



Retire at Home

Professional homebased care and training

012 753 5410 | info@retireathome.co.za



Think about it

before you can't

The ultimate guide to help your loved one's care for you

This is the care guide for



GROBBELAARS
FINANCIAL SERVICES
FUNERAL SERVICES
FSB 2006



GUIDE-DOGS
ASSOCIATION
South Africa



I am proud2b
organ and tissue
donor
organs save
tissue repairs
LIVES



Tonkin Clacey Inc.
ATTORNEYS NOTARIES CONVEYANCERS



Visit www.think-about-it.co.za for the free online version of this document

Certain topics are uncomfortable to think about, like death and illness. Thinking about these topics will help your loved ones ensure that the care you receive is in line with your wishes. This handy guide will assist you in determining your end-of-life care and help communicate when you are unable to. It is a good idea to inform your next of kin where you are keeping this document.

“In the end, it’s not the years in your life that count. It’s the life in your

Abraham Lincoln

Here’s what you should do

- Step 1** Complete the form
- Step 2** Discuss with family and friends
- Step 3** Store in a safe place, and tell your family where to find this document
- Step 4** Review this document on a regular basis

What matters to me

By answering this question, you could help your loved ones communicate to your doctor what abilities are most important to you, which might be helpful to decide which treatment to pursue.

Finish this sentence in the block below:

What matters to me at the end of life is....

e.g. recognizing my children, being able to say goodbye to my loved ones, being at home etc.

Personal Information

Please complete this section as thoroughly as possible

Name	<input type="text"/>	Surname	<input type="text"/>
ID number	<input type="text"/>		

Next of Kin

Name	<input type="text"/>	Surname	<input type="text"/>
Relationship	<input type="text"/>		
Cell	<input type="text"/>	Tel	<input type="text"/>
Street Address	<input type="text"/>	Postal Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Code <input type="text"/>		Code <input type="text"/>
Email	<input type="text"/>		

Medical Aid Details

Medical Aid	<input type="text"/>
Plan	<input type="text"/>
Medical Aid number	<input type="text"/>

Proxy if applicable

Name	<input type="text"/>	Surname	<input type="text"/>
Relationship	<input type="text"/>		
Cell	<input type="text"/>	Tel	<input type="text"/>

It is extremely difficult to decide for someone else, based on what *you* believe they would want. A lot of times we do not even know what we would choose.

The “my scale” on the next page will help you identify what is important and can help guide your family in making decisions.

“Death is not the greatest loss in life. The greatest loss is what dies inside us while we live.”

Norman Cousins

My Scale

Use the scale below to figure out how you want your end-of-life care to be. Select the number that best represents your feelings on the given scenario. This is not intended as a living will, but rather to better understand your feelings regarding your care.

As a patient, I'd like to know

1 2 3 4 5

Only the basics of my condition and treatment

All the details about my conditions and treatment

During treatment, I would like

1 2 3 4 5

My doctor to do what they think is best for me

Have a say in my treatment

Where would you like to live in your last days?

1 2 3 4 5

A suitable facility that can cater for my condition

At home

If I am diagnosed with a terminal illness, I would prefer to

1 2 3 4 5

Not know how quickly it is progressing

Be informed of how long I have to live

If I am diagnosed with a terminal illness, I would prefer to

1 2 3 4 5

Only receive basic treatment to manage pain

The doctor should keep treating the illness until I die

How involved do you want your loved ones to be (including your proxy)?

1 2 3 4 5

To do exactly what I've said

To be at peace and do what the situation requires

When the time comes to go, I want to be

1 2 3 4 5

Alone

Surrounded by my loved ones

Questions

List three of the most important things that you want your friends and family to understand about your wishes for end-of-life care.

List three of the most important things that you want your medical team to understand about your wishes for end-of-life care.

When would you like your care to shift focus from cure to comfort?

Let my proxy decide

Would you prefer a specific medical professional to take the lead in your care?

Yes No

If yes provide name, contact details and relationship.

Are there any designated service providers that you would prefer to use?

Service Provider Name	Services	Contact Details	Other

List illness specific policies that can be used to pay for your treatment.

Include as much detail about the policy as you can.

If applicable, would you like your life insurance policy to pay out to fund your treatment?

Yes **No**

If yes, provide details about the policies

Any affairs that you need to get in order?

Would you like to be an organ donor?

Yes

No

This document focuses on living with a serious illness or disease. Remember to also include other documents that might be needed by your next of kin in case of your death, such as your funeral parlour details, passwords and pins, account details, Facebook profile etc.

The purpose of a living will is to guide family and doctors when you can no longer decide for yourself. Below is a sample, but you can attach your own.

Living Will

The living will

TO MY FAMILY AND PHYSICIAN:

This declaration is made by me (full name)

.....

I.D. Number:

Address:

.....

1. This Living Will in no way revokes nor does it change any Will or Testamentary disposition as made by me at a previous occasion.
2. In this Living Will, unless an intention to the contrary appears clearly and concisely the following words carry the meaning as stated:
 - “Doctors” refer to one or more medical practitioners who may be requested to provide me with a prognosis from time to time, depending on my condition and clinical status at any given moment during my treatment and/or hospitalization.
 - “Secondary support system” refers to any artificial and/or mechanical life support system and/or medication/drugs to the same effect.

If the time comes when I can no longer take part in decisions for my own future, let this declaration stand as my directive.

If there is no reasonable prospect of my recovery from physical illness or impairment expected to cause me severe distress or to render me incapable of rational existence, I do **not** give my consent to be kept alive by means of a secondary support system, including by way of a pacemaker.

I also do not give my consent to any form of tube-feeding when I am dying; and I request that I receive whatever quantity of drugs and intravenous fluids as may be required to keep me free from pain or distress even if the moment of death is hastened.

This declaration is signed and dated by me in the presence of the under mentioned two witnesses present at the same time who at my request and in the presence of each other have hereunto subscribed their names as witnesses.

Signed: Date:

Witnessed by:

Signed: Signed:

Name: Name.....

Personal Protection Guide



GROBBELAARS
FINANCIAL SERVICES
FUNERAL SERVICES
FSP 29536

082 413 5242 - 24 Hour Emergency Number

In order to ensure that those you leave behind are well organized during a very traumatic and emotional time, it is extremely important to leave behind information relating to your person, your death, your funeral and your estate behind.

This file ensures that your information is collected throughout the years and updated as necessary, and when the time comes, that your loved ones will have peace of mind knowing that all your information and wishes are easily accessible and adhered to.

During your life it is important to gather important documents and information, which can be filed in this file under the correct headings.

Upon your passing, it is important that your loved ones know what to do and whom to contact.

The first steps depend on the circumstances under which or place where a person has passed away, namely at home, at a hospital, in a public place or overseas.

The immediate family should be contacted as soon as possible, and enquiries should be made whether or not someone wants to say their goodbyes before the deceased's body is removed.

The funeral director will register the death at the Department of Home Affairs and receive a computer printed death certificate. It is very important to always keep at least one certified copy of the death certificate.

When making arrangements for the service with the funeral director, it is important to take note of the deceased's wishes regarding the type of service, flowers/donations and so forth, therefore it is pertinent to leave clear instructions (whilst still alive) – see Funeral Service Instructions.

It is important to keep up to date with the costs of a funeral and to ensure that sufficient cover has been provided for by means of either policies or cash (ensure that your spouse/next-of-kin has access to the documents and/or account).

After the funeral has taken place, there are still administrative responsibilities which needs to be taken care of.

Keeping and maintaining this file ensures that your death does not become a burden to those you leave behind, and pre-planning is truly an act of kindness.

Natural Death

- Contact the deceased's **GP**
- Contact the deceased's funeral director
- Prepare the important documentation

Unnatural Death

- Contact the **Police**
- Contact the funeral director
- Identification of the remains
- A post-mortem/inquest is performed by the pathologist
- Obtain the comprehensive post-mortem report
- Prepare the important documentation



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Funeral Service Instructions

Leaving behind instructions regarding the type of service you wish to have once you have passed away, ensures that your family has peace of mind regarding the type of service you have always wanted. In times of great emotional distress, leaving behind a pre-planned service arrangement eases the burden on your loved ones

Service Venue

Church Preference

Clergyman

Type of service Burial Cremation

Flowers

Flowers Church Arrangement Wreath Petals Single Flowers

Type of flowers

No flowers by request, donations in lieu of flowers may be sent to

Coffin

Coffin type

Clothing

Jewellery

Viewing Yes No

Cremation *(if applicable)*

Urn Yes No

Type of urn

What should be done with the ashes afterwards?

Burial *(if applicable)*

Cemetery

New Grave

Re-opening

Grave number

Section

Type of memorial

Full Memorial

Headstone only

Other instructions



Hymn Sheet Information

Hymn Sheet Yes No
 Photo to be provided Yes No
 Bookmark required Yes No

Additional photos or requirements for the service

Scripture Reading

Acknowledgements

Eulogy

Funeral Letter

Hymns in Church/Chapel:

	verses	
	verses	
	verses	

Pallbearers at Church/Chapel

	Relationship	
	Relationship	
	Relationship	
	Relationship	
	Relationship	
	Relationship	

Pallbearers at Cemetery		
<input type="text"/>	Relationship	<input type="text"/>
<input type="text"/>	Relationship	<input type="text"/>
<input type="text"/>	Relationship	<input type="text"/>
<input type="text"/>	Relationship	<input type="text"/>
<input type="text"/>	Relationship	<input type="text"/>
<input type="text"/>	Relationship	<input type="text"/>

This is a shorter version of the complete Personal Protection Guide, for a full guide or assistance to complete this guide please contact Grobbelaars Funeral Services at 012 329 3682

Important Documentation

That is needed by the funeral services

- ID document of the deceased
- ID document of the person arranging the funeral
- Details of the GP that treated the deceased on a regular basis
- Decide on the type of service: funeral/cremation
- Date and time of the service
- Name of cemetery (in case of a burial)
- Details of the pastor/minister (name and contact number)
- Name and address of the church/chapel/hall
- List of songs to be sung
- List of people who will act as pallbearers (if any)
- Special requests: e.g. photo's CD's, DVD's flowers, clothing, viewing, etc.





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Grobbelaars Funeral Services strives to provide a professional and cost-effective service to the public on a personal and 24 hour basis.

Grobbelaars Funeral Services - 012 329 3682

24 hour Emergency number - 082 413 5242

Grobbelaars Financial Services – 086 010 9087

- Removal of deceased from place of death e.g. residence, hospital, retirement centre or government mortuary. We render a 24-hour service, 7 days a week.
- Preservation of deceased in our mortuary at no extra cost.
- Obtaining death certificate and cremation documentation from the doctor.
- Death registration. (Family receives the original death certificate and certified copies).
- Funeral arrangements can be made at any of our offices which are located in Riviera, Centurion and Pretoria-East in Erasmuskloof, or in the privacy of your home.
- Transport for the next-of-kin can be arranged if required.
- Church service arrangements – clergy, organist and verger.
- Placing of notices in requested newspapers.
- Flower arrangements for casket and church.
- Design and printing of hymn sheets.
- Reservation with appropriate cemetery and crematorium.
- Repatriation of human remains – internationally.
- Storage and delivery of cremated remains.
- Quality memorials – guaranteed for 30 years.
- Unique Services:
 - Evening Services
 - Living Services
 - Balloon Releasing
- Unique caskets.
- We accept any funeral policy.
- Funeral arrangements in the privacy of your own home.
- Seminars: Bereavement/Trauma.
- Contracted to GBA (Railway Burial Society).
- Funeral policies.
- Member of the NFDA (National Funeral Directors' Association of South Africa)

Plan Your Estate



Natania Holtzhausen
Attorney Notary Conveyancer
Tonkin Clacey Inc
t: 011 880 6695 e: natania@tcinc.co.za

During your lifetime you will amass assets, which will have to be dealt with after your death. Since you have freedom of testation, you have the right to decide what should happen to these assets after your death.

- The two witnesses must sign the will in your presence, as well as in each other's presence; and
- If you, or the person duly authorized by you, have to sign the will by making a mark, a Commissioner of Oaths as well as the two witnesses must be present when the will is signed. The Commissioner of Oaths must attach a certificate to the will in order for the document to be valid.

- An accountant or a firm of accountants;
- A bank; or
- A trust company.

Is your will kept in a safe and secure place?

Your will, together with other important documents relating to your estate, must be kept in a safe and accessible place. Tell someone you trust where these documents are kept, to ensure easy access whenever required. A copy of your will can also be handed to the executor for safekeeping.



Do you have a will?

A will is a written document in which you voluntarily indicate how your assets must be divided between your heirs. As a person, you have freedom of testation, which means that you have the right to bequeath your estate according to your own wishes. Should you die intestate (without a valid will), the assets in your estate will be divided according to the Intestate Succession Act. In addition, the lack of a valid will may lead to unnecessary delays in the administration of your estate. Ultimately, it could mean that your final wishes cannot be carried out.

When is a will valid?

To ensure that your will is valid and complies with the formalities of the Wills Act, the following aspects must be complied with:

- The will must be in writing;
- At the end of the will, it must be signed by you, as the testator. Alternatively, a person duly authorized by you can sign the will on your behalf;
- Should the will consist of more than one page, each page must be signed by you as the testator, or by the person duly authorized to sign on your behalf;
- You, or the person duly authorized to sign on your behalf, should sign the will in the presence of two or more competent witnesses;

How can you change your will?

Should you wish to make changes to your will, you can recall all previous wills by adding a clause to the existing document(s) and then drawing up and signing a new will. If you want to make small changes to the will (for example changing the executor or adding a bequest) a codicil (written addition) can be added to your will.

How can you prevent your will being contested?

You can avoid contestation of your will by ensuring that the document complies with all the necessary requirements. However, even if your will is valid, your children and a current or ex-spouse can still institute claims against your estate, should they feel that your will does not make sufficient provision for their maintenance.

Have you appointed an executor in your will to administer your estate upon your death?

The executor appointed in your will must be willing and able to carry out this responsibility; they should also have access to the necessary resources to administer your estate.

Any of the following persons can be appointed as executor:

- Your spouse;
- Another natural person (such as a family member or friend);
- An attorney or a law firm;

Does your will provide for a scenario where your spouse dies first, and you are still entitled to the maximum exemption from estate duties?

The law makes provision for exemption from estate duty up to the amount of R3.5 million, as well as any bequest left to the surviving spouse. Estate duty of 20% is usually payable on the amount exceeding R3.5 million. If the first-deceased spouse bequeaths their estate to the surviving spouse, the latter can now enjoy a joint estate-duty exemption of up to R7 million



Tonkin Clacey Inc.
ATTORNEYS NOTARIES CONVEYANCERS

24 Baker Street, Rosebank, 2196

PO Box 52242, Saxonwold, 2132

t: 011 880 6695

e: info@tcinc.co.za

f: 011 788 7968

w: www.tcinc.co.za

1 Memory Loss

2 Difficulty performing familiar tasks

3 I D E N ' T R O M E D B I R
O E E
Problems with language

4 Disorientation to time and place

5 Poor or decreased judgement

6 Problems keeping track of things

7 Misplacing things

8 Changes in mood and behaviour

9 Trouble with images and spatial relationships

10 Withdrawal from work or social activities

10 warning signs of dementia

[@AlzDisInt](#)
[Alzheimer's Disease International](#)

**Dementia is not a part of normal ageing.
 Talk to a doctor or contact the
 Alzheimer association in your country.**



Services offered include counselling and support to families affected by dementia. Awareness. Training of carers and families. Advocacy. Support groups. Home visits. Memory clinic.

Western Cape 021 979 2724 | Southern Cape 044 877 0417 | Eastern Cape 041 581 5300 |
 Northern Cape 087 150 5058 | Freestate 071 381 8953 | KZN 031 702 8811 | Gauteng 011 346 2757
 Northwest / Limpopo 011 792 2511

Losing your vision?

What now?

Losing your sight is a scary reality for many people living with degenerative eye conditions. A loss of sight is often accompanied with a loss of independence and feelings of hopelessness. People stop participating in daily activities such as preparing and cooking, cleaning or shopping. They also need assistance when walking in unfamiliar places where falls can happen.

We offer orientation and mobility training which includes:

- Long cane use and possible routes needed
- How to guide someone with visual impairment when walking
- Safe and independent movement skills in familiar and unfamiliar environments

We offer training in adaptive ways to continue with daily tasks, such as:

- Identifying money
- Pouring hot and cold drinks
- Food preparation and cooking
- Cleaning tasks such as sweeping, moping and dusting
- Using a cell phone
- Improving contrast within the home

Other services include training of carers and family members, advocacy and awareness.

Johannesburg office 011 705 3512 ask for
O&M Support or Grace
Email: GraceM@guidedog.org.za



**GUIDE-DOGS
ASSOCIATION**
South Africa





Retire at Home
Professional homebased care and training

Information



Retire at Home offers nursing care at various levels of intensity, from an elderly person needing help with medication and some companionship to full 24-hour medical attention.

We strive to provide high quality holistic health care service rendered by motivated professional staff to ensure optimal levels of physical, mental and emotional well-being and to maintain the independence and dignity of residents in need of care.

Home Based Care

Home based care is intended for anyone who requires additional assistance. We deliver the following services in the comfort of your own home

Home based care

Placing and management of trained home based care workers

Liaison

With multidisciplinary team or family members regarding the wellness of the client

Special nursing care

Monitoring of vital data (e.g. Blood pressure, pulse, respiration etc.), Blood glucose can be done twice a day or daily as required, Testing of urine, Wound care, Administration of pre-packed medication, Intake and output

Nursing care

Pressure care, Mobilization of patient (e.g. Moving of patient from bed to chair), assistance with walking, Active and passive exercises, Companionship and communication, Keep client comfortable at all times

Personal hygiene

Depending on the needs some activities will include: Bed bath, Assistance to shower or bath, Dressing client, Mouth care, Eye care, Catheter care, Washing of hair, Cutting of nails and toenails

Non Nursing Activities

Making the bed and changing bed linen. Cleaning the home, Laundry: doing the washing and ironing, Accompany and assist client when they go shopping, Accompany them when they visit the Doctor or go for medical tests

Home Care Plan

The exact services we will deliver will be determined by our registered nurse once she has performed a *Home-Based Care Assessment*. The assessment will be free of charge. We conduct the assessment in your home and it will document all medical and physical conditions and will be used to draw up the *home care plan*. This will be revised on a regular basis to ensure that we provide the right care, and it will show any change in the patient's condition

Nurse Visits

Our fee includes a weekly visit by our registered nurse for the first two weeks, thereafter on a monthly or as needed basis. These visits will be used to determine the effectiveness of our service and any other services that a nurse in the hospital would perform (taking samples, administering medication, wound care, liaison with doctors etc.).