



Table of Contents

	onte	nts	2
1	Age	ed Care Information in Language	
_	1.1	Department of Health and Aged Care	
	1.2	DoHAC - Ageing and Aged Care	
	1.2.		
	1.2.		
	1.2.		
	1.2.		
	1.2.	5 My Aged Care	8
	1.2.		
2	Res	sources for Service providers	10
	2.1	Communication cards, Bilingual Phrase Cards, Aged Care Signage,	
	Consu	umer feedback forms, Interpreter cards	10
	2.2	Contract Checklist for Providers	
	2.3	Community Profiles (Department of Immigration and Citizenship)	
	2.4	Knowing your Community	
	2.5	Cultural and Religious Guidelines for Service Providers	
	2.5.	, 5	
	2.6	Catering for Culturally and Linguistically Diverse Seniors	
	2.7	Ethnic Media	
	2.8	Cross-Cultural Communication	
	2.9	Cultural Competence	
3	Translating and Interpreting Service		
	3.1	TIS National	
	3.2	ITSNT	
	3.3	AUSIT Guidelines for Health Professionals Working with Interpreters	
	3.4	Free Translations – Different languages, same aged care	
4		e Information in Language	
	4.1	Incontinence Care Information in Other Languages	
	4.2	Translated Mental Health Information	
	4.3	Information to raise dementia awareness in CaLD Communities	
	4.3.	5	28
	4.4	Information on Advance Personal Planning	
	4.5	Information on Palliative Care	30

This Resource Kit for WA Providers is a collaboration between COTA PICAC (NT) and Fortis Consulting PICAC (WA). This a PICAC Alliance collaboration. Thanks to PICAC (NT) for their excellent framework, layout and content, allowing this resource to be available in WA.



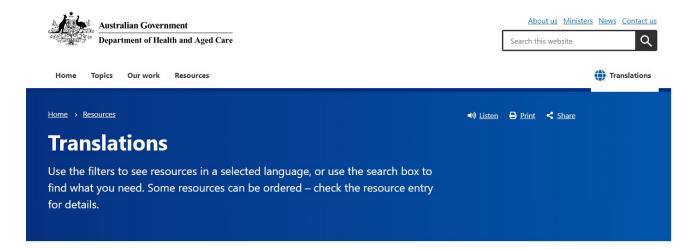
1 Aged Care Information in Language

1.1 Department of Health and Aged Care

The Department of Health and Aged Care (DoHAC) produces a range of in-language resources for senior Australians.

The resources are available to download and print by accessing the following link:

https://www.health.gov.au/resources/translated



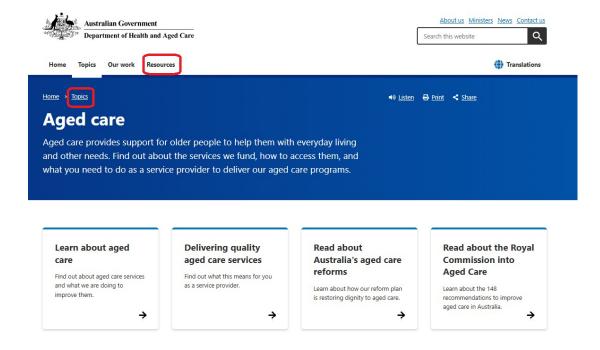
Use the filters to see resources in a selected language or use the search box to find what you need.



1.2 DoHAC - Ageing and Aged Care

This website provides information, tools and resources to support the aged care sector

https://www.health.gov.au/health-topics/aged-care



Visit

>Resources

Browse resources in other languages



To read or download brochures and printed materials.



In particular you will be able to download/print:

1.2.1 New Charter of Aged Care Rights

The below links will get you to the pages where the Charter is explained to providers https://www.agedcarequality.gov.au/providers/provider-information

and to consumers

https://www.agedcarequality.gov.au/consumers/consumer-rights

The A5 charter booklet is available in 18 languages https://www.agedcarequality.gov.au/resources/charter-aged-care-rights-a5-booklet



Charter of Aged Care Rights A5 booklet

Charter of Aged Care Rights Template for Signing

This template is available in 36 languages,

https://www.agedcarequality.gov.au/resources/charter-aged-care-rights-templates





1.2.2 Aged Care Diversity Framework and Action Plans

The <u>Aged Care Diversity Framework</u> supports aged care providers deliver inclusive, respectful, and person-centered care to all older people.

This framework encourages providers to understand and respond to the unique needs of diverse groups, such as those from culturally and linguistically diverse (CALD) backgrounds, LGBTQI+ individuals, Indigenous communities and people with disabilities.

To support older people from CaLD backgrounds use this link https://www.health.gov.au/resources/publications/actions-to-support-older-cald-people-a-guide-for-aged-care-providers?language=en



1.2.3 Specialised Care and the Specialisation Framework

The Specialisation Verification helps older people find providers who offer or aim to provide specialised services for individuals:

- With diverse backgrounds and characteristics
- Who identify with one or more vulnerable groups.

This framework helps providers ensure their services are inclusive and meet the specific needs of diverse communities.

Below are useful links to resources for further guidance:

- o About Specialisation Verification
- o Understanding SV Framework
- o Provider guidance manual
- o SV Framework General Information



1.2.4 The Aged Care Quality Standards

Standard 1 of the Aged Care Quality Standards requires providers to treat all aged care recipients with dignity and respect, and value their identity, culture and diversity. https://www.agedcarequality.gov.au/resources/quality-standards-consumer-outcomes-poster-english

The poster of the Quality Standards is available in 25 languages

Aged Care Quality Standards Consumer Outcomes A2 poster

Attachments:

acqsc quality standards-consumer-outcomes-a2-poster new.pdf (260.38 KB)

Click on the link above to download the A2 poster. Note: this resource is not available to order.

This resource available in 25 languages including Arabic, Armenian, Chinese (simplified and traditional), Croatian, Dutch, French, German, Greek, Hindi, Hungarian, Italian, Korean, Latvian, Macedonian, Maltese, Polish, Portuguese, Russian, Serbian, Spanish, Tagalog, Turkish, Ukrainian, and Vietnamese.

To access translated versions of this poster, see <u>Translated Quality Standards Consumer Outcomes Ad</u> <u>Poster</u>.



A short video, available now in 25 languages, explains aged care consumers, their families and representatives, what the Aged Care Quality Standards mean in practice.

https://www.agedcarequality.gov.au/resource s/translated-standards-consumer-video

The Aged Care Standards are changing in July 2025. The Standards have been strengthened and compliance obligations for Aged Care Providers increased. Respecting and responding to identity, culture and diversity will be required."

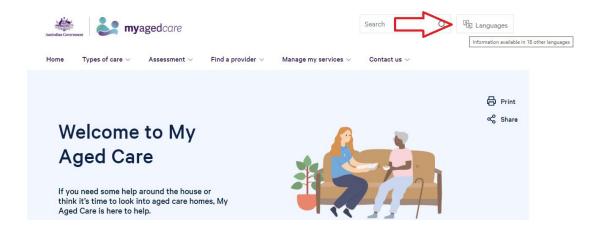


1.2.5 My Aged Care

My Aged Care is the go-to site for access to Australian Government funded Aged Care Services

To access information and services in your language go to

https://www.myagedcare.gov.au > Languages



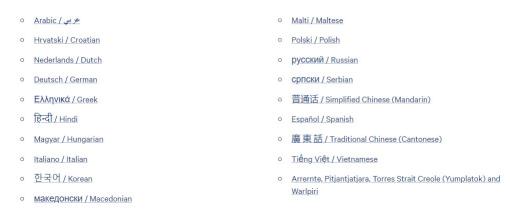
Australia is a multicultural and diverse country. My Aged Care is Accessible for all

More translated resources are also available at the following links:

https://www.myagedcare.gov.au/resources

This section gives you easy access to all the My Aged Care brochures, forms, checklists and other documents that are located within this website. Some are also available in other languages.

Information available in 22 other languages





1.2.6 DSS Information in Languages

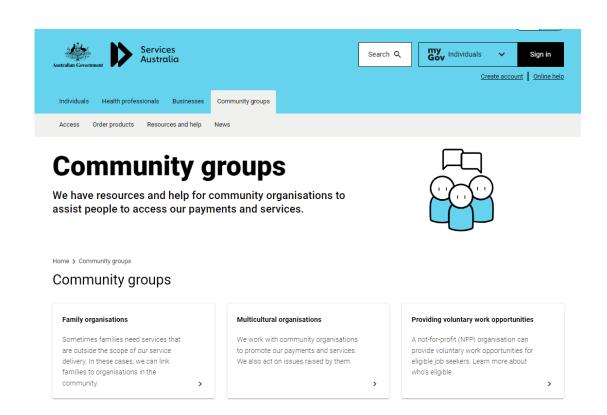
Department of Social Services information in different languages can be downloaded from the DSS website

https://www.servicesaustralia.gov.au/individuals/information-in-your-language

https://www.servicesaustralia.gov.au/individuals/information-in-your-language/products

These translated publications help community groups to support their customers. Medicare, Centrelink and Child Support payments and services information is included. Publications are translated into over 70 languages.

https://www.servicesaustralia.gov.au/community-groups







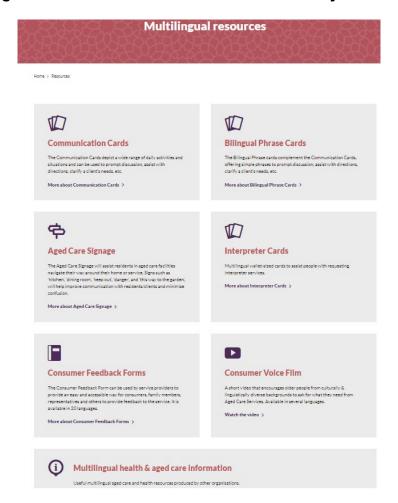
2 Resources for Service providers

2.1 <u>Communication cards</u>, <u>Bilingual Phrase Cards</u>, <u>Aged Care Signage</u>, <u>Consumer feedback forms</u>, <u>Interpreter cards</u>

The <u>PICAC Victoria</u> website hosts tools and information in a wide range of languages that has also been compiled by various organisations around the country. The Cue cards are now available in 72 languages.

New to this area are the *Bilingual Phrase Cards, that can help with a wide range of basic situations*. Available in 69 languages for the moment, they *depict a wide range of daily activities and situations and can be used to prompt discussion, assist with directions, clarify a client's needs, etc.*. Now, both the Communication cards and the Phrase cards also list the pronunciation. A very useful addition.

Go to: Multilingual Resources > and select the area/tools you need to access.





This site contains a wealth of other useful information related to cultural diversity. Also includes a section on dementia. Hot links to other websites and resources available in different languages.



Greek/English Bilingual Communication Cards







Italian/English Bilingual Phrase Cards







2.2 Contract Checklist for Providers

PICAC NT has developed two essential checklists aimed at improving communication and understanding when making contracts with clients from Culturally and Linguistically Diverse (CaLD) backgrounds. These checklists are designed to assist service providers in ensuring that all contractual agreements are clear and culturally appropriate.

PICAC WA has collaborated with PICAC NT to make these resources available to WA Providers

<u>Provider Checklist</u>: Tailored for service providers to guide them through the key considerations when drafting contracts for clients from CaLD backgrounds.

<u>Client Checklist</u>: Designed for clients, this checklist helps them understand their rights and responsibilities within the contract, promoting a clear and transparent relationship between the service provider and the client. The checklist is available in 58 different languages.



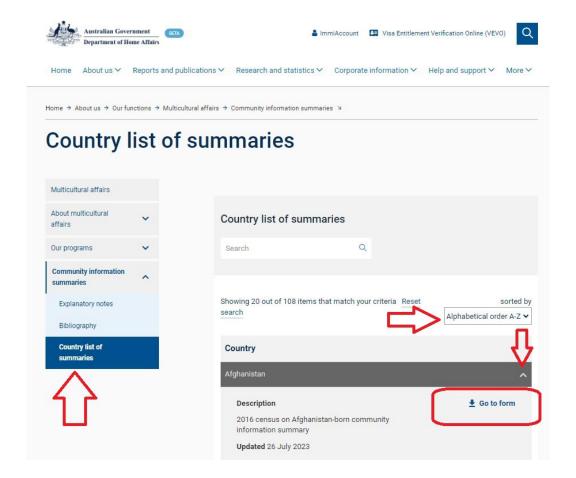
Professional translation and interpreting services are free for you and Service Providers. Call PICAC WA on 08 93003165



2.3 Community Profiles (Department of Immigration and Citizenship)

Background information on most of the CaLD communities settled in Australia. Via the below link you may access a broad range of statistical data from the last Australian Census of Population and Housing, for people born in up to 108 countries.

Go to: https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/community-information-summaries/country-list-of-summaries



Other websites provide thorough information about history, people and geography.

From Wikipedia to the World factbook

https://en.wikipedia.org/wiki/Portal:Geography



2.4 Knowing your Community

Understanding your community means being aware of the backgrounds and life stories of the older people your organisation supports. This ensures that the services provided are not only appropriate but also inclusive and person-centered.

In doing so, you will be able to plan ahead:

- Identify emerging population trends to better anticipate the groups likely to access aged care services.
- Implement strategies to serve these groups effectively, such as employing bilingual staff and tailoring services to meet their cultural needs.

Older Persons Advocacy Network (OPAN) offers an online course, Who's missing? Planning for Diversity, which provides strategies for delivering inclusive services. This course is a valuable tool that guides you in understanding your community's demographics and teaches you how to access and interpret census data.

With this knowledge, your services will evolve with the changing needs of the community, while maintaining inclusivity and person-centered care at the forefront.



Diversity eLearning



Who's missing from your aged care service?

OPANs' free Planning for Diversity eLearning course offers strategies, insights, and tools to support providers to deliver safe and inclusive services for older people.



2.5 Cultural and Religious Guidelines for Service Providers

Information sheets for different faiths and religions is available through the Office of Multicultural Interests (OMI). Developed as a means of raising awareness of different religious and cultural practices amongst government and community service providers. Religions covered include

- Baha'i Faith
 - Buddhism
 - Christianity
 - Hinduism,
 - Islam
 - Judaism
 - Sikhism.

Available at: https://www.omi.wa.gov.au/resources-and-statistics/publications/publication/culture-and-religion-information-sheets





CULTURE AND RELIGION



Seating

The following sensitivity needs to be observed in seating arrangements for interview purposes or hosting official functions:

Some Buddhist monks and nuns may not sit next to or in close proximity to members of the
opposite sex. There may also be other requirements in relation to seniority and/or authority.
This should be checked beforehand.

Lay Buddhists tend not to be regulated in this way although this also may vary according to context including the situation, Buddhist tradition and cultural background.

Dress

- Buddhist monks shave their heads and wear a robe that is usually brown/tan, orange, red, maroon, grey or black. Buddhist nuns also shave their heads and wear a robe which is usually brown, maroon, white, grey or pink.
- Lay Buddhists dress as they like and are indistinguishable from the majority.
- The appropriate dress for visiting a Buddhist temple or monastery is similar to that you
 would observe in any religious place i.e. dress modestly (avoid revealing clothes) and
 behave mindfully.

Body Language and Behaviour

Non-verbal communication has a powerful effect on relationships and effective service provision and practices/signals acceptable in one culture may be completely unacceptable or even offensive in another.

- On entering a temple or monastic building, and in many cases a Buddhist home, shoes and any head covering should be removed.
- At monasteries, temples and shrines in homes, Buddhists will usually bow three times before a statue of the Buddha, as a means of paying respect to the example of the Buddha, to his teachings, and to the Enlightened monks and nuns. Non-Buddhists are not expected to how.
- Lay Buddhists will often bow as a mark of respect to monks, nuns, and in some cultures to elders.
- Buddhist monks and nuns are generally circumspect with members of the opposite gender, avoiding any direct physical contact
- When sitting on the floor do not sit with feet pointed towards statues of the Buddha, monks, nuns, or people in general, this is considered very impolite.
- Touching the head of a person is also impolite. The only exceptions relate to special

Language and Communication

 It is the policy of the Northern Territory Government to provide an interpreter where clients require assistance in English. Agency staff can contact the Translating and Interpreting Service (TIS) on telephone number 13 14 50.

Counselling/interviews

- Refer to the sections on 'Body Language and Behavior', 'Language and Communication' and 'Seating'.
- Buddhist monks, nuns and some lay spiritual leaders are highly regarded by their communities and are often called upon for counseling and advice.

Food, Drink and Fasting

When hosting people from diverse religious and cultural backgrounds, as a matter of good practice, always serve a selection of vegetarian and meat on separate trays. A variety of non-alcoholic drinks should also be available at any official function.

- Buddhist traditions and Buddhist practitioners themselves vary in regard to eating meat and vegetarianism. Because the Buddhist code of ethics includes compassion to all living beings, many Buddhists are vegetarian, however they do not take offence at others eating meat
- Similarly, some monks and nuns are vegetarian others are not.
- Some Buddhist practitioners have strictly regulated meal times, particularly monks and nuns of the Theravada traditions, who have one main meal per day before midday, they do not eat again until dawn of the next day.

Family and Marriage

 Most Buddhist monks and nuns do not perform marriage ceremonies but often give a blessing after the civil ceremony.

Medical

- Where possible, doctors, nurses, and other medical service providers treating Buddhist monks or nuns should be of the same gender.
- A Buddhist hospital patient may also request a visit from a monk or nun; if possible ask whether the patient requires a particular tradition and/or gender.



2.5.1 Calendar of multifaith, religious and cultural calendar

A comprehensive overview of cultural, religious and national days and events through the year.

https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/calendar-of-cultural-and-religious-dates

Or go to: https://mac.org.au/resources/

And then click on

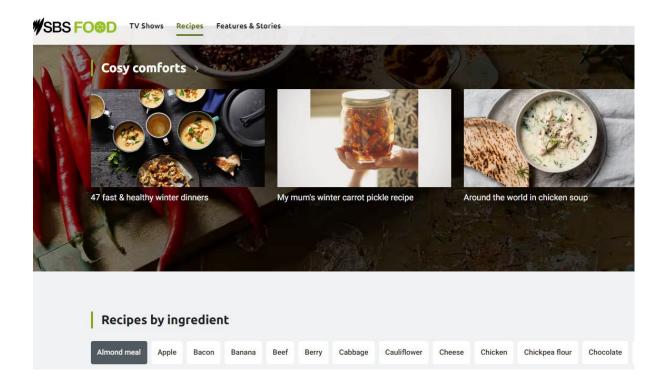




2.6 Catering for Culturally and Linguistically Diverse Seniors

The SBS > Food area takes you to a huge database of recipes from all over the world

https://www.sbs.com.au/food/topic/recipes



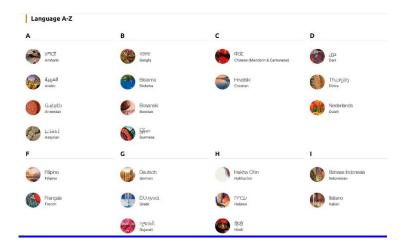


2.7 Ethnic Media

A list of all radio stations across Australia including ethnic and multicultural radio stations can be found at http://en.wikipedia.org. Search for: Australian radio stations.

SBS: Radio and television program schedules for different language/cultural groups can be accessed via the SBS website www.sbs.com.au.

Select languages and then scroll down until you get to the A-Z list



Channel 31: TV programs in a number of community languages. Go to .Further information">www.c31.org.au>.Further information, and information about written material (newspapers, etc.) can be accessed via local Migrant Resource/Information Centres, local ethnic/cultural community organisations, etc.

Logos Library: http://www.logoslibrary.eu/

Get access to entire publications across 110 languages, searching by author or title.





2.8 Cross-Cultural Communication

The website of the <u>Centre for Culture</u>, <u>Ethnicity & Health</u> contains links to various articles, reports and working tools associated with communication and language services for clients/residents from CaLD backgrounds.

www.ceh.org.au

Go to: Home > Resources > CEH RESOURCE HUB

Or go to: Home > Resources > Multilingual Resources

Glossaries of terms and documents in seven Asian and Middle Eastern languages are available to assist with the provision of different services

See also the tip sheet Speaking with clients who have low English proficiency.

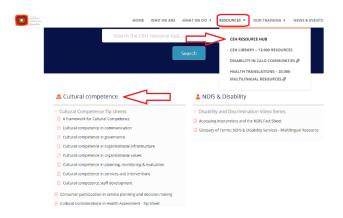
Go to: https://www.ceh.org.au/speaking-clients-low-english-proficiency/



2.9 Cultural Competence

A range of useful tip sheets prepared by the Centre for Culture, Ethnicity & Health. Various online resources also identified. Available at www.ceh.org.au.

Go to: **Resource > CEH Resource Hub** and click on the **Cultural Competence** to select the *Tip Sheet* that you need.





3 Translating and Interpreting Service

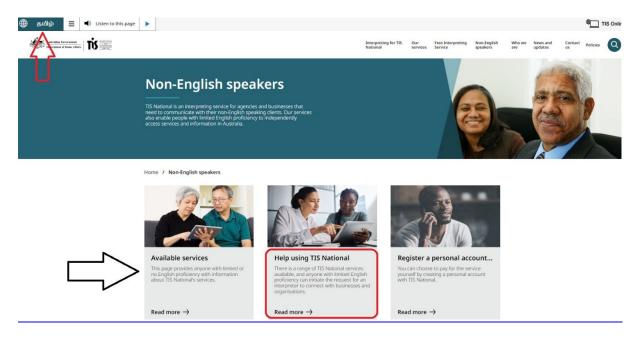
3.1 TIS National

The Australian Federal Government allocates funds to enable aged care service providers to utilize interpreting services. Operated by the Department of Immigration and Citizenship, the Translating and Interpreting Service (TIS National) offers round-the-clock interpreting assistance, available 24/7, including both telephone and onsite services.

The website has been updated and now includes a feature that allows users to access versions in multiple languages, catering to diverse linguistic need.

More information is available by contacting TIS National on 131 450 or on the website https://www.tisnational.gov.au/

And then choosing Non-English Speakers > <u>Help Using TIS National Services</u>





3.2 ITSNT

Translation service support for Aboriginal languages is available in WA https://aiwaac.org.au/

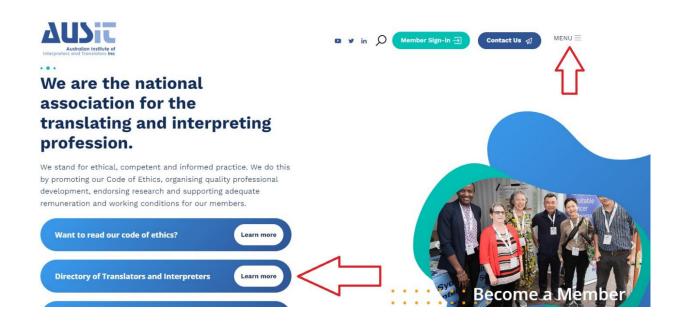


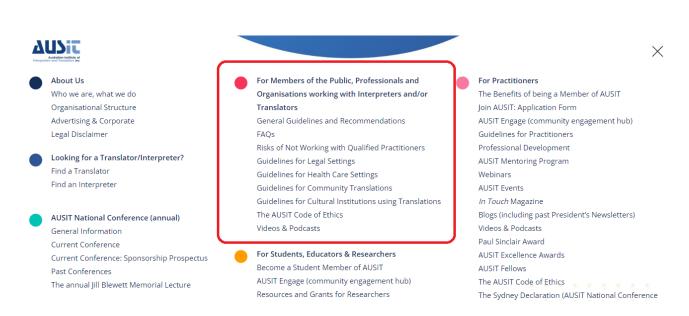


3.3 AUSIT Guidelines for Health Professionals Working with Interpreters

Published by the Australian Institute of Interpreters and Translators Inc (AUSIT).

Available from AUSIT http://ausit.org or email admin@ausit.org.







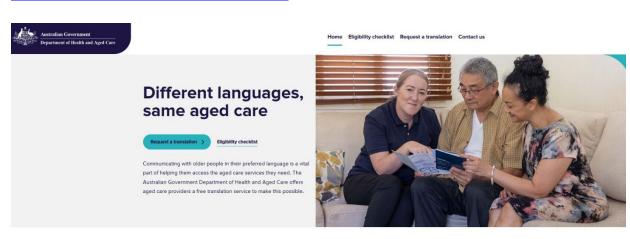
3.4 Free Translations – Different languages, same aged care

A new initiative available since the end of 2022.

The Australian Government Department of Health and Aged Care is offering free translation services to help aged care providers communicate with older Australians in their preferred language.

Through the portal, eligible providers can submit their documents and have them translated in the languages that they need.

https://diversityagedcare.health.gov.au/



Free translation service

Culturally Appropriate Care (PICACs) across Our service will help older people access

Languages other than English

This aged care translation service is We can help aged care providers translate available for government-subsidised aged materials about the care and services they care providers, peak bodies and Partners in provide into languages other than English. the care they need by having information available in their preferred language. See which materials are eligible.

Older diverse Australians

materials for the benefit of older people from culturally and linguistically diverse backgrounds who prefer to communicate in a language other than English.



4 Care Information in Language

4.1 Incontinence Care Information in Other Languages

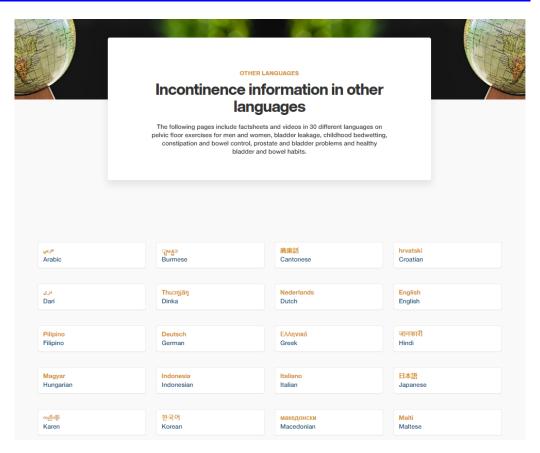
Please select the language you wish to read continence information in. The following pages include fact sheets and video in your language on pelvic floor exercises for men and women, bladder leakage, childhood bedwetting, constipation and bowel control, prostate and bladder problems, and more to help you learn about healthy bladder and bowel habits.

National Continence Helpline 1800 330 066

Telephone Interpreting Service

Clients who have difficulty speaking or understanding English can access the National Continence Helpline through the free Telephone Interpreter Service on **131450**. The phone will be answered in English, so the caller needs to name their preferred language and wait to be connected to an interpreter who can contact the National Continence Helpline on 1800330066. The interpreter will then assist the caller to speak with a nurse.

https://www.continence.org.au/incontinence-information-other-languages

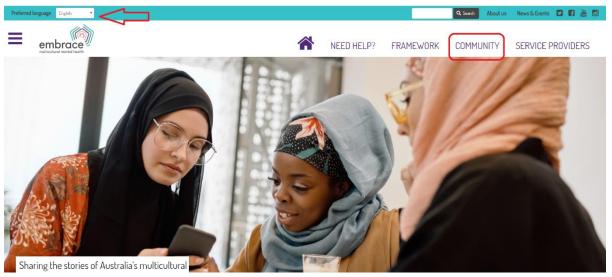




Translated Mental Health Information



https://embracementalhealth.org.au/



What is an anxiety disorder?

Mental Haeasta imp Multiputturas Arust Palia (MMHA) Fact Sheets https://hanlenging.behalvisults.org.au/index.php/service-providers

Under Multilisional information

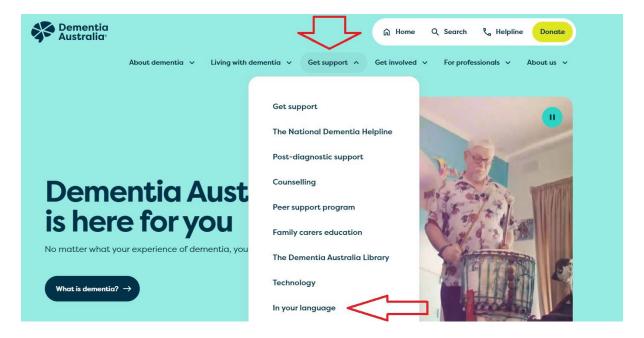
- What is an eating disorder?
- What is mental illness?
- What is a personality disorder?
- What is schizophrenia?
- Trauma
- Mental Health & Wellbeing
- Getting Professional Mental Health Help What are the steps?
- Mental Health Awareness (Audio Files)



4.3 Information to raise dementia awareness in CaLD Communities

<u>Dementia Australia</u> is committed to support and to provide information to all the members of our diverse community, independently from their background.

From their website you will access <u>Resources</u> and <u>facts sheets</u> translated in many languages.



Scroll down the page to find the language that you are looking for:





4.3.1 Moving Pictures - resources about dementia

Also about raising dementia awareness, researchers at the National Ageing Research Institute have worked closely with some CaLD communities to develop a series of short films and information comics, to raise dementia awareness.

Moving Pictures is a project by the National Ageing Research Institute which aims to raise awareness about dementia for people from culturally and linguistically diverse (CALD) backgrounds.

The **Moving Pictures** team has co-produced 27 short films and comics in 9 languages (Arabic, Hindi, Tamil, Cantonese, Mandarin, Greek, Italian, Spanish, Vietnamese), as well as animations about dementia risk reduction in the same languages.

Visit the Moving Pictures website to access these freely available resources.





4.4 Information on Advance Personal Planning

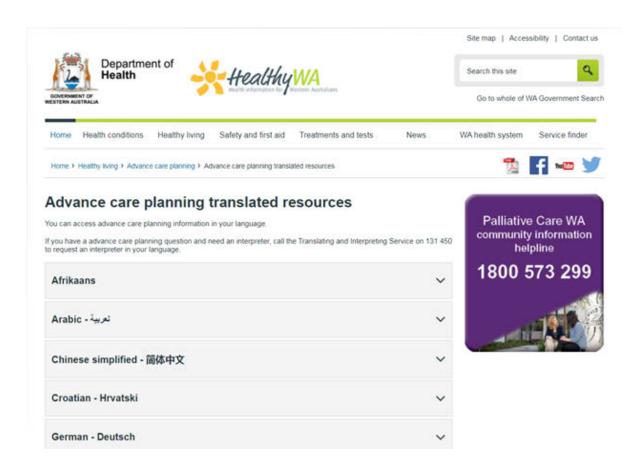
Advance Care Plans help people make a written record of their wishes as they approach end of life.

Information to support people and their families at this difficult time may be accessed at the following link.

https://www.advancecareplanning.org.au/__data/assets/pdf_file/0024/183336/acpitoolkit_wa.pdf

For translated resources:

https://www.healthywa.wa.gov.au/Articles/A_E/Advance-care-planning/Translated-resources





4.5 Information on Palliative Care

Palliative Care Australia is the national peak body for palliative care.

Palliative Care Australia believes we all deserve quality end-of-life care. It has the aim of improving access to palliative care and letting the community know why it is so important.

The Resource Library has information in several languages (see link at pages 2,3,4)

https://palliativecare.org.au/shop/page/2/



Local webinar with WA based Palliative Care experts – Cultural considerations for Palliative Care https://www.youtube.com/watch?v=s9W9qfAJM10&t=181s



Palliative Care WA

15 Bedbrook Place Shenton Park WA 6008

t: 1300 551 704

w: www.palliativecarewa.asn.au

e: info@palliativecarewa.asn.au



PICAC in WA

www.fortisconsulting.com.au/picac/

Services

- CaLD related training
- Links to care services and support in many languages
- Links to CaLD related Aged Care online webinars, infobytes
- Access to PICAC Alliance resources promoting access and diversity in Aged Care settings
- Collaboration with Federal and State Governments to facilitate information flow and increase understanding and accessibility for older people of CaLD backgrounds.
- Mentoring providers regarding the Diversity Framework and action plans
- Promoting the use of "in-language" information and resources

Networking

 Supporting Cald Communities and Aged Care Providers with information and practical supports to improve quality of care..

Resources

- Maintains a resource library on and offline
- Obtains resources and information about aged care, including multilingual copies of selected Department of Health's documents and general health care issues.
- Obtains resources and information on other cultures and culturally appropriate aged care.
- Provides information about PICAC and aged care issues via CaLD Community newsletters and bulletins.

