



Glossary of Terms for Activity Providers

We have started a glossary of terms, but we're looking for your help to fill in the gaps!

Let us know what should be added by emailing: theshed@napa-activities.co.uk

We will include the best and most interesting terms in the glossary which will be regularly updated and made available in the NAPA Members Digital Platform - 'The Shed'.

With your help we will co-create a comprehensive live glossary that lists terms relating to activity and engagement and reflects your work and professional experience.

Glossary of Terms for Activity Professionals - General

Aerobic Exercise - Relates to exercise taken to improve the efficiency of the body's cardiovascular system.

Activities of Daily Living - Activities of daily living (ADLs) e.g., using the toilet, bathing, dressing, eating, cooking, and moving around within their home.

Activity Group - Activity in which several individuals participate.

Activities of Daily Living (ADL) - Usually performed in a normal day in a person's life, e.g., eating, dressing, bathing, grooming, and domestic tasks.

Activity Provider - An appropriately trained staff member responsible for organising lifestyle and leisure activities.

Adaptive Equipment - Relates to equipment that enables a person with a disability to function independently; increasingly referred to as assistive devices.

Advocacy - Working in support of the rights and needs of others.

Aerobic Exercise - Exercise that promotes cardiovascular fitness by increasing blood flow, heart rate, and metabolic demand for oxygen.

Age Appropriateness - Activities that correspond with the individual's chronological age.

Ageing / Aging - The lifelong process of growing older.

Advance Care Planning - A process that enables individuals to make plans about their future health.

Alternative and Complementary Therapies - Therapies that have typically not been part of conventional Western medicine.

Alzheimer's Disease - Progressive, degenerative disease that causes gradual and progressive decline in cognitive functioning.

Animal assisted therapy - Approach in which interactions with pets and other animals are used to bring about therapeutic benefits.

Anxiety - State of apprehension, tension, or uneasiness from a vague or largely unknown or unrecognized source; characterized by increased heart rate, trembling, sweating, and disrupted breathing.

Aquatic Therapy - Use of pools for treatment and rehabilitation.

Assisted Living - A range of residential care services for people who need some assistance with daily activities but do not require 24 hour care.

Auditory: Language processing skills: the abilities of listening and verbally communicating, hears and perceives sounds and interacts with the environment.

Auditory Perception-The ability to receive, identify, discriminate, understand, and respond to sounds.

Aromatherapy - Use of essential oils from plants for health purposes.

Art therapy - Use of art as a therapeutic medium to promote self-awareness, nonverbal expression, and human interaction.

Arthritis - Inflammation of a joint.

Assessment - Collection and analysis of information to determine an individual's needs.

Bereavement - A period of mourning after a death.

Body Awareness - The mental picture of one's own body parts, where they are, how they interrelate, and how they move.

Body language - Expression of thoughts and emotions by body posture and movement.

Carer - Refers to the primary person in charge of caring for an individual. Carers are usually a family member or friend.

Care Plan - Interdisciplinary plan to address assessed needs; the expression care plan is common in long-term care; other settings may employ the term treatment plan.

Case Conference - A meeting of all professionals (often including carers) involved in an individual's care.

Care Management - A continuous process assessing need and planning care for people with special needs or high-risk conditions so that appropriate care is provided.

Consent - Giving permission to someone to do something for you or about you.

Code of Conduct - A set of rules outlining social norms, practices, and responsibilities that a person should use with others.

Cognitive - Refers to the mental process of comprehension, judgment, memory, and reasoning, as contrasted with emotional and volitional processes.

Confidentiality - Keeping information safe and private and not sharing it without the person's knowledge and agreement.

Core Activities - Activities which are essential for daily living, for example self-care, mobility, and communication.

Counselling - A one-to-one discussion with a trained counsellor to clarify, explore or discover oneself.

CQC - An independent regular which monitors the standards of care services, including all aspects of care.

Cultural Competence - The act of being sensitive and understanding to the cultural background and primary language of those we support.

Death Doula - A death midwife, or death doula, is a person who assists in the dying process, much like a midwife or doula does with the birthing process. It is often a community based role, aiming to help families cope with death through recognizing it as a natural and important part of life.

Depth Perception - The ability to see objects in three dimensions and to judge relative distances between objects, or between oneself and objects.

Dignity - The inherent value and worth every person has the right to. Everyone has a profound desire to be treated as if they matter.

Discrimination - Treating someone differently to others because of difference.

Diversity - Recognising and respecting other cultures.

DNACPR - Stands for 'Do not attempt cardiopulmonary resuscitation (CPR)'. It means that if a person has a cardiac arrest or dies suddenly, there will be guidance on what action should or shouldn't be taken by a healthcare professional, including not performing CPR on the person.

Dysphagia - Difficulty in swallowing.

Dysphasia - Difficulty in comprehending oral language or in trying to express verbal language, sometimes called aphasia.

Dyspraxia - Deficient motor planning that is often related to a decrease in sensory processing.

Enablement - offering opportunities to be more independent.

Ethnicity - A group within a cultural and social system that shares ancestry, religious beliefs, language etc.

Evaluation - A judgment of how well something works, based on a set of clear statements about what it should do.

Fine Motor - Referring to movement of the muscles in the fingers, toes, eyes, and tongue.

Fine Motor Skills - The skilled use of one's hands. It is the ability to move the hands and fingers in a smooth, precise, and controlled manner.

Gross Motor - Movements of the large muscles of the body.

Gross Motor Skills - Coordinated body movements involving the large muscle groups.

Hand-Eye Coordination - The efficient teamwork of the eyes and hands.

Holistic Care - The philosophy of considering all of someone's needs at the same time; physical, psychological, social, and spiritual.

Hospice Care / Palliative Care - Care designed to provide support to people in the final phase of life. The focus is on comfort and quality of life, rather than cure.

Inclusion - Creating an environment where everyone is treated as equals and removing barriers that may stop them participating in an event or activity.

Independent Social Worker- Independent Social Workers are self-employed and either take on cases or instructions directly from local authorities or they work with family's who are their direct employer and not the local authorities.

Informed Consent - Giving consent to someone to do something for you after you have clearly understood what was being asked, what benefits and risks it may bring and what alternatives there are if you do not agree.

Innovation - Doing something in a new way in order to do it better.

Kinaesthesia- The conscious awareness of joint position and body movement in space, such as knowing where to place one's feet when climbing stairs.

Life History- Life history is an activity in which an individual is supported by staff and family members to gather and review their past life events and build a personal biography. It is used to help the person understand their past experiences and how they have coped with events in their life. This is an ongoing and ever developing joint collection of information.

Manual Handling - Training to learn the best techniques for moving or lifting an individual in order to avoid injury.

MDT - Meeting Multidisciplinary teams (MDTs) are the mechanism for organising and coordinating health and care services to meet the needs of individuals with complex care needs. The teams bring together the expertise and skills of different professionals to assess, plan and manage care jointly.

Morbidity - A state of poor health due to specific illness.

Muscle Tone -The degree of tension normally present when one's muscles are relaxed, or in a resting state.

M4D Radio - A free radio station, M4d radio which is part of the Music for Dementia campaign makes music accessible for everyone living with dementia.

NAPA - National Activity Providers Association, an umbrella organisation that champions the importance of activity, arts and engagement and champions the role of the Activity Provider.

NAPA Activity Ideas - Thousands of activity ideas to inspire your creative approach.

NAPA Activity Providers Advisory Group - An invited group of working Activity providers informs much of NAPA's work. All NAPA services are created in consultation with our members.

NAPA Activity Support Service – A free service for Activity Providers; Including the NAPA Helpline, Facebook Support Group, and monthly support sessions.

NAPA Affiliate Membership - Individual Activity Providers employed by NAPA member settings can register as an affiliate member free of charge and receive a range of associated support services.

NAPA Arts In Care Homes Programme –Arts in Care Homes is a five year programme, managed by NAPA and funded by The Baring Foundation and The Rayne Foundation that champions the role of the Arts plays in the lives of those who live in care homes.

NAPA App – Enables access to The Shed. All you have to do is set The Shed to your home screen on your phone, tablet, or laptop! It really couldn't be easier! You don't even have to search in the App Store because the new digital platform is completely compatible with all handheld devices. Whatever platform you're using, you can add The NAPA Shed to your home screen so you can quickly access the thousands of resources available to NAPA members.

NAPA Awards - The NAPA Member Awards celebrate excellence in activity provision. The purpose of the awards are to recognise the incredible contribution of individuals and teams who demonstrate outstanding commitment and expertise in activity provision.

NAPA Bits and Blogs -Read real life scenarios from Activity Providers and NAPA members and find out about the latest developments and thinking in the field of activity, arts and engagement.

NAPA Concerts - Virtual concerts are the new norm at NAPA. With their powerful ability to not only reach but impact NAPA members and supporters across the UK and the world and enabling an accessible and inclusive experience. The accessibility of virtual events is second to none, we are now able to reach audiences of all sizes and demographics, meaning our events are no longer geographically limited.

NAPA Calendar - Provides an activity for every day of the year. Calendars are published monthly.

NAPA Helpline - is a FREE confidential phone line and email service for anyone with a question or concern relating to activity and engagement. Are you an Activity Professional, Care Worker or Family carer who would welcome the opportunity to talk through your ideas and challenges with an expert in the field? Our friendly Helpline Team have years of experience and have all worked in care homes and provided activities. They appreciate the circumstances in which you are working and can offer a listening ear, information, and support. You can call us free - **0800 1585503** or email helpline@napa-activities.co.uk

NAPA Leaders Network - brings together leaders from across the care sector with an interest, energy and enthusiasm for activity and engagement. We provide a quarterly briefing with updates an issue relating to best practice in activity provision, and we aim to meet twice a year. If you are a senior manager in a care setting and your role involves overseeing the activity/lifestyle/wellbeing strategy for your service, we would love to include you.

NAPA Magazine Stand -The Magazine Stand enables NAPA members to access new written or spoken articles as soon as they are published, content is added daily.

NAPA Membership – An annual support package to enable person centred activity and engagement. NAPA currently have approximately 3,200 members.

NAPA News – A free weekly digital newsletter with news, activity ideas and opportunities to attend events and take part in projects.

NAPA Notice Board - Here you will find our latest news posts, special offers and general info for members. We will also post any changes we make to The Shed here so you can keep to date with new content as it is added.

NAPA Professional Development Programme - Engaging in professional development opportunities ensures your knowledge and skills are relevant and up to date, it can help you to plan your time and stay organised, and to reflect on your practice, making you more considered in your approach. NAPA's programme includes a range of opportunities to support you to develop your practice.

NAPA Projects - We are committed to understanding what is needed and what works. Every year NAPA embark on a number of national projects, NAPA members are invited to take part.

NAPA Qualifications - Available for Activity Providers and practitioners interested in activity provision, from entry-level and career progression. NAPA qualifications have been developed in partnership with employers and Awarding Organisations, in line with Skills for Care specifications and processes.

NAPA Resources - NAPA specialises in providing professional development opportunities that support person centred activity and engagement; this includes learning resources to support and develop practice. Our resources are co-created with our members and partner organisations. We have a comprehensive range of learning resources for you to access FREE of charge.

NAPA Shed - The Shed is open 24 hours a day, 7 days a week 365 days a year.

Access everything you need to provide activity and engagement – just pop in your NAPA membership number and have a good look around.

NAPA Shop - Sells products and resources to support the provision of meaningful activity and engagement, as well as merchandise in aid of NAPA's FREE services.

NAPA Support and Share Network - A free monthly meeting of Activity Providers offering peer support and reflective practice.

NAPA Tea Tuesday - A free **monthly** event designed to provide practitioners with an opportunity to stop, have a cuppa, and listen to enthusiastic leaders in their field chat about a range of topics related to activity and engagement.

The NAPA Tool Box - Provides specialist resources, tools, templates, and top tips to support person-centred activity provision.

NAPA TV - Access a range of professional development videos on topics related to activity, arts, and engagement.

Needs Assessment - An assessment of whether individual needs and required support.

Neurodiversity - A campaign for acceptance and equal rights for people with conditions such as Autism and ADHD.

Next of Kin - The closest person to an individual by marriage, blood, or friendship.

Outcome - In Activity Provision, an 'outcome- refers to the goal or objective you would like to achieve.

Outreach - Support offered at home or in the community, to assist with a particular condition or treatment or to assist with activities outside the home.

Peer Support - Support given to people by their peers, based on their shared experiences,

Perception- The meaning the brain attributes to sensory input.

Person-centred Care - The process of receiving support and care based on individual needs, preferences, and priorities.

Self-determination - The ability or power to make decisions.

Sensory - Pertaining to sensation.

Sensory Processing Skills: The ability to receive and process information from one's sensory systems including touch (tactile), visual, auditory (hearing), proprioceptive (body position) and vestibular (balance).

Social Worker- A person whose job is to help people in a particular area who have social disadvantages or personal problems.

Statutory Guidance - Government information explaining how laws relating to care should be put into practice.

Structured Activities - Activities that have rules and can be broken down into manageable steps.

Tactile - Refers to the sense of touch and various qualities attributed to touch: to include detecting pressure, temperature, light touch, pain, discriminative touch.

Validation Therapy - Developed by Naomi Feil communication approach for working with people living with dementia. We validate by recognising the individual experience and the feelings related to that experience.

Visual-Perception - The ability to perceive and interpret what the eyes see.

Wellbeing - A state of being, activity provision plays a central role, since what we ought to do depends, at least to some degree, on what opportunities are provided to us to be engaged.

Warm up - Slow, gentle exercise at the start of a workout.

Yoga - Exercise that integrates mind and body by controlling breathing.

To discuss how to use this tool in your practice contact the NAPA Helpline.

