

# Statewide Rehabilitation Clinical Network

## Rehabilitation service flyer

### Instructions for editing the flyer

#### What you need:

- Eight colour photographs (landscape orientation) that represent the rehabilitation facility and service provided by your rehab team.
- Signed consent form for all individuals whose pictures are used in the flyer. Complete the Queensland Government [Photo Consent Form](#). Save the completed consent form for your service records.

#### Step 1: Downloading the flyer template

Download the **rehabilitation service flyer - editable** template from the goal-setting in rehabilitation “guidelines and resources” webpage located here:

<https://clinicalexcellence.qld.gov.au/resources/goal-setting-rehabilitation/guidelines-and-resources>

Save in a folder on your local network drive.

Save the photos you want to incorporate into the flyer into a folder on your local network drive.

#### Step 2: Editing the flyer – typing in free text

Once saved, open the flyer. Insert information in the free text spaces (blue boxes).

The screenshot shows the flyer template with the following sections and editing instructions:

- Rehabilitation at**: A blue text box for the facility name, indicated by a red box labeled "Name of the facility".
- What is Rehabilitation?**: A text area containing introductory text about rehabilitation.
- What is a goal?**: A text area containing text about setting goals, with three image icons below it.
- Who will I meet in rehabilitation?**: A blue text box for listing health professionals, indicated by a red box labeled "Health professionals that your rehabilitation patients may meet in your service."

The footer of the flyer includes the Queensland Government logo and name.

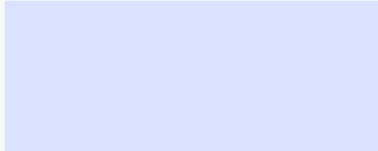
We have a range of services and facilities to support you in your rehabilitation:

### Available facilities



Spaces, places and/or equipment relevant to rehabilitation consumers.

### What to bring



The everyday items you want your rehabilitation consumers to bring to rehab.

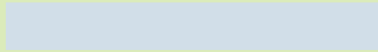
### Your rehabilitation



A key message about rehabilitation that will benefit your consumers



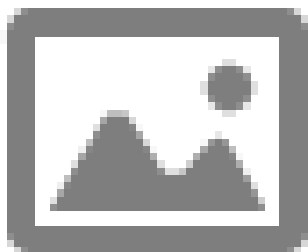
### Rehabilitation at



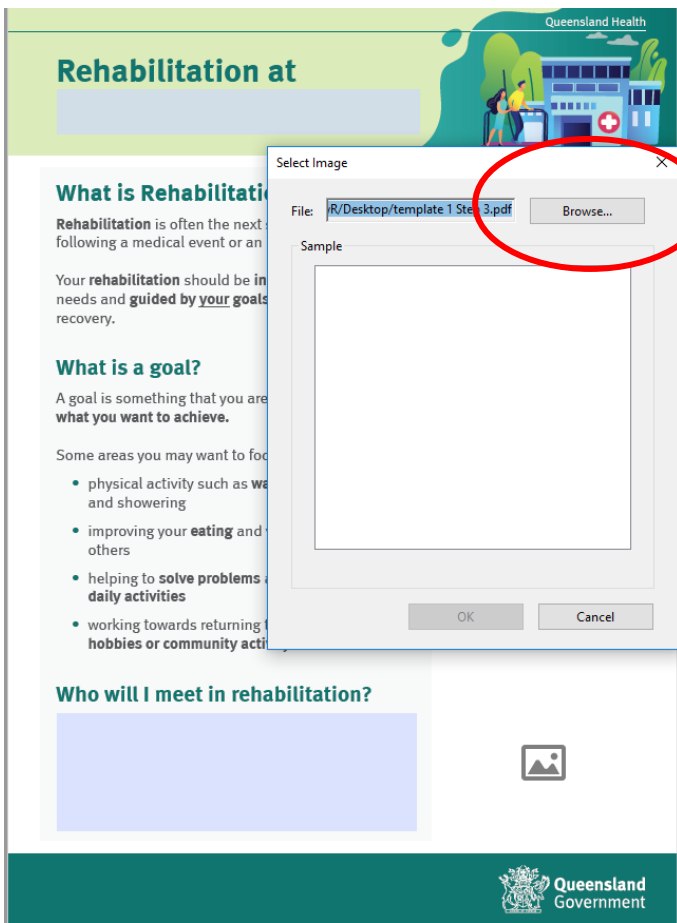
Name of the facility

## Step 3: Editing the flyer – uploading photos

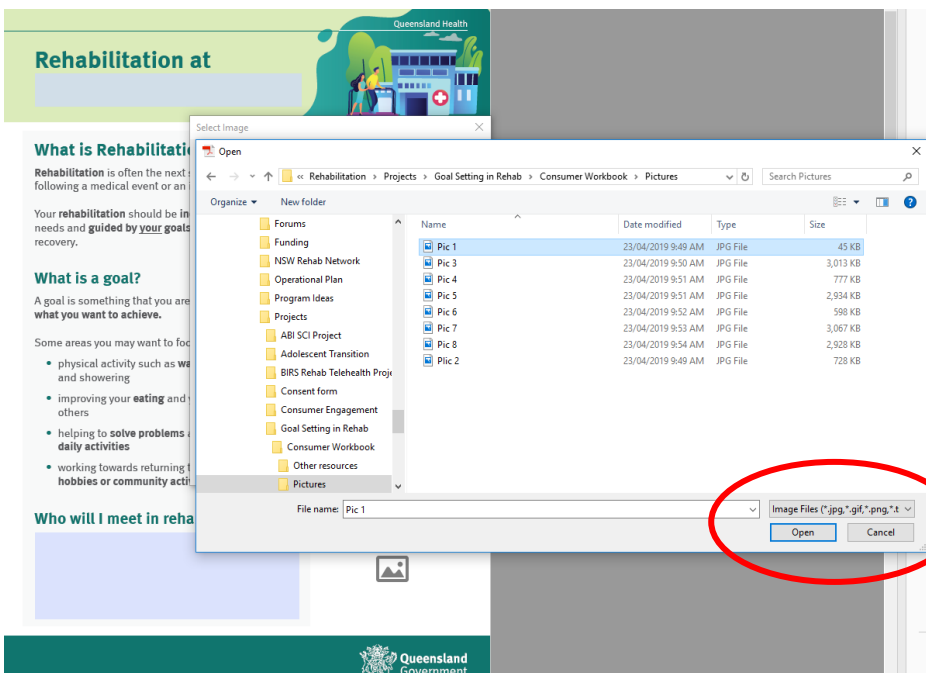
Click on the “picture icon” where you want to insert your first photo.



The "Select Image" box will pop up. Click "Browse" and search for your desired photo.



Double click or "Open" the picture.



The picture will then be inserted in the space for pictures.

Repeat the steps for each “picture icon” on page 1 and 2 until your flyer is completed.

Queensland Health

## Rehabilitation at

**What is Rehabilitation?**

**Rehabilitation** is often the next step of your journey following a medical event or an injury.

Your **rehabilitation** should be **individualised** to your needs and **guided by your goals**, to help you in recovery.

**What is a goal?**

A goal is something that you are aiming to do or **what you want to achieve**.

Some areas you may want to focus on include:

- physical activity such as **walking** to the bathroom and showering
- improving your **eating** and your **talking** with others
- helping to **solve problems** and planning for your **daily activities**
- working towards returning to **sport, work, hobbies or community activity**.

**Who will I meet in rehabilitation?**

Queensland Government

## Step 5: Save and print the flyer

Click “save” to save your flyer with the edits you have made.

Select the “print” icon. We suggest printing on A4, in colour and double sided.

Print one copy first to test you have your flyer the way you want it. You can then print more as needed.