



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

UMGENI HOSPITAL

UMGENI

NEWS

SEPTEMBER 2023

WOMEN'S DAY EVENT



WOMEN'S DAY EVENT

“**T**he public holiday, marked year on August 9 in South Africa, commemorates a historic protest of unjust laws under the then-apartheid regime.” It comes from the call to action in 1956 by 20,000 women who marched onto the union buildings in Pretoria. In spite of much progress made in securing women's rights globally, millions of women and girls continue to experience discrimination and violence, being denied of their equality, dignity and autonomy, and even a life”.

Umgeni Hospital ladies (KZN health employees and outsource companies which includes catering company (Sodexo), cleaning grounds company (Charmente), cleaning company for buildings (Likhonithemba), Expanded Public Works Programme (EPWP) personnel and Working on Fire jointly celebrated their special day on 23 August 2023.

The main purpose of the event was to encourage unity among women regardless of a portfolio or a level one is occupying at work. It was a day to be reminded about the importance of treating each other as sisters each with the focal point of working for our families.

It is so unfortunate that in our country most women are dying due to being overloaded by different challenges in their lives but the day was to enjoy being a lady who is unique without anyone who can replace her. This special day was to emphasise to the ladies who works at *Umgeni Hospital* that they are more powerful than they know and beautiful all build in an image of God. The day was filled with joy and the ladies were dressed to kill. Nicely prepared meal prepared by the organising committee was also appreciated. Thank you to all who made the day a success.



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WOMEN'S DAY EVENT



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WOMEN'S DAY EVENT



WOMEN'S DAY EVENT



PROVINCIAL SPORTS GALA EVENT

The Provincial Sports Gala Coordinating Committee representing all KwaZulu- Natal Psychiatric Hospitals have been organising the Annual Sports Event to commemorate Mental Illness Awareness Month (July). The event involves all six KZN Psychiatric Hospitals namely: Umgeni, Fort Napier, Town Hill, Madadeni, Ekuhlengeni and Umzimkhulu. The event was hosted by Umzimkhulu Hospital but to the decision that was taken by the committee to use a central venue for the benefit of users so Umgeni Hospital organised with municipality to utilize Howick sports field.

The main aim of the event:

Minimising social stigma associated with intellectual challenge. Mental Health Care User's (patients) show casing their talents regardless of their intellectual and physical challenges through sports. Mainstreaming Mental Health Care User's (MHCU's) to participate in public activities.

Coordinating and rehabilitating KZN Psychiatric Hospitals through sports and recreational activities for benefit and interest of MHCU's.

Having this event (19.07.2023) just across Umgeni Hospital was an advantage for many MHCU's to attend. MHCU's from Umgeni Hospital are not partaking to sport due to their condition but they attended the event as spectators. Mental Health Directorate supported the event by donating two trophies i.e. Mr. S. Mthethwa (the late Fort Napier Hospital CEO who was also the chairperson for the organising committee). Mr. Mthethwa had passion for rehabilitating MHCU's. Another trophy donated by Head Office was for the best craft.

The results were as follows:

- Best banner won by Townhill Hospital
- Best Occupational Therapy Project won by Umgeni Hospital
- Best Dressed/ team spirit won by Madadeni Hospital

The scores for field and track races as follows:

TownHill Hospital: 335 points

Ekuhlengeni Hospital: 215 points

Umzimkhulu Hospital 190 points

The overall winners for 2023 provincial sports gala were: TownHill Hospital

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PROVINCIAL SPORTS GALA EVENT



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CEO's FAREWELL

An official send-off for Mr S.L. Mjaja who was a Pharmacy Manager was on the 27.07.2023 at Umgeni Hospital recreational hall. Mr Mjaja with the qualities he has; it led to being appointed as an Acting Chief Executive Officer.

Mr Mjaja was a leader that will always open a door whenever there is a challenge that an employee encounter. He will listen and give you an advice that will also pave the way forward said Ms. A. Mazwana who was reporting to him.

"I gained lot of leadership and management skills. During the time when I was the Acting CEO ; I've learnt that people are different with aspirations but with one goal of improving the life of a patient at Umgeni Hospital. When there are challenges they will give good advice or benchmark with other facilities. I do appreciate the time I spent with good managers and people who were grounded with values of team building".

"During the time of Covid-19 it was hectic but the entire facility was doing well compliments from the community of uMngeni Municipality were pouring like water complimenting about the services (vaccination) that were provided . You gave the respect I did not deserve as if I was in a position of a CEO". said Mr. Mjaja showing appreciation.

Your presence at this function shows the expression of love you have for me. I also appreciate the Hospital Board as the governing body which worked closely with management for optimal health care for Umgeni Hospital patients..

Thank you for your support I will always remember the facility staff and patients. I wish you all the best in life.



Mrs. Chule (Acting Nursing Manager) handing appreciative gifts to Mr. Mjaja from the Nursing Management

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CEO's FAREWELL



Executive Management with Mr. Mjaja cutting the cake



WORKPLACE ORIENTATION PROGRAMME

“A warm welcome to the new employees of the Department of Health in KwaZulu-Natal Provincial Administration. It is a pleasure to have you joining the Department not only for employment purposes but also for your association with the Department in making change to people’s lives whilst we execute our duties. As you undergo a critical transition of your work life, it was felt necessary that the Department streamline and formalize the induction programme for all employees”. said Ms. Nomagugu Simelane (KZN Health: MEC) as a welcoming note incorporated to the presentation.

On the 2-3 August 2023 Ms. N. Makhathini (Human Resources Skills Development Practitioner) organised an orientation programme for the newly appointed personnel. Those sixteen employees were appointed from April 2023. The Programme has been restructured for all facilities and serves an introduction that welcomes newly appointees of the Department. It helps to bring on board employees on the strategic direction, operations and functional work of the Department at all levels.

The staff who participated on the programme were equipped and supported to adjust to the day to day operations of Umgeni Hospital.

On these days that Ms. Makhathini organised; newly employees managed to get lots of information about work context within the facility, employment conditions and performance requirements when dealing with patients that are mental, physical and intellectually impaired.

The programme was a success because it also assisted new personnel to grow professionally.



HAND HYGIENE DAY

The event took the format of a relay, where by Sr Manser (IPCC) commenced with management signing the Hand Hygiene Pledge, and a demonstration of hand hygiene. After management, each ward and section were visited, and the operational manager or section supervisor signed the hand hygiene pledge, and a hand hygiene activity was done. Activities include Hand Washing, Hand Rub or refreshing the 5 Moments for Hand Hygiene .

The pledge that was signed by supervisors and managers incorporates the following:

1. Creating an environment and the perceptions that facilitate awareness- raising about patient safety issues.
2. Lead by example
3. Serve as an ambassador for good Infection Prevention and Control.
4. Support implementation of Infection Prevention and Control.

All pledges are displayed in all wards and departments to remind managers about their commitment and for staff to work together for the Infection Prevention and Control of diseases.



Outsource Security Company (Dudwana) demonstrating Hand Hygiene; proving that hand hygiene starts from the gate



Mr. Dyarvane (Assistant Nursing Manager) signing the pledge

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NURSES DAY EVENT

Umgeni Hospital Nursing Management and nurses celebrated Nurse's Day on 17 May 2023.

The theme for 2023 Nurse's Day "Our Nurses, Our Future".

The theme for 2023 Nurses Day "Our Nurses, Our Future". Nurses were acknowledged and appreciated for their hardwork, dedication, commitment and devotion to duty.

Nurses play a vital role in the management and caring for our Mental Health Care User's (patients). The nurses were honoured by Nursing Management for working tirelessly to provide excellent quality care.

Article submitted by Nursing Management



NURSES DAY EVENT



From left: Sir Ramauthar receiving a token of appreciation from Mrs. S.T. Chule (Acting Nursing Manager)



Operational Managers receiving token of appreciation for being good managers who are working with team of nurses that provides excellent services to patients.

ZOOMING INTO WORKPLACE DISCIPLINE

FORMS OF DISCIPLINE

Depending on the circumstances and the seriousness of the offence, disciplinary action takes the form of one of the following:

- Verbal reprimand and explanation
- Written warning
- Final written warning
- Demotion and
- Dismissal

1. Verbal Reprimand and Explanation

An employer may reprimand an employee where his/her conduct is regarded as being unacceptable and the employer considers further steps to be unsuitable or unnecessary. The reprimand of supervisor is not that he/she hates you.

A reprimand is intended to be informal with the emphasis on correcting the employee's conduct through discussion.

2. Written Warning

1. A written warning may be given after a reprimand has not resulted in the desired correction or where the misconduct is so serious that a verbal reprimand would be inadequate.
2. The employer who gave the warning must complete the warning form in duplicate. The exact nature of the misconduct must be recorded and explained to the employee. The employee must have the opportunity to state his/her case.
3. One copy of the warning form must be given to the employee and the other must be kept by the employer. The employee's comments must also be recorded on the form.
4. The employee will be asked to sign the warning form. His/her signature or mark will be an acknowledgement on the content. Any disagreement or refusal by the employee to sign the form must also be recorded on the form. The employee's signature is not a prerequisite (requirement) for the validity of the warning.

Article continue on the next page

ZOOMING INTO WORKPLACE DISCIPLINE

3. Final Written Warning

1. A final written warning can be given after a verbal and/or written warning has failed to achieve the desired correction or if the warning justifies it irrespective of the absence of previous warnings.

1. If it is alleged that an employee has committed a level A or B misconduct or offence or has already received a final written warning and he/she commits a further offence, a disciplinary enquiry into the conduct or further offence shall be necessary.

3. A written warning and a final written warning shall be valid for a MAXIMUM period of six (6) months. After the warning has expired, it shall NO LONGER count against the employee for any purpose.

4. Demotion

The act or process of reducing to a lower grade, rank, class, or position, or the result of such a reduction, e.g. demoted from salary level 5, to level 4, Human Resources Officer to Administration Clerk level 4.

5. Dismissal

1. No employee may be dismissed because of misconduct without the benefit of a disciplinary enquiry.

2. Dismissal may take place with notice or summarily notice depending on the seriousness of the misconduct.

3. If the misconduct is of such a nature that dismissal is warranted by law, no notice shall be given.

4. A dismissed employee may appeal dismissal, Head Office Labour Relations will hold an appeal and pronounce the outcome of an appeal, if an appeal is not successful a dispute mechanism may be followed wherein the matter is referred to the bargaining council.

VERY SERIOUS MISCONDUCT

Patient assault, Absence without leave for a short period. Reporting late for duty. The employee leaves the working premises without authorisation. Unauthorised possession of the employer's or anyone else's property. Drunkenness, the use of liquor or the taking of narcotics on duty. Assault or fighting. Intimidation, incitement or participation in a strike contrary to the Labour Relations Act.

Disobedience, insubordination and failure to carry out standing instructions. Violence, whether threatening or actual. Fraud or forgery of any document or information. Gross negligence. Possession and/or use of drugs.

Deliberate damaging of the employer's property. Corruption, bribery, including attempts at bribery and acceptance of a bribe, theft, fraud, dishonesty and making confidential information known. Absence from work without leave for more than five (5) days.

Conviction in a criminal court and imprisonment without the choice of a fine. Making private or confidential information known to a third party without the permission of the employer. In possession of or the viewing of pornographic material or material that is offensive or discriminatory of nature whether in printed or computer data format. Destroying or deleting computer data without the employer's consent. NB: The list of serious offences is not exhaustive in terms of the PSCBC Resolution 1 of 2003, there are serious cases that have not been.

Article continue on the next page

ZOOMING INTO WORKPLACE DISCIPLINE

SERIOUS MISCONDUCT

The action for the first offence is a final written warning and for the second offence dismissal i.e. sleeping on duty. Failure to report unsafe areas, structures. Failure to use tools or implements according to the standard procedure. Protracted absence Using insulting and indecent language. Unauthorised collections on the employer's premises. Failure to report the overtime (irrespective of an undertaking to work overtime) without a valid reason. Inadequate or poor service. Irreconcilability or injuries to others as a result of negligence or rough play during working hours, willful telling of false information. A first offence of absenteeism during the probationary period, namely the first 6 months of service

LESS SERIOUS CONDUCT

Depending on circumstances and the relationship between the employer and employee, a written warning or final written warning could be given if the relationship between the parties has deteriorated to such an extent that they cannot work together any longer.

The action taken must be fair in the circumstances. The action for a first offence is a written warning and for a second offence within the period of validity of the warning already given, a final written warning. For a third offence the action is dismissal. Failure to carry out a reasonable, legal instruction within the time required. Failure to report sickness to the employer. The final test to determine whether an employee should be kept in the employer's service is if the misconduct was so serious that there is no longer any chance for the establishment of a normal trusting relationship between the parties and that reconciliation cannot be brought about.



COMPLIMENTS

Ukuku okwenzeka ngalo isemakini.
ISIBU SETHU GISSESIMENI ESITHLE,
KONKE SIBONA KWENZEKA NGEMOLELA
EYAMUKELEKILE.
SINGUMNENI KA SIYABONGA NTULI
SIPHAKAMISA UKUBONGA OKUKHULU
KAKHULU KUMNUMZAME U ROSS
ESIMTHOLE EWDDINI SITHI UNICULUNICA
LU ANIPHE IZINHLIZIYO EZIVULEKILE
KULOMSEBENZI ANIBIZELE KUWO
GOD BLESS YOU ALL
A Ndubele
Isizulu
Isininisa vesiguli

Date on which the compliment was received:
Thank you for a clean, well managed establishment. Keep up the good work.
Friendly staff and professional.

Date on which the compliment was received:
Man and sister are happy with the care of
Gonisagren Brandon Govender, which shows that
staff and care givers are doing an exceptional
job. Thank you staff of Dungeni hospital
Kind Regards,
Moongani

I do not have any negative interaction with staff.
I am very grateful for the service and care that
my daughter is receiving. Thank you very much.
Signature of person lodging the complaint
Signature of patient

COMPLIMENTS

Usuku okwenzeka ngalo iseniakalo:
Ngi fisa ukuthatha le lithuba ngibange indlela
engibona umntwana wami ephakela ngayo
kulesi sibhedlele, ngifika njalo maluphete
Inyanga ukuzombona angibazi ngimfido
esesimeni esingeshile njalo uma ngifili
ngifika ngijabule ngimfido emahle elizankle
ngijabule kachulu nanganellele isibhedlele
esihlanzeke ngayo Unabasebenzi apanesinelce
abahomoya emahle siyabonga kachulu
sengathi uNalunqulu anganibusisa ngihubeke
njalo nokwenzeka kakhulu
Siyabonga kachulu

Date on which the incident took place:
I would like to thank all the staff and
O.M. for the care that they gave my
daughter I really appreciated, she
is always clean. Keep it up your good
work. God Bless you all

TPMchiye
Signature of person lodging the complaint

Signature of patient

Date on which the incident took place:
I AM HAPPY THE WAY SHE IS. SHE IS FINE, SHE IS OK. IVE GOT NO
COMPLAINT

OPERATIONAL MANAGER AND YOUR STAFF KEEP UP YOUR GOOD WORK!

THANK YOU

[Signature]
Signature of person lodging the complaint

Signature of patient



COMPLIMENTS

Date on which the compliment was received: _____

Everything is under control I AM HAPPY ABOUT THE SERVICE.

Buthelesi
Signature of person lodging the complaint

Signature of patient

I miss P.P. Mkhize would like to compliment the staff working at ward one, at Umngeni hospital, with regard to their performance as well as their support when they are for something they try by all means to assist regardless of shortage of staff for example when I phoned at hospital and ask for any songs to talk to each other they bring him to the office and I never had a complain or being harassed.

[Signature]
Signature of person lodging the complaint

P/A
Signature of patient

Iapho iseniakalo senzeke njalo.
Usuku okwenzeke ngalo isehlakalo:

Sibonga uNkulunkulu ngani nisisiphathela kahle abantw betswi

Date on which the compliment was received: _____

Thank you for a clean, well managed establishment. Keep up the good work.
Friendly staff and professional.

ACKNOWLEDGEMENTS

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