

iThemba CLINIC RULES

AIM: Addiction is a chronic condition which means lifestyle and through 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. The system is also constructed to ensure structure and routine. **A total of 10 points can be build up before service user is dismissed**, and then only allowed re-admission after three weeks to allow others who were in the group with him/her 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 according to the Penalty System.	Senior Social Worker Sister on duty Therapist on call
Leaving the clinic without proper consent	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 to the treatment of other service users.	Senior Social Worker Sister on duty Therapist on call
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	Senior Social Worker
Refusing to give a urine sample for testing within eight hours after the	Random drug testing. Behaviour assessment by staff. Searching of the service	8 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistants

request has been made.	users, luggage and rooms.		
Service users must keep their individual appointments with the therapist, attend the group sessions except with permission from the therapist and/or Senior Social Worker	Random drug testing Behaviour assessment by staff	5 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
Service users are only allowed visiting from service users file.	Visitors card Nursing assistants check cards at visitors hours	5 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Scheduled visiting times (as indicated in the general information) must be adhered to	24h staff 24h Security guard	5 points	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
<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
Service users have to respect the nurse in performing duties and activities	Climate book is available to report incidents	8 points	Senior Social Worker Nurse on duty Head of nursing Department
<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 on call Nurse on duty/nursing assistants
Service users are not allowed sexual relationships and inappropriate activities	Climate meeting to report incidents 24h staff on duty	5	Senior Social Worker Nurse on duty Therapist
No weapons allowed	24h staff on duty Service users are	5	Senior Social Worker Therapist on call

	searched before admission		Nurse on duty Nursing assistant
Clinic property are not allowed to be damaged	24h staff on	5	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
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	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
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	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Service users must keep to bedtime (as indicated in the general information)	23h Nurses and Nursing assistants	1	Senior Social Worker Therapist on call Nurse on duty Nursing assistant
Smoking in non-designated Smoking area are strictly forbidden. All cigarettes to be handed in at nurses and sign in book when taken. If found smoking in a non-designated area it will be an immediate dismissal	24h Nurses and Nursing assistants on duty		Senior Social Worker Nurse on duty Nursing assistant
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.	Continues breaking of the rule will lead to points allocated to unruly behaviour (1)	Senior Social Worker
No prison talk will be tolerated at the clinic		3 points	
Service users should maintain confidentiality where other service users are concerned.	Therapist emphasises at each group session that service user should not 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 oversharing.	Continues breaking of the rule will lead to points allocated to unacceptable behaviour (8)	Senior Social Worker Nurse on duty Therapist
Service users are not	Service user are searched	3	Senior Social Worker

allowed to have any money on them. Money can be paid into the account shop for expenses	before admission and when returning from outings.		Therapist on call Nurse on duty Nursing assistants
Service users are expected to dress decently at all the times. Service users are not allowed to go to breakfast with pyjamas, or walk around with only a towel. No revealing, seductive clothing allowed due to the nature of our treatment program.	Climate meeting is facilitated daily to report incidents. 24h staff on duty to assess problems.	Senior Social Worker will call the person in and reprimand. Continues breaking of the rule will lead to points allocated to unruly behaviour (1)	Senior Social Worker Therapist on call Nurse on duty Nursing assistants
Service users are not allowed to interfere with the task of the security guard.	Report from the security guard	Senior Social Worker will call the person in and reprimand. Continues breaking of the rule will lead to points allocated to not respecting the nurse in performing duties and activities (3)	Security Guard Customer care Management Nursing assistants
Service users must comply with the fire drills	Fire drill file	Senior Social Worker will call the person in and reprimand. Continues breaking of the rule will lead to point allocated to unruly behaviour (1)	Senior Social Worker Fire drill coordinator
Service users are not allowed to jump the wall. If they want to leave they can sign an RHT form.	Security guard on duty Nursing assistant to do regular checks on service users 24h nurse on duty	Senior Social Worker will call the person in and assess the circumstances. Points can be allocated under the rule on unacceptable behaviour (8)	Senior Social Worker Sister in charge Nurse on duty Nursing assistants Security Guards

All medication must be handed in on admission, to be regulated by the nursing department.	Service users are searched before admission	Senior Social Worker will call the person in and reprimand. Continues breaking of the rule will lead to points allocated to unruly behaviour (1). If the medication was shared with other service users points will be allocated according to the rule on organizing drugs (4), and /or immediate discharge	Senior Social Worker Nurse on duty Nursing assistant
Medical will only be prescribed by the clinic Doctor	Medical notes on each service user Nurse on duty handled all medication	Senior Social Worker will call the person in and reprimand. Continues breaking of the rule will lead to points allocated to unruly behaviour (1)	Clinic Dr Nurse on duty Senior Social Worker
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	None	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: _____