SpeakMYlanguage
On Air Conversations About Ageing Well

Debriefing Form

Purpose

The form is developed to provide stakeholders in the 'Speak My Language' program with the tools to be able to provide support and opportunity for debriefing with their guest speakers, family members or carers who have been engaged in your program and under your care and guidance.

When to use this form

The form should be used following a guest speaker or related persons disclosure to you or if you identify indicators that the person is feeling overwhelmed, expresses concerns following either the Virtual Café Conversations or the On-Air Radio Sessions.

Contact your state coordinator should concerns continue following the debrief and ensure you refer the individual to appropriate follow up services.

It is our duty of care to ensure the guest speaker is feeling comfortable and that their experience and involvement in the program is positive and empowering rather than have a negative impact on their lives or that of their family.

Name of the Bilingual Facilitator/ Conducti of Debrief Session: _____

Date of the sessions: _____ / _____ / _____ **Time of debrief** ___ : ____ **AM / PM**

Aged Care Topic / Theme Discussed on day of program: (if applicable) _____

Guest Speakers Name: _____ **Consumer / Aged Care Expert / Other**

(circle choice)

What was the concern raised?

_____

_____

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_____

Additional Space for notes on other side

Details of the debrief

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What was the outcome of the intervention?

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Was there further action needed? ☐ **Yes** ☐ **No**

What was the action taken?

☐ Contacted family/ friend / other ☐ Refer to counselling ☐Refer to other supports ☐Other

Explain

_____
_____
_____
_____
_____

Has follow-up been completed ☐ Yes ☐ No ☐ Other _____

What was the outcome / details of the follow up? ☐ **No further follow up required**

☐ **Further action is required**

Explain:

_____
_____
_____
_____

Please insure that you have informed your supervisor and /or state coordinator within 24 hours of the incident taking place

Additional Notes

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