

***Stewart Centre @ EIT***

# Orientation Package 2011



Private Bag 1201  
501 Gloucester Street  
Private Bag 1201  
Taradale  
Ph (06) 9748000 extn 5432  
Fax (06) 9748910  
[lpepping@external.eit.ac.nz](mailto:lpepping@external.eit.ac.nz)  
[www.stewartcentrehb.org.nz](http://www.stewartcentrehb.org.nz)

## ORIENTATION PACKAGE

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**STEWART CENTRE @ EIT STAFF**

Lee Pepping

Manager

Ph (06) 974 8000 ext 5432

[lpepping@external.eit.ac.nz](mailto:lpepping@external.eit.ac.nz)

Maxine Bevin

Speech Language Therapist

Rehabilitation Professional

Ph (06) 974 8000 ext 5432

[ella@xtra.co.nz](mailto:ella@xtra.co.nz)

Kerry Harper

Supported Living Co-ordinator/Asst Manager

Ph (06) 974 8000 ext 5433

[kharp@external.eit.ac.nz](mailto:kharp@external.eit.ac.nz)

Carron Burn

Administration Assistant

Ph (06) 974 8000 ext 5253

[cburn@external.eit.ac.nz](mailto:cburn@external.eit.ac.nz)

Annie Spiekerman

Rehabilitation Co-ordinator

Ph (06) 974 8000 ext 5434

[aspiekerman@external.eit.ac.nz](mailto:aspiekerman@external.eit.ac.nz)

Darryl Smith

Rehabilitation Coach

Ph (06) 974 8000 ext 5247

[dsmith@external.eit.ac.nz](mailto:dsmith@external.eit.ac.nz)

Kim Herd

Rehabilitation Co-ordinator

Ph (06) 974 8000 ext 5433

[kherd@external.eit.ac.nz](mailto:kherd@external.eit.ac.nz)

Aly Zurcher

Gym Co-ordinator

Maria Dawson

Kitchen Support

Steven Hoskins

Rehabilitation Co-ordinator

Ph (06) 974 8000 ext 5247

[shoskins@external.eit.ac.nz](mailto:shoskins@external.eit.ac.nz)

Anita Miller

Cleaner

## HISTORY OF STEWART CENTRES IN NEW ZEALAND

The first Stewart Centre was established in Auckland by Alex and Mary Stewart in 1991 after their son Tommy returned from Australia with a brain injury he received from a car accident. They realised there was a lack of services in New Zealand for people with brain injuries.

The Stewart Centre @ EIT is part of the national body of the New Zealand Stewart Centre Trust and we work closely with Stewart Centres in Gisborne and Manawatu.

### STEWART CENTRE @ EIT

The Stewart Centre @ EIT was established in January 1999. It is a co-operative venture involving the Brain Injury Association of Hawke's Bay and EIT, hence the name Stewart Centre @ EIT which refers to the relationship between these two organisations.

For seven years we operated out of the EIT campus in Hastings. Since the end of 2005 we have been in N Block in the Health & Sports Science faculty on the main campus in Taradale. EIT is the tertiary education institute of Hawke's Bay and is located at 501 Gloucester Street, Taradale.

In 2009 the Stewart Centre @ EIT attained accreditation with ISO 9001 Quality Management Systems and Home and Community Support Sector Standards and since then we have met the requirements of six monthly surveillance auditing. The Stewart Centre @ EIT Management Committee of four people meets monthly and is responsible for the day to day work within the Stewart Centre @ EIT. The Stewart Centre @ EIT Trust is responsible for the overall

governance and comprises of Susan Jacobs - Chair, Victor Saywell, Allan Chapman, Colin Wilson, Rowena Bradshaw, Tania Dupree and Mary Gallagher. Carron Burn, Administration Assistant, Maria Wiffen, EIT Finance Manager and Lee Pepping, Stewart Centre @ EIT Manager, attend the quarterly Trust Board meetings.

The Stewart Centre @ EIT provides rehabilitation for people with brain injuries. Our focus is on social, cognitive, educational and pre-vocational rehabilitation for people with brain injuries.

The Stewart Centre @ EIT operates from Monday to Friday, 9am - 3pm and is staffed by four full time staff members and seven part time staff members. The length of time people attend the Stewart Centre @ EIT depends on their needs. It is unlikely to be less than 3 months.

People attending the Stewart Centre @ EIT are funded by ACC or the Ministry of Health through Options HB, Enliven and there is a proviso for private funding arrangements. Training objectives are determined in consultation with rehabilitation practitioners, the client, support people, funder and Stewart Centre @ EIT Key Worker. Programmes are reviewed regularly with written reports provided.

We have positive working relationships with our funders, referral agencies and community based rehabilitation therapists throughout Hawke's Bay.

For some clients, part of our programme involves developing pre-employment skills such as writing Curriculum Vitae. We may also retain an involvement as people move into the vocational rehabilitation process with other organisations.

Being located on the EIT Hawke's Bay campus enables our clients to participate and socialise with a wide variety of people. Social skills can be re/learned within the Stewart Centre @ EIT, then practiced throughout the campus and wider community.

Every person who attends the Stewart Centre @ EIT has a keyworker whose responsibility it is to develop a programme and ensure that this continues to meet their need.

Maxine Bevin, Speech Language Therapist, is employed as a Rehabilitation Professional. She also facilitates the Aphasia Project Team.

## CONTRACTS

The Stewart Centre @ EIT holds various rehabilitation contracts with government agencies which enables the provision of a wide range of activities and programmes to meet the needs of a variety of people. The rehabilitation contracts the Stewart Centre @ EIT hold with ACC are Supported Activities Services and Supported Living Services.

### Supported Activities Services

Supported Activities Services are delivered as a group programme in a community facility. This service is aimed at clients who need support to maintain, and where possible to improve, their level of independence, e.g. clients with moderate to severe brain injury or a comparable cognitive diagnosis.

## Supported Living Services

The purpose of Supported Living Services is to provide individualised support for people with complex and/or challenging needs, and/or physical disabilities. This is aimed at enabling them to live in their own home, participate and be included in their community, take control of their lives, and be able to choose their own life path.

### Ministry of Health

These contracts are held through Options Hawke's Bay and they are for the provision of Day Activity Programmes for people under 65 years of age and through the Hawke's Bay DHB for people 65 years of age and over. To enable these services to be effective for clients we have developed very positive working relationships with Service Co-ordinators within Options Hawke's Bay.

The Stewart Centre @ EIT contracts with Enliven Connect Hawke's Bay, where people 65 years of age and over are referred into particular Stewart Centre @ EIT programmes.

The Stewart Centre @ EIT will consider developing service agreements with providers and individuals according to the situation and needs.

## ELIGIBILITY

People being referred into the Stewart Centre @ EIT need to meet the following criteria:-

- Have a recognised or diagnosed acquired brain injury
- Are aged between 16 - 65, though people outside these parameters may be considered

Every application will be assessed on an individual basis

**Exclusions:** People whose needs are better met in mental health or intellectual disability services.

## FUNDING

People who attend the Stewart Centre @ EIT are funded in different ways as follows, by:

- ♣ ACC - Accident Compensation Corporation
- ♣ Ministry of Health including Hawke's Bay DHB and Enliven
- ♣ Private insurance companies have funded individuals
- ♣ People may fund their own attendance if no other funding is available to them

## LUNCH COSTS

Lunch is prepared at the Stewart Centre @ EIT. Clients who have meal planning and preparation as part of the programme are involved in assisting with the preparation of lunch each day.

Morning teas are also provided - Tea, Coffee and Milo are available at any time and there is usually something to eat for morning tea.

The cost to clients is \$2.00 per day. Clients make their own arrangements to pay daily, weekly or monthly. Some clients choose to bring their own lunch.

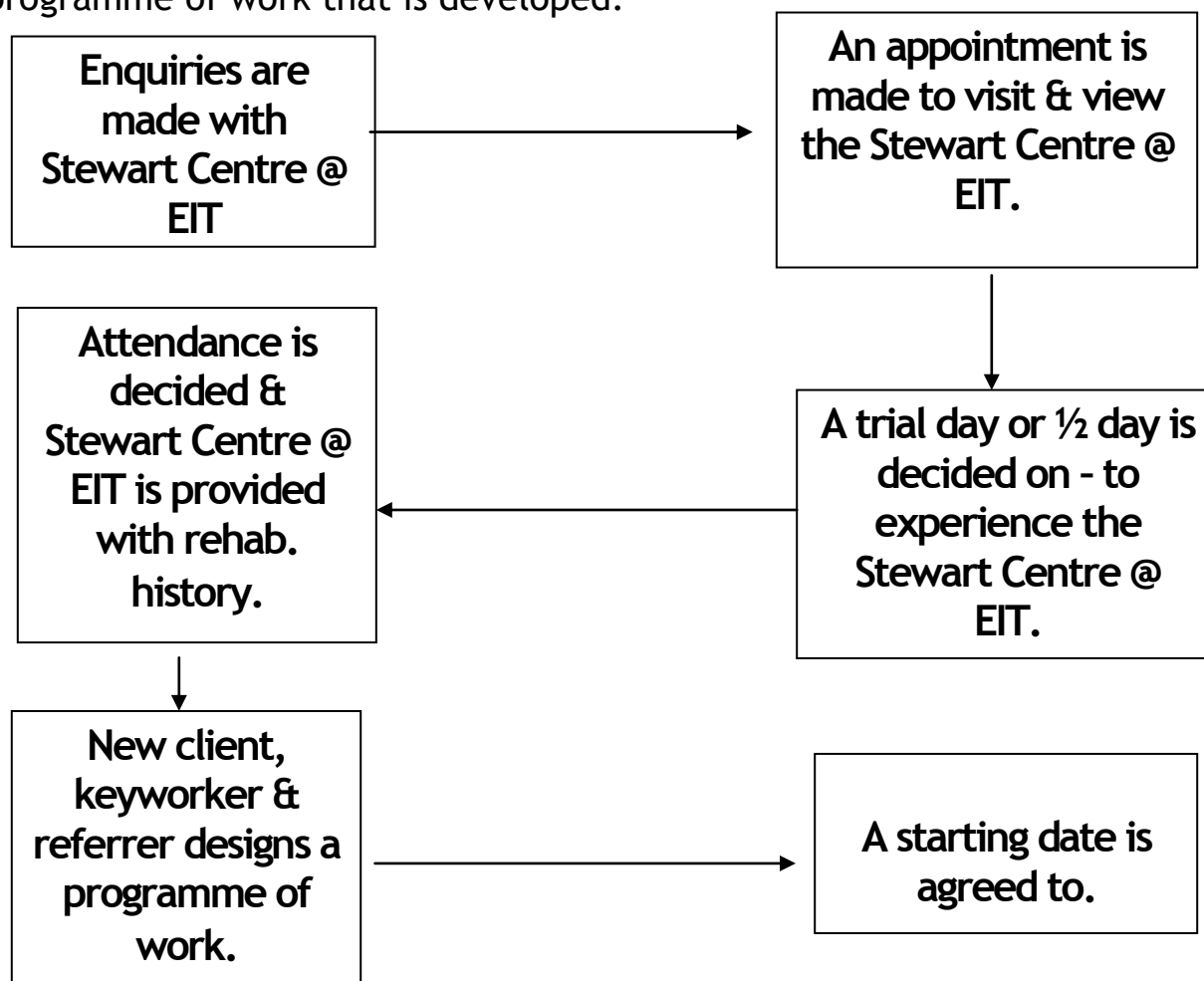
## MASSAGES

Once a week a Massage Therapist is available for 10 minute massages. Her name is Monique Richards. The cost of a massage is \$8.00. Clients and staff pay \$5.00 per massage and this is subsidized \$3.00 by the Stewart Centre @ EIT. Payments are made on the day of the massage unless a prior arrangement has been made. Massages usually take place on a Tuesday morning within the Stewart Centre @ EIT.

## REFERRAL PROCESS

Referrals to the Stewart Centre @ EIT are usually made through ACC or Options HB, rehabilitation practitioners, Brain Injury Association (HB) or the Stroke Foundation. The following process is how a referral usually takes place though variations can occur such as self referrals or by family members.

It is important that it is the client's decision or preference to attend the Stewart Centre @ EIT and a commitment is made to full attendance and to the programme of work that is developed.



## REFERRAL FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PH. NO: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DATE OF INJURY: \_\_\_\_\_

CAUSE OF INJURY: \_\_\_\_\_

REFERRAL AGENCY: \_\_\_\_\_

REHABILITATION HISTORY: \_\_\_\_\_

REHABILITATION RECOMMENDED: (briefly) \_\_\_\_\_

MEDICATION USED & REASON FOR USE: \_\_\_\_\_

OTHER SERVICES INVOLVED:

ACC

WINZ

OTHER \_\_\_\_\_

CLIENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REFERRER'S SIGNATURE: \_\_\_\_\_

## **GROUP ACTIVITIES AVAILABLE**

### **Central Hawke's Bay**

The Central Hawke's Bay Social Interaction Group meets each Wednesday from 9am to 12.00 noon at the Central Hawke's Bay EIT Campus. The morning is broken down into times of support group work, social time, speakers and brain injury education.

We have a contract and membership with the AW Parson's Gym in Waipukurau to provide a similar gym programme to the one we operate in Taradale.

### **Literacy/Numeracy Programme**

Clients work individually within the group programme to reach their own goals. They are supported in using a wide variety of resources available including computers, work sheets, correspondence courses. Working independently is often a goal for people.

### **Computer Skills Programme**

People are supported in re/gaining computers skills in an understanding and supportive environment. Learning is facilitated by the Stewart Centre @ EIT according to individual needs and the purpose of their programme. We have a wide range of resources available to people and this extends to being able to enrol in EIT HB computing programmes or flexible learning information technology courses. For many, improving or gaining computers skills is

preparation for developing vocational skills and moving on into vocational rehabilitation. The National Certificate in Computing Level Two is very popular amongst clients within the Stewart Centre @ EIT. There are also clients working on the EIT Certificate in Business.

There are opportunities to practice numerous recreational programmes on the computers that provide clients experience with cognitive skills such as visual scanning, concentration, forward planning, manipulation, matching, memory, hand-eye co-ordination, multi-tasking, trackball / mouse use.

### **Brain Injury Education**

Brain injury education is available to everyone who attends the Stewart Centre @ EIT. This is most likely to happen in an informal way either within a group setting or on a one to one basis.

This year there is an educational programme called the “**Hero’s Journey**” that is being delivered every Monday morning. Maxine and Steven are the co-facilitators for this. This is a group educational programme about brain injury based on a book by Kit Malia and Anne Brannigan. It covers key concepts that help people move **forward in rehabilitation**. The process of adaptation following brain injury is a “**Hero’s Journey**”, hence the title of the programme.

### **Meal Preparation**

All clients are able to take part in the preparation of lunches. This programme specifically relates to people who have meal planning and preparation as part of their Stewart Centre @ EIT programme. Even though meals prepared at the Stewart Centre @ EIT are for larger numbers, people

are also supported in planning and preparing meals for individuals and small numbers. Clients have opportunities to work one to one with Kim to complete individual learning and training around such things as kitchen hygiene, food management and preparation, serving, cleaning and tidying up. This may also involve shopping and working within a set budget.

Sometimes clients take responsibility for organising morning tea and helping with dishes.

Clients are expected and encouraged to contribute suggestions for lunches.

### **Social Skills Training**

This group normally comprises of up seven participants and is facilitated by Annie. They meet once a week on Wednesday afternoons and the training is designed to provide clients with social skills training where skills are learnt or re-learnt. Individuals within this group decide on the content of each session with their facilitator. Personal experiences are a big part of these sessions. Participants problem solve and assist each other in finding positive and workable solutions for any problems or difficulties.

### **Sports Programme**

Every Friday afternoon from 1pm - 3 pm, there is a sports programme at the A variety of equipment is made available for us to use. Students and a teacher from the local boys' high school usually participate each Friday. Family members, caregivers, BIA (HB) members are always welcome to attend and participate. Sports played are:-

- Basketball
- Soccer
- T Ball
- Hockey
- Badminton
- Table Tennis
- Volleyball

## **Gym Programme**

The Stewart Centre @ EIT has a Gym Programme which operates on:

- Monday afternoons
- Tuesday mornings from 10.30am - 12 noon
- Tuesday afternoons from 1.00pm - 3.00pm
- Thursday afternoons

These are held at the Pettigrew Green Arena Gym which is over the road from EIT. The walk over to the gym is also beneficial for clients. Aly Zurcher co-ordinates this programme with the support of Steven and Annie.

## **Tai Chi**

This is a new initiative available for those who are interested. It will be offered when there is a group of clients interested in taking part. Aly facilitates Tai Chi.

## **Art Group**

We hold an Art Group once a week every Wednesday morning between 10.00am - 12 noon. Art is delivered through the EIT School of Arts and Design in a designated studio as a part of Arts and Design, by trained art tutors and artists. This form of delivery is a new initiative in 2011 and has been highly successful in meeting the needs and interests of a wide range of clients. As part of the programme, exhibitions are held. There is a limit of 12 clients per class and clients are expected to make a long term commitment.

## **Ceramics**

Ceramics is every Thursday morning between 10am - 12 noon. Again ceramics is delivered through EIT Visual Arts faculty by trained tutors and artists in our designated studio as part of the Visual Art Faculty. The tutors for both Art and Ceramics are Michael Hawkesworth, Linda Bruce, Nigel Roberts and Paula Taafe. Again there is a limit of 12 clients per class.

## **Woodwork**

Woodwork is available in the first semester from February through to July and is delivered through the EIT carpentry department by trained tutors. This year Andy is the main tutor. Clients work on specific projects either in small groups or on individual projects. Necessary supports are in place to ensure that this course is accessible to anyone who wants to participate. This year Woodwork is every Monday morning.

## Wood Turning

Wood Turning is available in the second semester from July through to December. Clients go off site for Wood Turning to the Waiohiki Creative Art Village. This was a new initiative in 2010 and was very successful so it is now part of our programme. The day for Wood Turning has yet to be established and will be advertised in the Stewart Centre @ EIT monthly newsletter.

## Cognitive Challenge Group

On Monday afternoons, clients and staff explore and challenge each other on activities that require varying levels of cognitive abilities. There are individual, pairs and group games to accommodate the varying levels and stages of abilities as well as areas of interest. We are always open to hearing about new activities for this group. Something to remember here is :- Interacting with others supports cognitive health by exercising diverse areas of the brain.

## Aphasia Project Team

Aphasia is a communication disorder which can affect social communication.

Some objectives of the Aphasia Project Team are:-

- To increase a team member's participation in communication and conversation.

- To increase a team member's confidence and self esteem in communication and conversation.

As a Speech Language Therapist, Maxine facilitates this group for two hours every Wednesday morning from 10am - 12 noon.

## **Women's Group**

Once a week on Friday mornings the Women's Group meets and this is facilitated by Annie. The women are jointly responsible for planning and organising activities and topics. They usually plan events about a month in advance. They welcome visiting speakers on topics of interest as well as for providing learning opportunities and information, outings to places of interest or they are hosted at a member's home for morning tea, activities such as jam making, baking, scrapbooking and discussions amongst themselves.

## **Men's Group**

Once a week on Tuesday mornings, the Men's Group meets with Steven as their facilitator. They are usually men who have had strokes or some sort of medical condition causing brain damage. They may have guest speakers on topics of interest either with an educational component or merely of human interest to the men. They go on outings to places of interest. Discussions amongst the men are commonplace and popular.

## **First Aid Training**

Every year staff and clients have the opportunity to enroll in Comprehensive First Aid qualifications on the EIT campus. This is through the Nursing and Sports Science faculty. It is spread over four days.

## Social Club

The Social Club Committee meets once a month and is responsible for any activities planned for outside the usual Stewart Centre @ EIT facility or programme. All clients are welcome to be members of the Social Club and membership is required for participation in any of the trips. Clients fill all the positions of responsibility on the Social Club Committee with Anita being the key facilitator of the Social Club with assistance from Kim.

### Events and Trip Planning

Every year the Social Club organizes a number of events for clients and staff. Many life skills are learnt during the process and clients learn about themselves and their colleagues. The Stewart Centre @ EIT annual trip is one such event. Clients are involved from day one to organise this six day trip to somewhere in New Zealand. There is a lot of planning and fund-raising involved in this annual venture and it is very much a part of every client's rehabilitation. Life skills such as planning, budgeting and teamwork are gained by clients through the whole process. The trip is usually in October. Once a destination is decided and fund-raising starts, a Finance Committee is established. A big responsibility for Anita is to ensure all clients, families and whanau are kept informed about the progress being made by the Social Club and to remind people that suggestions and ideas around fund-raising are welcome. Clients are supported in developing their own saving plan as each person makes a financial contribution to the annual trip if they are attending.

### Exchanges and Overnighters

Once a year there is an exchange with the Manawatu Stewart Centre which involves the Stewart Centre @ EIT either visiting and staying in Palmerston

North or hosting the Manawatu Stewart Centre in Hawke's Bay. We also like to have an overnighter somewhere but whether or not this happens is dependent on available funds.

## **EIT RESOURCES**

As part of EIT we have access to some of their services and courses.

Parking can be difficult at EIT but people who have an orange CCS disability parking permit can be issued with an EIT parking permit at no cost. This enables parking in disability labeled car parks or elsewhere on campus.

### **Careers Counselor**

Eddie Carson is based on the Taradale campus. We are able to book clients into him.

### **Disability Liaison Officer**

Cheri Gillett-Jackson is a useful contact, especially if there are clients at the Stewart Centre @ EIT considering attending EIT.

Other services and facilities available are:-

**Library facilities**

**Student Association facilities**

**Two cafés**

**Hairdressing**

**Beauty Therapy**

**Massage Therapy  
Health Centre  
Bookshop  
Chaplain Service  
Counseling service  
Pettigrew Green Arena**

**The Following Information May Be Useful For You To Understand:-**

- House Rules
- Privacy Statement for Clients
- Suggestions, Compliments and Complaints Form - please use this and either put it in the Suggestion Box in the Stewart Centre @ EIT, hand to a staff member or post to the Manager, Stewart Centre @ EIT, Private Bag 1201, Taradale, 4142. Verbal complaints can be shared with any staff member.
- Consent for Collection and Retention of Information - this needs to be completed before starting your programme at the Stewart Centre @ EIT.
- Stewart Centre Client Service Agreement - every person attending the Stewart Centre @ EIT is required to complete this, so you can do this prior to starting your programme and bring it with you to be filed.
- Health Information Privacy Code

## DRUG USE POLICY

### Rationale

To maintain the Stewart Centre @ EIT as a drug free environment.

To ensure that clients are not under the influence of illegal substances while at the Stewart Centre @ EIT.

To ensure that clients are not in the possession of any illegal substances while at the Stewart Centre @ EIT.

To ensure that clients are not selling or buying any illegal substances while at the Stewart Centre @ EIT.

### Purpose

1. To ensure the Stewart Centre @ EIT environment is drug free.
2. To ensure clients are not being affected or influenced by anyone who is using illegal substances.
3. To ensure that any clients who are using, in the possession of or trading drugs are aware of the potential dangers and potential further brain damage.
4. To ensure that the Stewart Centre @ EIT is able to comply with EIT Hawke's Bay drug free requirements.

### Guidelines

1. All clients are informed on admission, that the Stewart Centre @ EIT is a drug free environment.
2. If anyone suspects a client is either under the influence of, in possession of or trading illegal substances while attending the Stewart Centre @ EIT, a

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staff member will be informed.

3. If a staff member suspects or has the information passed on to them that a client is under the influence of, in possession of or trading illegal substances, the Programme Manager will be informed immediately.
4. If it is appropriate, the Programme Manager/Rehabilitation Co-ordinator will talk with the client. If following this, the client is deemed to be as stated in No 2, they will be asked to leave the Stewart Centre @ EIT for that day.
5. The Programme Manager/Rehabilitation Co-ordinator will meet with the client on return to the Stewart Centre @ EIT. If it is deemed necessary, a personal contract will be established.
6. Information relating to the Stewart Centre @ EIT's and EIT Hawke's Bay's drug policies will be shared with the client.
7. The client will be offered the opportunity to receive some education on drug use, especially in relationship to a brain injury.

It is important that clients are aware that in relation to this Policy, the Stewart Centre @ EIT hours are deemed to be 9am - 3pm, including morning, lunch and afternoon tea breaks. This Policy relates to anywhere on the EIT campus.