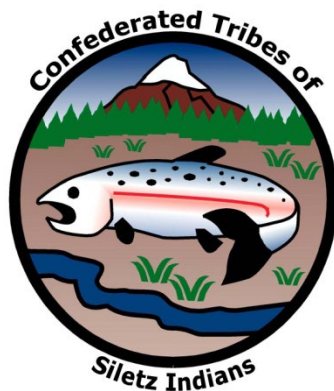


# **SILETZ COMMUNITY HEALTH CLINIC POLICY**



**DIABETES**

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**PART 10A  
Diabetes Program**

**I. POLICY**

It is a policy of the Siletz Community Health Clinic (SCHC) to operate a diabetes program that address the prevention, intervention, and management of diabetes in our tribal members and SCHC patients. Activities, programming, and facilities under the diabetes program will develop and maintain culturally centered and community focused programming to address diabetes and its correlated illnesses.

**II. GENERAL INFORMATION**

**A. Staff**

1. The Diabetes Director works collaboratively with the Community Health Director and Medical Director to develop and implement programming for intervention, prevention, and management of diabetes in a culturally centered approach.
2. The Diabetes Director provides supervision and support to the Physical Activities Coordinator, Recreation Coordinator, and Healthy Traditions Coordinator; and support to the Medical staff.
3. It is the Diabetes Director’s responsibility to identify opportunities to improve care and services, as well as oversee financial and grant application aspects of the agency.

**III. DIABETIC SHOES**

**A. General**

The Diabetes Program provides assistance to tribal members, and Siletz Community Health Clinic patients who are Indian Health Services eligible, in obtaining one pair of diabetic custom molded shoes and two inserts or one pair of depth shoes and three pairs of inserts, as a payor of last resort if the patient meets criteria for eligibility.

**B. Eligibility**

1. Eligibility for diabetic footwear requires a primary care provider to:
  - a. Document diagnosis of diabetes.
  - b. Certify that the patient is being treated under a comprehensive plan of care for diabetes and the patient needs diabetic shoes.
  - c. Document one or more of the following conditions clearly and directly:

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- i. Peripheral neuropathy with evidence of callus formation
  - ii. History of pre-ulcerative calluses
  - iii. History of earlier ulceration
  - iv. Foot deformity
  - v. Earlier amputation of foot or part of foot
  - vi. Poor circulation
2. Diabetic footwear may be provided once a calendar year and only with the above referral and guidelines met.

#### **IV. BREAST PUMPS**

##### **A. General**

1. The Diabetes Program funds breast pump distribution in each of the area offices.
2. Siletz Tribal members expecting a baby are eligible for one breast pump.
3. Breast pumps will be distributed through two avenues- a medical appointment with the Siletz Community Health Clinic or through the area Community Health Advocates.
4. Members should be encouraged to consider if the pump will work for them before accepting it in terms of size, type, and lactation concerns they may have individually.

##### **B. Education Points**

1. Expectant parents should receive following information with the distribution of breast pumps:
  - a. Safety and use warnings and guidelines.
  - b. Supplemental needs that they may need to continue to purchase for the breast pump (sleeves and cleaning products for the equipment).
  - c. How to access Home Visiting Program, request nipple cream, and further education materials on lactation resources for the new parents service area.

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**PART 10B**

**Tillicum Fitness Center**

**I. POLICY**

It is the policy of the Siletz Community Health Clinic (SCHC) to operate a fitness center that meet the high standards to which the Siletz Community is entitled. Use of the facilities by tribal members and community residents is strongly encouraged.

**II. GENERAL INFORMATION**

**A. Staff**

The fitness center staff consists of a physical activities coordinator and fitness center assistants. The staff manages Tillicum Fitness Center (Fitness Center), coordinates fitness classes, assists other program with wellness activities, and cleans and secures the facility.

**B. Rates**

1. No Charge

The following participants are not required to pay a fee to use the fitness center:

- a. Siletz tribal members, family members, and dependents.
- b. Other natives who live in Siletz or receive care at SCHC.
- c. CTSI employees.

2. Charge

Siletz community residents must pay the following fee to use the fitness center:

- a. \$35.00 for monthly unlimited use
- b. \$15.00 for a 10 visit punch card
- c. \$2.00 for "drop-in" (per use)

**C. Orientation**

- 1. Fitness center participants must attend a general orientation session.
- 2. The parent or guardian of a participant under age 18 must also attend an orientation session and sign a release allowing the youth to use the fitness center.

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**D. Refusal of Service**

The fitness center reserves the right to refuse service to anyone.

**E. Drug, Alcohol, and Smoke Free**

1. The fitness center is a drug and alcohol free area. Entry will not be permitted to anyone who appears to be under the influence of drugs or alcohol, or is in possession of drugs or alcohol. If a participant appears to be under the influence of drugs or alcohol the participant will be asked to leave.
2. The fitness center is a smoke and tobacco free facility.

**F. Assumption of Risk and Proper Precautions**

Participation in any physical activity has possible inherent and unforeseen risks, which include injury or death. Anyone using the facility must be aware of this fact, assume the risks, and be responsible for taking proper precautions.

**III. RULES AND GUIDELINES**

The following guidelines have been established to help operate and maintain the fitness center and to meet the goals established by the Siletz Tribal Council and Siletz Tribal Diabetes Program:

- A. Participants must complete registration information, sign a liability release, and attend an orientation session prior to using the facility and equipment.
- B. Participants must sign in before using any equipment or attending classes.
- C. The fitness center is a smoke and tobacco free facility.
- D. Exercise equipment must be used for the intended purpose.
  1. Intentional abuse or theft of exercise equipment, merchandise, or fitness center property will result in automatic suspension.
- E. Participants must clean equipment using "sani wipes" after use.
- F. The fitness center age restrictions will be enforced.
- G. No pets are allowed except those assisting a person with a disability or when a special program (i.e. police canine presentations or other demonstrations) is scheduled.
- H. Neither the Confederated Tribes of Siletz Indians nor any of its employees are responsible for any lost or stolen articles. It is strongly recommended that all belongings be placed in a locker and secured.

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- I. Eating is prohibited in the equipment areas (black flooring).
  - 1. Water bottles with secured lids are permitted.
  - 2. No chewing gum or sunflower seeds are permitted in the facility.
  
- J. Shoes must be worn at all times while in the facility, unless designated by the activity or program instructors.
  - 1. Proper footwear is required. No open-toed shoes. Non-slip soles with good foot support are recommended.
  - 2. Shoes must not be muddy or extremely dirty.
  
- K. Participants must be respectful of others using the fitness center.
  
- L. Only personal listening devices with earphones are allowed.
 

Music must be appropriate (no profane lyrics, etc.) and volume reasonable.
  
- M. The activities that are not permitted and will result in suspension, expulsion, or termination of use of the facility include but are not limited to:
  - 1. Use of tobacco, alcohol, or other drugs
  - 2. Profanity, gestures, or behavior that others may find offensive
  - 3. Loitering inside the facility or in the parking lot
  - 4. Fighting
  - 5. Stealing
  - 6. Property damage or vandalism
  - 7. Disorderly conduct
  - 8. Horseplay
  - 9. Littering
  - 10. Spitting
  - 11. Harassment or bullying
  
- N. Each area has individual guidelines for the participant's safety and enjoyment.

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- O. Participating in the facility activities, programs, and use of equipment is at the participant's own risk. The fitness center staff will provide assistance upon request.
- P. It is recommended that any participant involved in strenuous activity carry appropriate identification in case of emergency.
- Q. The staff reserves the right to add, amend or delete rules as necessary.

#### **IV. AGE RESTRICTIONS**

##### **A. Youth**

##### 1. General Considerations

All youth must:

- a. demonstrate a desire to improve health and fitness, and
- b. have an appropriate level of physical and mental maturity for safe use of the exercise equipment.

##### 2. Parent or Guardian Permission

Anyone under the age of 18 must have his or her parent or legal guardian's permission prior to using the facility.

##### 3. Youth Age 11 and Under

- a. Aerobics
  - i. Approval of instructor
  - ii. Responsible adult partner
- b. Cardio Equipment
  - i. Recommendation from healthcare provider
  - ii. Completion of one on one cardio orientation with fitness center staff
  - iii. Responsible adult partner
  - iv. Demonstration of maturity and safety



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- c. Weight (Strength Training) Equipment
  - i. Recommendation from healthcare provider and arrangement with Physical Activities Coordinator
  - ii. Completion of strength training orientation with fitness center staff
  - iii. Responsible adult partner
  - iv. Demonstration of maturity and safety
  
- 4. Youth Age 12 and 13
  - a. Aerobics
 

Responsible adult partner or approval of instructor to participate without adult partner
  - b. Cardio Equipment
    - i. Completion of one on one cardio orientation with fitness center staff
    - ii. Responsible adult partner
    - iii. Demonstration of maturity and safety
  - c. Weight (Strength Training) Equipment
    - i. Recommendation from healthcare provider and arrangement with Physical Activities Coordinator
    - ii. Completion of strength training orientation with fitness center staff
    - iii. Responsible adult partner
    - iv. Demonstration of maturity and safety
  
- 5. Youth Age 14 and 15
  - a. Aerobics
 

Responsible adult partner or approval of instructor to participate without adult partner

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b. Cardio Equipment

Responsible adult partner

c. Weight (Strength Training) Equipment

Responsible adult partner

6. Youth Age 16 and 17

Youth 16 and 17 years of age are allowed to use the fitness center without being accompanied by an adult, but must demonstrate proper use of the equipment to fitness center staff during a one on one orientation session (in addition to the general orientation session).

## **V. GLUCOSE MONITORING**

### **A. Guidelines for Exercising with Diabetes**

1. Postpone exercise if blood sugar is greater than 240 mg/dl.
2. If blood sugar is 80 or below before exercise, the participant may need to ingest some carbohydrate prior to exercising.

### **B. Checking Blood Sugar by Participant**

Participants must use their own equipment to check their blood sugar before and after exercise. Lancets must be disposed in a biohazard receptacle. A biohazard receptacle is in each of the restrooms.

### **C. Checking Blood Sugar by Fitness Center Staff**

1. Fitness center staff should check the participant's blood sugar if the participant is known to have diabetes, consents, and exhibits the following symptoms:
  - a. Looks ill and pale.
  - b. Is sweating, shaking, and nauseous.
  - c. Complains of visual changes and dizziness.
2. Gloves must be worn to check the blood sugar.
3. The test strip and lancet must be discarded in a biohazard receptacle.

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#### **D. Treating Low Blood Sugar (Hypoglycemia)**

1. Participants who have diabetes should be encouraged to have a carbohydrate source with them when they exercise in the event they experience low blood sugar (hypoglycemic reaction).
2. Glucose tablets will be stocked in the fitness center for emergencies.
3. When treating a low blood sugar, staff will follow the recommendations of the "Routine 15"
  - a. When the blood sugar is less than 70 mg/dl, eat or drink 15 grams of carbohydrate. (3 glucose tablets = 15 grams of carbohydrate)
  - b. Wait 15 minutes. Test blood sugar.
  - c. If still less than 70 mg/dl, eat or drink another 15 grams of carbohydrate.
  - d. Wait 15 minutes. Test again. If necessary, eat or drink another 15 grams of carbohydrate.
  - e. If the blood sugar remains less than 70 mg/dl after 3 treatments, call Siletz Clinic (during clinic hours) or 9-911.

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**PART10C  
Recreation Center**

**I. POLICY**

It is the policy of the Siletz Community Health Clinic (SCHC) to operate a recreation center that meet the high standards to which the Siletz Community is entitled and serves the need for indoor spaces for sports activities indoors. Use of the facilities by tribal members and community residents is strongly encouraged.

**II. GENERAL INFORMATION**

**A. Staff**

The recreation staff consists of a Recreation Coordinator. The staff manages the Recreation Center, coordinates sports events, recreational events that promote physically activity, events to benefit the community’s health and wellness, manages and maintains the equipment rental program, assists other program with wellness activities, and cleans and secures the facility and equipment.

**B. Rates**

1. No Charge

The following participants are not required to pay a fee to use the recreation center rental equipment:

- a. Siletz tribal members.
- b. CTSI employees.

2. Charge

- a. Siletz Tribal Members
  - i. Siletz tribal members who return equipment damaged or do not return equipment at all will be charged the cost of the repair or replacement of the equipment.
  - ii. If they fail to pay the cost of damage or replacement, the amount owed will be garnished from their per capita per the signed agreement required to rent equipment.

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b. CTSI Employees

- i. Siletz employees who return equipment damaged or do not return equipment at all will be charged the cost of the repair or replacement of the equipment.
- ii. If they fail to pay the cost of damage or replacement, the amount owed will be garnished from their paycheck.

**C. Use of Recreation Center**

- 1. Those wishing to use the recreation center must schedule with the Recreation Center Coordinator
- 2. The parent or guardian of a participant under age 18 must be present with minors when hosting an event at the recreation center.

**D. Refusal of Service**

The recreation center reserves the right to refuse service to anyone.

**E. Drug, Alcohol, and Smoke Free**

- 1. The recreation center is a drug and alcohol free area. Entry will not be permitted to anyone who appears to be under the influence of drugs or alcohol, or is in possession of drugs or alcohol. If a participant appears to be under the influence of drugs or alcohol the participant will be asked to leave.
- 2. The recreation center is a smoke and tobacco free facility.

**F. Assumption of Risk and Proper Precautions**

Participation in any physical activity has possible inherent and unforeseen risks, which include injury or death. Anyone using the facility must be aware of this fact, assume the risks, and be responsible for taking proper precautions.

**III. RULES AND GUIDELINES**

The following guidelines have been established to help operate and maintain the recreation center and to meet the goals established by the Siletz Tribal Council and Siletz Tribal Diabetes Program:

- A. Participants must complete registration information, sign a liability release, and attend an orientation session prior to using the facility and equipment.
- B. Participants must sign a use agreement form before utilizing the recreation center for activities.

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- C. The recreation center is a smoke and tobacco free facility.
- D. Exercise, water, and sporting equipment must be used for the intended purpose.
  - 1. Intentional abuse or theft of exercise equipment, merchandise, or recreation center property will result in automatic suspension.
- E. Participants must clean equipment using "sani wipes" after use.
- F. The recreation center age restrictions will be enforced.
- G. No pets are allowed except those assisting a person with a disability or when a special program (i.e. police canine presentations or other demonstrations) is scheduled.
- H. Neither the Confederated Tribes of Siletz Indians nor any of its employees are responsible for any lost or stolen articles.
- I. Eating is prohibited in the equipment areas and on the blue wrestling mats.
  - 1. Water bottles with secured lids are permitted.
  - 2. No chewing gum or sunflower seeds are permitted in the facility.
- J. Shoes must be worn at all times while in the facility, unless designated by the activity or program instructors.
  - 1. Proper footwear is required during sporting or physical activities. No open-toed shoes. Non-slip soles with good foot support are recommended.
  - 2. Shoes must not be muddy or extremely dirty.
- K. Participants must be respectful of others using the recreation center.
- L. Events shall utilize only appropriate media when holding events.
 

Music and video must be appropriate (no profane lyrics, etc.) and volume reasonable.
- M. The activities that are not permitted and will result in suspension, expulsion, or termination of use of the facility include but are not limited to:
  - 1. Use of tobacco, alcohol, or other drugs
  - 2. Profanity, gestures, or behavior that others may find offensive
  - 3. Loitering inside the facility or in the parking lot

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4. Fighting
  5. Stealing
  6. Property damage or vandalism
  7. Disorderly conduct
  8. Horseplay
  9. Littering
  10. Spitting
  11. Harassment or bullying
- N. Each area has individual guidelines for the participant's safety and enjoyment.
- O. Participating in the facility activities, programs, and use of equipment is at the participant's own risk. The recreation center staff will provide assistance upon request on how to utilize rental equipment outside the facility.
- P. It is recommended that any participant involved in strenuous activity carry appropriate identification in case of emergency.
- Q. The staff reserves the right to add, amend or delete rules as necessary.

#### **IV. AGE RESTRICTIONS**

##### **A. Youth**

##### 1. General Considerations

All youth must:

- a. Demonstrate a desire to improve health and fitness, and
- b. Have an appropriate level of physical and mental maturity for safe use of the sport and exercise equipment.

##### 2. Parent or Guardian Permission

Anyone under the age of 18 must have his or her parent or legal guardian's permission prior to using the facility.

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3. Youth Age 16 and 17

Youth 16 and 17 years of age are allowed to use the recreation center without being accompanied by an adult, but must adhere to the policies of the recreation center or the privilege of being unaccompanied can be revoked by recreation center staff.