

# Forming Men's Groups in Residential Care Facilities





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## Table of Contents

The Purpose of this Manual .....	4
<b>The History of TOMNET</b>	
Phase 1: The Beginning .....	6
Purpose and philosophy.....	6
Process.....	8
Phase 2: Consolidation.....	8
Phase 3: Sustainability.....	8
Phase 4: Learning about older men.....	9
Getting to the heart of engagement.....	13
The needs of men in care facilities that can be met by a group.....	16

## The TOMNET Residential Partnerships Model

The residential care population .....	18
The Residential Partnerships Model.....	19
The care facility's environment .....	20
The role of the TOMNET Coordinator...22	
What the model is not .....	22
Traits for group success .....	23
Group risk factors.....	24
Roles women may play .....	25

## Stages Involved in Forming a Group

Stage 1: Preliminaries.....	27
Stage 2: Engaging the men .....	30
Stage 3: Ongoing activity .....	32
Stage 4: Reviewing the men's group ...	33

## Appendix

1. Sample invitation .....	35
2. Attendance register .....	36
3. Structures of men's groups.....	37
4. Recording and monitoring .....	38
5. Sample Partnership Agreement.....	39

<b>Bibliography.....</b>	<b>44</b>
--------------------------	-----------



# Appendix

## Appendix I: Sample invitation

(Logo)

Dear (name)

Re: PERSONAL INVITATION to Meet & Greet

It is our pleasure to invite you to a Meet & Greet morning /afternoon tea to be held:

Date.....

Place.....

Time: from ..... to .....

At the Meet & Greet you will meet men from *(name of your organisation)*. They are keen to make your acquaintance.

*(Facility name)* management and staff and *(your organisation)* are working together to form a men's group where *(your organisation)* fellows will join *(Facility name)* men on a regular basis for a yarn and social interaction.

We hope you will come along and learn all about what is proposed for a *(Facility name)* men's group and also take the opportunity to make suggestions about how the group might function for those who are interested in it.

The proposed group may or may not be "your cup of tea" but please come along and be informed about the proposal. There is no obligation to attend or continue to be involved further in any way.

Should you have any questions about the Meet & Greet gathering please contact *(Facility contact person)* on *(Phone number)* or *(your organisation)* on *(phone number)*.

We look forward to meeting you,

Yours sincerely

(Name)

(Position)

## Appendix 2: Attendance register

An Attendance Register or a Register of Meetings is an important document to maintain for your group meetings. This register can be used to keep track of people who may turn up to one or two meetings but then not show for a while. You may want to follow them up to see if they are having trouble getting to the group or if something has happened which has affected them attending. Attendance Registers are also important for workplace health and safety so that you know who is in the building if you need to evacuate the building due to fire or other health threat. At the end of the meeting the number of participants is totalled up at the bottom. By recording this information you are creating a living history of the development of your group.

Many groups use an A4 size exercise book ruled up into columns. The date and time of the meeting is written at the very top. Here is a sample:

Name of Participant	Signature	Contact Phone Number	Apologies Received

## Appendix 3: Different structures for the men's groups

Each of the men's groups currently operated by TOMNET and the care facility are structured to suit the needs of the men and the facility. The different structures are outlined below. See Appendix 4 for the method used to monitor and record each group for evaluation and reflection purposes.

### **Nubeena Community Care.**

This group meets on the second Tuesday of each month from 10.00 – 11.30am. It includes men from an adjacent residential, NuMylo. The meeting starts with morning tea (not too close to lunchtime) followed by a guest speaker and general discussion. The morning tea is provided by TOMNET and served by care staff. Resident group members are increasingly taking responsibility for talks in addition to visiting speakers. Meetings are held in the central complex because of the comparative large number of men in wheelchairs or using walkers. Currently a TOMNET staff member coordinates these meetings with a view to a volunteer coordinator being appointed soon to be appointed.

### **Yukana Retirement Village**

Meetings are held from 2.00pm – 3.00pm in the Fellowship Room on the last Monday of each month. Similar activities as those stated above take place with afternoon tea being provided by the men themselves and served by the volunteer visitors. Whereas the Westhaven and Nubeena groups are physically structured with a presenter out front with an audience, Yukana men prefer a "round table conference" approach to the meetings. Discussion and "show and tell" are highly valued. Increasingly the members are telling their stories and this form of reminiscence works well for these fellows. Also like the other groups, talk amongst the men often exceeds the allocated meeting period.

### **Lourdes Home for the Aged**

On the fourth Thursday of each month the Lourdes men's group meets from 11.30am-1.00pm. TOMNET volunteers do the BBQ cooking using supplies from the Home. This is simply a social occasion with no external guest or internal speaker. The volunteers serve the members, many of whom need assistance. The social interaction through talking among the members and volunteers is the primary objective of the meeting. This is a fairly rigid routine and is quite different from other care facility men's group which are somewhat flexible in what they do and how they do it.

### **Westhaven Retirement Community (RSL)**

The group meets on the first Thursday of the month from 1.30 – 3.00pm. There is usually a guest speaker, question time and general discussion. Afternoon tea is provided by TOMNET and served by the volunteers. A TOMNET/Westhaven coordinator has been appointed who organises the meetings in consultation with TOMNET staff and the Westhaven men. Volunteers also help those residents with mobility problems to attend the meetings. Meetings are held in the community hall within the complex.

## Appendix 4: Recording and monitoring of the men's group

To assist in the 'hands on' operation of the various residential care facility groups, TOMNET has found it useful to keep records of the particulars of each group and update these records at each monthly meeting. This not only helps the volunteers keep track of what is occurring in each group, it gives the organisation important and valuable information on the acceptance of the group by the men and the care facility.

As every men's group should be reviewed regularly to see what might need changing or improving, the monitoring of the men's group and recording of certain statistics will help provide an overall view of success.

The following headings may be adapted to suit your particular group and can be recorded in a notebook for ease of taking to each meeting.

1. Contacts of key personnel such as Manager and Life Style Coordinator.
2. A map of the residential complex including meeting place.
3. Updated list of male residents and regular attendees.
4. Record of attendance per month and annual total.
5. Record of TOMNET visiting team and their attendance.
6. Record of guest speakers, their topics and relevant comments.
7. A layout of preferred seating configuration at the meetings.
8. Special notes for reflection, planning and evaluative purposes.

To  
find out more  
about The Older Mens  
Network Inc or to join your  
group to the Network, contact the  
TOMNET Centre on  
(07) 4638 9080 or email  
[tomnet05@tomnetinc.org](mailto:tomnet05@tomnetinc.org)



## Appendix 5



Partnership Logo

## **PARTNERSHIP AGREEMENT**

**BETWEEN**

**ORGANISATION 1**

**AND**

**ORGANISATION 2**

## THE ORGANISATION 1 AND ORGANISATION 2

### PARTNERSHIP AGREEMENT

#### **Vision**

To identify and connect with at risk older men living in community and residential care settings using meaningful peer support networks that ORGANISATION 1 are responsive to and reflective of individual need and reduce the risk of suicide in these settings.

#### **Mission**

To improve the physical, mental, emotional and social wellbeing of isolated older men living in community and residential care settings.

To support the staff of community and residential care settings to identify and refer at risk older men within their work environments and recognise their essential contribution to successful interventions for older men.

#### **The principles of collaboration inherent in this partnership arrangement are:**

- A commitment to mutual respect and trust between the partner organisations.
- The use of clear communication methods to share information regarding the partnership and any joint projects, for example by attending regular meetings and participating in the Steering Committee.
- To engage in consultation with each other on issues that arise during the partnership project and come to an agreed response.
- A shared understanding of the vision and the mission, which guides and underpins all strategies and engagement with older men.
- That relationship building between staff, volunteers and older men is both the tool and the outcome.
- That older men living within the community and residential setting can bring significant value to other older men living in the facility once the opportunity is provided.
- To use volunteer older men to work with the clients in community and residential care wherever possible and recognise that peer support networks (i.e. older men supporting older men) bring a significant level of mateship and personal connection to this generation.
- That the partnership exists for the sake of the clients and not for the existence of either or both agencies.

- That the partnership arrangements including this agreement will be reviewed annually until the funding ceases in June 2011 or sooner if required.

## **The goals for the partnership for 2010 -2011 are:**

1. To improve the social connections for older men in community and residential aged care facilities by using volunteer older men to develop sustainable men's groups.
2. To increase awareness of older men's issues for staff of community and residential care facilities in Toowoomba and therefore reduce the likelihood of suicide by older men who are at risk.

## **The strategies to meet this goal are:**

### Strategies for Goal 1:

1. To establish a men's group in the residential facility using ORGANISATION 1 volunteers and staff.
2. To support participation of older men from the community and residential care facility to attend regular meetings of the men's group.
3. To link older men with other older men in a peer-support network in order to establish friendships and community connections.
4. To make the groups sustainable by recruiting volunteers who will provide ongoing support to the continuation of the men's group under the ORGANISATION 1 umbrella.
5. To develop a model of best practice and collaboration on the establishment of men's groups in residential aged care facilities that will be written into a manual for future distribution.

### Strategies for Goal 2:

1. To identify and determine the learning and development needs of staff within the community and residential care facility in relation to older men's issues.
2. To provide free training by ORGANISATION 1 professional staff to the staff of the facility on a selection of topics related specifically to older men.
3. To provide opportunities for staff to discuss and consult with ORGANISATION 1 staff on specific needs of their older male residents in relation to their social and emotional wellbeing.
4. To develop an evaluation and feedback process relevant to participants to measure the value of the training outcomes and their understanding and usefulness of the content.

### **The quality criteria for assessing the deliverables of the partnership are:**

- The content of the training is based on current knowledge and research on older men's issues and is fully referenced.
- Training provided by ORGANISATION 1 has been tested with several older men's groups and feedback has been incorporated into the current version.
- Findings and research gathered during the project will be made available to other residential facilities to increase community awareness of issues for older men.
- The trainers, counsellors and volunteers involved in the project are qualified for the roles they undertake and are supported with ongoing training in suicide prevention, issues for older people, grief and loss and supporting people at risk of suicide.
- The ORGANISATION 1 program is based on the Commonwealth's Life is For Living Framework.
- A Steering Committee oversees all aspects of the ORGANISATION 1 Community Connections project of which this partnership is a key outcome. The Steering Committee consists of experienced professionals in the aged care, community development and government arenas.
- The model is designed for sustainability based on the availability of ORGANISATION 1 volunteers who will continue to provide support and experience in the maintenance of older men's groups after the project and partnership ceases.

### **Performance Measures:**

1. Three training sessions per annum provided on older men's issues to community and residential staff of the facility.
2. The evaluation of each training session and at the end of the partnership in June 2011.
3. Focus group surveys to provide feedback on the value of the older men's group to their sense of wellbeing and social connectedness.
4. Feedback gathered from core staff of the partnership to assess the process and outcomes of the goals for the partnership after twelve months and at the end of the partnership.

### **Roles and Responsibilities of the Partner Organisations**

Organisation 1 agrees to:

- Deliver three free training sessions per annum on older men's issues to community and residential staff of the facility and to others by invitation.
- Provide catering for the three training sessions for all participants.

- Establish and facilitate one men's group in the residential facility and operate it fortnightly using ORGANISATION 1 resources and training material.
- Provide the necessary resources to establish and support the men's group for the life of the partnership including catering, guest speakers, clean up, provision of four volunteers to each group and professional counsellors to assist with identification and support of at risk older men.
- Share the intellectual property arising from the establishment and support of the residential men's group with other residential facilities over the course of the project.

## Organisation 2 agrees to:

- Provide a venue on-site at the residential facility for the establishment and continued operation of the men's group.
- Allow community and residential staff to provide transport for community based older men and support those in the residential facility to attend the fortnightly men's group.
- Encourage and support community and residential staff to attend the free training on increasing awareness of older men's issues.
- Promote the men's group as a shared approach to managing the risk of suicide in older men.
- Refer older men who have been identified as at risk to ORGANISATION 1 for further follow up and support.
- Identify the male partners of female residents who may spend many hours in the residential and encourage them to attend the men's group.

b

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of ORGANISATION 1

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of ORGANISATION 2