine Changes due to Ageing*

(page 227 of Scott, Webb and Kostelnick, 5th edition)

Describe the main aged-related change that occurs to the endocrine system.

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*Endocrine Disorders*

(page 227 of Scott, Webb and Kostelnick, 5th edition)

One of the most common endocrine disorders is type 2 diabetes.

Briefly describe what type 2 diabetes is and how it affects people.

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Describe risk factors for diabetes, and identify strategies for managing these risk factors.

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What lifestyle changes must a person living with type 2 diabetes make?

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## 11. IMMUNE SYSTEM

(pages 227–228 of Scott, Webb and Kostelnick, 5th edition)

### *Immune Functions*

The immune system protects the body from diseases and infections and provides it with immunity. List some of the special cells and substances that function to produce immunity.

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### *Immune Changes due to Ageing*

(page 228 of Scott, Webb and Kostelnick, 5th edition)

As the body ages, it becomes less efficient at protecting itself from disease. List some of the reasons that an older person is more at risk of infection.

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As a support worker, list at least four strategies you can employ to reduce the spread of infection.

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### *Immune Disorders*

(page 229 of Scott, Webb and Kostelnick, 5th edition)

The older person has a reduced resistance to infectious and autoimmune diseases. List some of the conditions they are at risk of contracting.

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