



*Eshowe Hospital*

*Siyacobelelana  
Newsletter*

## **The Quest for Happiness**

### **HAPPINESS**

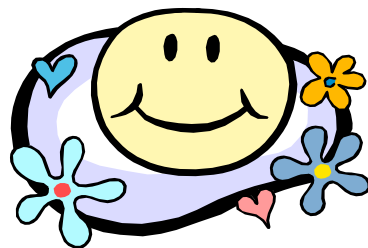
A smile can win over friends and enemies alike.  
Laughter can heal from within and spread  
warmth all about.

A friendly face is never a waste and is always in  
good taste.

A helping hand is someone who understands.

All in all, this is someone who has come to know,  
that happiness is a self-created inward and outward  
glow.

It is not having the best of everything, but rather  
making the best of everything and anything.



## **Encouraging Innovation and Rewarding Excellence**

Rewards can come in many forms, certificates, letters and tokens of appreciation or simply praise “Thank You” for a job well done. It is important to have a Departmental System in place to assess and say thank you to those employees who have gone an extra mile.

Everybody likes to be recognised for the work that they do and any new ideas they may suggest, which will help to improve service delivery. Rewards will encourage all employees to share new ideas with their colleagues and improve the standard of their work.

On the 23 June 2005 Eshowe Hospital Staff gathered in the Town Hall for their Annual Prize Giving Ceremony.

Mr N.S. Buthelezi presents Esprit de Corps Award to  
CPN Z.C.P. Dlamini



J.J. Hodgon trophy being presented to Deputy Ward  
Manager—CPN S.E. Khanyile on behalf on ward 5



CPN I.T. Ngubane received the E.T.B. Mkize trophy  
on behalf on nursery staff



The Hospital Manager's Prize goes to Mrs V. Naidoo



General Orderly B.M. Vilakazi receives the Derek Pillay Family trophy



Mr B.T. Sithole receives the Mrs Z.E. Jaffe trophy for his implementation of the Batho Pele Principles



The EM Horsley trophy is presented to PN B.P. Hlongwane



Mayor Stan Larkan present Mr S.S. Mhlongo with his Silver Medal and his Green Number for completing his Tenth Comrades Marathon



## **BUILD A FANATICAL TEAM**

You cannot make your vision come true on your own, you have to be surrounded by people who believe in your dream. Make sure the team understands where you are and where you are going. Make your team feel good about themselves, make each person feel that he/she can make a unique contribution to the success of the business.

Know your staff personalities, remember their birthdays, show an interest in their families, show understanding and consideration in times of illness, attend weddings, funerals and the like.

Promote loyalty to the company amongst the employees. They must feel the company is worth their efforts and input, and that they are valued and appreciated. This does not only entail superficial motivational techniques such as handing out company t-shirts and caps, but also support and give attention to employees in times of personal adversity.

Do team-building exercises from motivation workshops to weekends away.

Challenge your staff. Do not control them. True leaders set people free to realize their own potential.

Reward performance, efforts and enthusiasm, both in cash and in kind. Sometimes a weekend at a luxury resort for the best sales figures may be a better incentive than a cash bonus. Praise the team. Don't hesitate to write personal letters to them, or even recite dedications about them in front of other employees. Be a praise-singer to your achievers.

## **EMPLOYEE ASSISTANCE PROGRAMME (EAP)**

Ngabe iyini iEmployee Assistance Programme (EAP) uhlelo lokulekelela abasebenzi.

Lolu uhlelo oluzinze emsebenzini olwakhelwe ukulekelelela ekutholeni inkinga nesixazululo maqondana nempumelelo emsebenzini umuntu awenzayo. Izinkinga ezikhungethe izisebenzi ezinye zazo, (kodwa kungekuphela kwazo) kungaba ezempilo emzimbeni, ezomndeni, ezezimali, ezasemshadweni, ezophuzo, ezezida-kamizwa, ezamacala, ezomphefumulo, ezokukhandleka, nengcindezi, kanye neziwye zesi-qu sakhe umuntu, ezingaba nomthelela emfuthweni, ekuzinikeleni, kanye nasemkhiqizweni wesisebenzi emsebenzini.

Lolu uhlelo olu enjongo yalo isobala ekwenzeni ngcono ubunjalo bezimpilo zabasebenzi nemindeni yabo ngokunikeza uxhaso noziso ekuxegiseni izidubulo ezibangwa umsebenzi wansukuzonke nezinkinga nje. Lunikeza izindlela ezintsha nezivele zikhona ukulekelela inhlalakahle yabasebenzi khona majalo lube lwenyusa igalelo lomsebenzi kanye nomkhiqizo.



## IZINJONGO

Izinjongo zaloluhlelo zimi kanje :

- Ukunikeza usizo nezeluleko kubasebenzi nemindeni yabo, ezizogwema izinkinga ezingakhubaza umfutho nobuchule bokwenza umsebenzi okulindelwe, ngaleyondlela bese kuba sengcupheni ukuqashwa okuqhubekayo kwalabo basebenzi.
- Ukuvumbulala, ukucubungula, nokudlulisela labo basebenzi nezinkinga-zabo, kochwepheshe bangaphakathi emsebenzini kumbe bangaphandle, njengabeluleki kwenzokusebenza komqondo womuntu, abazehlalakahle, abeluleki kwezezimali kanye nemihlangano eyingunyazana yababili njalonjalo, uma inkinga iphathelene nomsebenzi.
- Ukufukamela abasebenzi bekhethelo abanoqeqesho nesipiliyoni ukuze singaze siphoqe isimo ukuba bathathelwe ezokuqondiswa kwezigwegwe nokuxoshwa.
- Ukwandiswa komkhiqizo, ukuqiniswa kokuzethemba nobumbano kubasebenzi nokuqedwa kwegebe phakathi kwabajebenzi nabethimba lokulawulwa kwaleyo femu.

## UKUGCINWA KWEZIMFIHLO

Loluhlelo aluthathi macala, luvikela imfihlo yakho futhi lunikeza usizo ngokuvolontiya.

Amafayela angawabo abasizi baloluhlelo kanti akayuyulelwa namunye ngaphandle uma itholakele imwume kuwena yokwenzajalo.

Ukudalulwa kwemfihlo kungkile futhi imininingwane yayo iyodalulwa uma kuyisinqumo senkantolo noma kuphathelene nesimo sokufa nokuphila nomake umthetho kahulumeni unquma kanjalo.

Uhlobo lwaloluhlelo onhloso yalo kungekona ukugweba.

- Ukuzibandakanya naloluhlelo kusekuthandeni kwesisebenzi kanti akuyubeka engcipheni ukuvikeleka kokuqashwa kwesisebenzi kumbe amathuba aso okukhushulelwa esikhundleni noma emkhakheni ongaphezulu.
- Lolu hlelo aluve lubambeke ukuqondiswa kwezigwegwe.
- Abasebenzi banelungelo lokwenqaba usizo lwabasebenzi baloluhlelo kumbe izincomo abazishoyo-uma umuntu enzenjalo akayuyini-sekiswa olunye usizo.

## IMIGOMO YEZIKHATHI ZOKUFUNA USIZO

- Abasebenzi abazobe bethola usizo lwaloluhlelo bazokhululwa ukuba bayobonana nochwepheshe oqondene nenkinga leyo uma bethunyelwa lapho yisisebenzi saloluhlelo.
- Abasebenzi abasicelele bona ukubonana nesisebenzi saloluhlelo kodwa bengafuni ukuthi umphathi wabo azi ukuthi bazibandakanye naloluhlelo, kuyomele bakwenze lokhu ngesikhathi sabo uma umuntu engekho emsebenzini, eselivini noma ekhefini.
- Uma isisebenzi silalisiwe noma sivakashele isikhungo sokwelashwa kumbe kuxhaswe yiloluhlelo ngesikhathi somsebenzi, kuyocashunwa lesosikhathi elivini yokugula kanye/kumbe elivini yaso yokuphumula.
- Uma isisebenzi sithunyelwe kumbe sihambele isikhungo sobuchwepheshe bezokulashwa kumbe bezosizo olukhethekile olungaphandle kwamagceke efemu, ngesikhathi somsebenzi siyocatshangelwa ngesikhathi esingagehora bese kuthasiselwa ngesikhathi leso esizochitheka ngebanga azolihamba ephoko-

Do you have personal problems? Are these problems causing you to have difficulties to concentrate on your work? Don't despair! EAP is here to help you!

For more information about this service, please contact the EAP Practitioners.

Mr RL Koster—Maintenance Dept



Mrs GF Mdlalose—Nursing School



Mrs NDR Ndlela—Social Worker



CPN ME Reynecke—Programme Manager



Mr V Reddy—HR Manager



## **ALCOHOL AND DRUG ABUSE AWARENESS**

The Department of Health has taken it upon itself to be fully supportive of employees who are co-operative in trying to beat substance abuse.

On the 29th June 2005 Eshowe Hospital was hosting Alcohol and Drug Abuse Awareness in the Conference Room.



Member of the staff matching with the flag



Mrs Ndlela—EAP Co-Ordinator  
Giving a Speech on the Purpose of the Day



Ms Shireen Sahadev from SANCA—Empangeni



Mr Mdlalose from SAPS—Investigating Unit



EAP Committee





Mrs K. Naidoo—Provincial EAP Manager

## UNGQONGQOSHE UHAMBELE ESIBHEDLELA

Ungqongqoshe wezokuphepha nokuthutha kusifundazwe soKwaZulu-Natal uMnumzane B. Cele ubehambele isibhedlela sasEshowe ukuzoduduza ababelimele engozini yemoto—(bakkie)



## **HERE'S LOOKING AT YOU**

*Dear Dolly*

*You are such a special person and I will never forget all you did to help Smangela. Special people are not easy to come by. I thank you for all the people you care so deeply for and all your hard work in helping the sick and giving many people hope.*

*When I sit back and reflect on how lucky I have been, Smangela has given me the greatest opportunity to get to know the many people like you who love and care with an open heart. I will always be grateful for the wonderful opportunity of having had to love and care for such a special person like her. However, I could not have learnt if it was not for the support of you and the doctors and other staff who were so kind and caring. It was easy to love her, as she was a loveable child with such wisdom and concern for others. She has been my biggest teacher.*

*May God bless you Dolly for all you do to help others.*

*"As every day passes, the help and love you give to others may those merits extend your life and your health. The blessings fall so soft and gentle like a dewdrop on a spring morning, as you awaken each morning may the blessings like dewdrops enrich your life forever."*

*There will be a memorial service at Eshowe Methodist Church Hall on Thursday 17 March 2005 at 11h00—12h00.*

*Lots of love*

*Patti Joshua*

*To All The Theatre Staff*

*Thank you for all your help, support and patience over the last 2 months.*

*You are all an absolute "Dream Team"*

*Love*

*Helen*

*We wish to take this opportunity of thanking all those who visited, offered up prayers, sent flowers & cards, telephoned and gave so much love and support on the totally unexpected death of our dearly beloved Lawrence. Thank you to Dr Meek, Dr Chili and staff at Eshowe Hospital's casualty who were on duty the evening of 24.04.05 and also Dr Murugan who so willingly assisted. Your response was so swift and caring. Please accept our love & prayers in return. Eunice Dunn and Family*

(1) **QUOTABLE QUOTATION**

As you look back you see your footprint  
carved in the soul,  
As you look down you see your feet in the  
process of creating a new footprint,  
As you look ahead you see no footprint.

The soul awaits you to step forward to de  
sign your new footprint.

Those who will follow might use the pattern  
make sure your footprint is clear for all to  
translate.

The love journey brings happiness to all.



2) **QUOTABLE QUOTATION**

Time is too slow for those who wait, too  
swift for those who fear, too long for those  
who grieve, too short for those who rejoice,  
but for those who show true love, time is  
eternity.

## **HUMAN RESOURCE DEPARTMENT**



Mr V. Reddy—HR Manager

Wow! Have we been put through the test? New projects/tasks, pay progression, PMDS, MMS, housing allowance, decentralization of head office functions, moratorium on the filling of posts, just too many to mention. We have come short of ways and means to make things possible. Appreciation goes out to my colleagues who have sincerely put their hands to the plough to maintain service delivery. The latest update are as follows :

### **DISCONTINUATION OF THE PAY DATE 25TH FOR THE PROVINCE OF KWAZULU-NATAL**

Part 4, Section 8.3.3 of the Treasury Regulations of the Public Finance Management Act, makes provision for only two official pay dates in the Public Service, namely 15th and month-end. As you are presently paid on the 25th this directive will have impact on you.

In order to comply with the Treasury Regulations, a decision was taken that all employees appointed permanently on the fixed establishment and on contract will be paid on the 15th day of the month. All temporary, part-time and employees appointed on probation will be paid on the last working day of the month. The change in pay date will be effective from the October 2005 salary month.

UKUNQANYULWA KOKUHOLA NGOSUKU LAN-  
GOMHLAKA—25 ESIFUNDAZWENI SAKWAZULU-  
NATALI

Isigaba 8.3.3 seNgxenye yesine (4) yeMithethonqubo yoMnyango wezeziMali so Mthetho wokuPathwa kweziMali zikaHulumeni, sihlinzekela izinsuku zokuhola ezisemthethweniezimbili kuphele eMinyangweni kaHulumeni, okungumhlaka 15 kanye nokuphelakenyanga. Njengoba uholo ngomhlaka 25 lomyalelo uzokuthinta.

Ukuze kulandelwe iMithethonqubo weZeZiMali, kuthathwe isinqumo sokuthi bonke abasebenzi abaqashwe ngokugcwele kanye nabaqashwe ngaphansi kwenkontileka baholelwe ngomhlaka 15. Bonke abasebenzi abangotoho, abangakaqashwa ngokugcwele bayoholelwa ekupheleni kwenyanga. Lolu shintsho luzoqala ukusebenza kaMfumfu 2005.

WHAT IS HOUSING ALLOWANCE?

Until 29 September 2004 the employer only assisted those employees who were home owners with a bond on their property through the Home Owners Allowance Scheme.

According to the collective agreement signed in the PSCBC i.e. PSCBC Resolution 2 of 2004, The Home Owners Allowance Scheme has been repealed and replaced with the Housing Allowance.

The Housing Allowance is a sum of money that the employer pays every month in addition to an employee's salary in order to assist him/her to pay for the rent or an instalment on his/her name.

To qualify for the Housing Allowance a few simple rules (requirements) must be met  
They are briefly the following :

- You must hold a permanent position in the Public Service. This includes fixed term contract employees.
- Housing Allowance is payable on one home only.
- If both you and your spouse are working for the Public Service, then only one will qualify for the Housing Allowance. You and your spouse could decide who would apply for the Housing Allowance. However, should you and your spouse for operational reasons be stationed in different managerial districts and maintain two separate homes, then both of you could access the Housing Allowance.
- If you and a number of other independent employees, having separate rental agreements, live in one house, each employee will qualify for the Housing Allowance.
- You can either rent or own a home. If you rent a home, you must at least have a formal/written rental agreement with the person that you are renting from. If you own a home then the home must be registered either alone in your name or it could be registered in both your and yours spouse's names. Closed corporations, trusts and companies unfortunately do not count.
- You and/or immediate family must live in the home.

CONDOLENCES

*Management would like to pass its sincere and heartfelt condolences to the family, friends and colleagues of Mr Roy Gillett who passed away in June 2005.*

*He has left footprints in our hearts, we will take comfort in knowing that he has gone to a better place.*

## INSERVICE EDUCATION



Dr Janowska is giving Inservice Education on Cardio Pulmonary Resuscitation (CPR)



A group of nurses given CPR Update by CPR Instructors



CPR Instructors





Theatre Staff received Batho Pele Quarterly Award  
for April 2005



Kwakuvaliswa uMs Pretty Mhlongo (Ward 2 Clerk)



All vehicles entering and leaving the Institution are  
checked especially the boots



**ESHOWE DISTRICT HOSPITAL**  
**PUBLIC RELATION TEAM**  
ZANDILE JAFFE  
PRIVATE BAG X504  
ESHOWE  
3815

PHONE No. 4734500 X 4538  
CELL No. 0836719218