

iThemba CLINIC RULES

AIM: Addiction is a chronic condition which means lifestyle and thorough change plays an important role in the treatment program. iThemba Clinic has constructed rules linked to a penalty system to assist the person with an addiction problem to function within structure and when implemented can assist with long term change. **A total of 10 points can be build up before a service user is dismissed,** and then only allowed re-admission after about three weeks to allow others who were in the group with him to finish their treatment. When 5 points are reached, family/next of kin/interested parties is contacted.

RULE	IMPLEMENTATION	PENALTY SYSTEM	RESPONSIBLE PERSON
Zero tolerance will be given to service users, next of kin, friends or any other party bringing in drugs and/or medication into the clinic. Every single tablet must be handed in at the nurse's station.	Service users are searched when admitted to clinic, as well when they were given a pass out. Families are not allowed to hand packages to service users until it has been searched by the clinic staff.	Immediate dismissal	Senior Social Worker Sister on duty Therapist on call
Smoking in non-designated Smoking area are strictly forbidden. All cigarettes to be handed in at nurses and sign in book when taken.	24h Nurses and Nursing assistants on duty	Immediate dismissal	Senior Social Worker Nurse on duty Nursing assistant
Leaving the clinic without proper consent / jumping the fence. If they want to leave they can sign an RHT form.	Pass out note is given when service user leaves premises. 24 hours guards.	Immediate dismissal if Senior Social Worker assesses the situation is a danger to the treatment of other service users.	Senior Social Worker Sister on duty Security guards on duty
No racial comments with the intent to harm, or rape is allowed	Climate meeting is held daily to provide platform for complains. 24 hours staff available to report incidents	Immediate dismissal if Senior Social Worker assesses the situation is a danger	Senior Social Worker Sister on duty Therapist on call

		to the treatment of other service users.	
Service users are not allowed to organize drugs and be found in possession of drugs.	Random drug testing done. Behaviour assessment by staff.	Immediate dismissal and police to be called	Senior Social Worker Sister on duty
Refusing to give a urine sample for testing	Random drug testing. Behaviour assessment by staff. Searching of the service users, luggage and rooms.	Immediate dismissal	Senior Social Worker Therapist Nurse on duty Nursing assistants
Service users are not allowed to have any money on them. Money must be handed over immediately to Nurse or Social worker on duty	Service user are searched before admission and when returning from outings.	Immediate dismissal	Senior Social Worker Therapists Nurse on duty Nursing assistants
<u>Unacceptable behaviour</u> a. Verbal aggression, physical aggression, foul and racial language towards service users, staff members and visitors.	Climate meeting is held daily to provide platform for complaints. 24 hour staff available to report incidents	8 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
<u>Unruly behaviour</u> Not keeping to the rules and requirements of the clinic	Climate meeting is held daily to provide plat form for complaints. 24 hours staff available to report	8 points	Senior Social Worker Therapist Nurse on duty/nursing assistants
Service users have to respect the ALL STAFF MEMBERS in performing duties and activities	Climate book is available to report incidents	8 points	Senior Social Worker Nurse on duty Head of nursing Department
Service users are not allowed to drug talk	Climate meeting every morning to report incidents. Implications of drugs talks is communicated in sessions Customer in reprimand.	8 points	Senior Social Worker Nurse on duty Therapists
Service users should maintain confidentiality where	Therapist emphasises at each group session that service user should not	8 points	Senior Social Worker Nurse on duty Therapist

other service users are concerned.	give out any information that has been shared in session or in the general day-to-day. Service users are also advised to protect themselves by not over sharing.		
No person is allowed to steal on premises. When caught the case can be reported to the police.	Climate meetings to report incidents 24h staff on duty to report 24h security staff on duty	8 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Service users are not allowed to continuously disrupt group sessions.	Therapist report	5 points	Therapist facilitating group
Scheduled visiting times must be adhered to- 2hours for visits	24h staff 24h Security guard	5 points	Senior Social Worker Therapist Nurse on duty Nursing assistant
Service users are not allowed sexual relationships and inappropriate activities	Climate meeting to report incidents 24h staff on duty	5 points	Senior Social Worker Nurse on duty Therapist
No weapons allowed	24h staff on duty Service users are searched before admission	5 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Clinic property is not allowed to be damaged	24h staff on	5 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
No prison talk will be tolerated at the clinic		3 points	Nurse on duty Therapists
Service users are not allowed to have a cell phone, music or radio in their possession.	Service users are searched before admission and when returning from pass outs.	3 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Service users are expected to dress decently at all the times. Service users are not allowed to go to breakfast without bathing and still in pyjamas.	Climate meeting is facilitated daily to report incidents. 24h staff on duty to assess problems.	3 points	Senior Social Worker Therapist Nurse on duty Nursing assistants
Service users are not allowed to interfere with the task of the security guard.	Report from the security guard	3 points	Security Guard Customer care Management Nursing assistants

Medication will only be prescribed by the clinic Doctor	Medical notes on each service user Nurse on duty handled all medication	3 points	Clinic Dr Nurse on duty Senior Social Worker
Service users must comply with the fire drills	Fire drill file	2 points	Senior Social Worker Fire drill coordinator Nurse on duty
Service users must keep to bedtime (as indicated in the general information)	24h Nurses and Nursing assistants	2 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
The clinic does not cater for people with dual diagnosis. Service user with psychiatric problems will be transferred to other hospital and the family will be responsible for the arrangements.	Climate book to report incidents 24h nursing staff to duty to report behaviour Clinic doctor to consult		Senior Social Worker Nursing Manager Nursing department Doctor Family/next of kin of the service user
The clinic will conduct random searches of the service user and his locker			Senior Social Worker Nursing Manager Nurse on duty Nursing assistants Security Guards Therapists
Phone calls will only be made by the Social Workers during the week, unless there is an emergency or medical issue, then calls will be made by the Nurses			Senior Social Worker Therapists Nursing Manager Nurse on duty Nursing assistants

Service user: _____ Date: _____

Admission officer: _____ Date: _____