Statement of Purpose

# For use in Designated Centres for Children and Adults with Disabilities

# [Centre Name]

# [Centre Address]

# [Centre ID]

# Date:

# Revision Number:

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| **Registered Provider:**(as per Certificate of Registration) |  |
| **Person in Charge:**(as per Certificate of Registration) |  |
| **Persons participating in Management:**(as per Certificate of Registration) | If applicable, some designated centres do not have any persons participating in management |

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| **Services and Facilities in the Designated Centre** |
| **Aims and objectives of the designated centre**:  |
| The provider should set out the **aims and objectives** of the centre. * The **aim** must describe the specific care and support needs the designated centre is intended to meet. For example, the aim could be:
	+ *To achieve and sustain a high quality care environment that cares for, supports and values each resident.*
* The **objectives** must set out how the designated centre will provide for the specific care and support needs of each resident. For example, each resident will be provided with: the objectives could be:
	+ *a high standard of care and in accordance with evidence based best practice;*
	+ *a living environment that maintains residents independence and well being*
 |
| **The specific care and support needs that the designated centre is intended to meet:** |
| The provider must set out the specific care and support needs the designated centre is intended to meet. For example :* Age range and gender of residents to be accommodated
* Provisions of care for persons with disabilities
* The level of disabilities which the centre can provider for e.g. mild, moderate, severe
* If the centre caters for residents with other conditions such as mental health issues, autism and physical/mobility issues

Sufficient detail must be provided. For example, if the provider includes the provision of care for persons with autism then they must include with their Statement of Purpose details of the aligned supports, infrastructure and staffing expertise available to assure an effective service. NOTE: Changes to this section of the statement of purpose requires prior agreement by the Chief Inspector and may require a variation to a condition of registration.  |

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| **Facilities which are to be provided** |
| This section must include a description of the **facilities** that the provider has in place to support the specific care and support needs of residents. If different units of centre provide different levels of support depending on residents’ needs then this should be set out here. This can be provided in narrative or bullet point format and must be specific in description:For example:* All bedrooms are single en-suite
* Residents have open access to a secure internal courtyard
* Residents have access to a kitchen where they can prepare snacks/meals

NOTE: Changes to this section of the statement of purpose requires prior agreement by the Chief Inspector and may require a variation to a condition of registration. |
| **Services which are to be provided** |
| This section must include a description of the **services** that the registered provider has in place to support the specific care and support needs of residents. This must include:* What type of service is being provided, for example, full time residential, respite or shared care
* If a centre offers respite and/or shared care it should be made clear how many beds are provided in the designated centre for such use and when they are used for such.
* A detailed description of the specific **services** the registered provider will provide to support the health, personal and social care needs of residents.
* Sufficient detail is to be provided to include any services that require the resident to pay an additional cost.

This can be provided in narrative or bullet point format. Be specific in description and also include information about what services incur additional charges:For example:* On site Physiotherapy services, available at an additional charge
* Activities programme for residents seven days a week, some activities may incur additional charge, please contact our activities coordinator for further details
* Transport provided to day services/place of employment/ community

NOTE: Changes to this section of the statement of purpose requires prior agreement by the Chief Inspector and may require a variation to a condition of registration. |

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| **Admissions to the Designated Centre** |
| **Registered Bed Numbers:** | The registered provider must indicate the number of residents for whom it is intended that accommodation be provided. NOTE: Changes to this section of the statement of purpose requires prior agreement by the Chief Inspector and may require a variation to a condition of registration. |
| **Age range of residents to be accommodated:**  | The registered provider must indicate the age range of the residents for whom it is intended that accommodation be provided. (For example: Children under 18, Adults over 18, or Mixed service for ages 16 to 20) NOTE: Changes to this section of the statement of purpose requires prior agreement by the Chief Inspector and may require a variation to a condition of registration. |
| **Gender of residents to be accommodated:** | * The registered provider must indicate the gender of the residents for whom it is intended that accommodation be provided.
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| **Criteria used for admissions:**  |
| These must include summary details that describe:* the residents pre-assessment arrangements,
* the arrangements to ensure that the resident and if appropriate their family or representative, prior to agreeing admission, have an opportunity to visit and learn about the residential services,
* the arrangements in place to explain, review and discuss the residents contract for the provision of services,
* if relevant the procedures for emergency admission to the designated centre.

For example:* A summary of the admission policies and procedures,
* Details of pre-assessment
* Details of visits to the centre prior to admission
* If emergency admissions are accepted
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| **Management and Staffing** |
| **Total staffing complement (in full time equivalent )** |
| Person in charge  | 1 FTE |
| Staff Nurses | 8 FTE |
| Health care assistants |  |
| Social care workers |  |
| Catering staff |  |
| Housekeeping |  |
| Add/ Delete/Edit fields as required  |  |
| * The staffing compliant (all staff employed) in full time equivalent (FTE) and title must be accurately presented in a format similar to the above table.
* This table must be updated as required.
 |
| **Organisational structure of the designated centre:** |
| Detail of the governance arrangements in place to assure the safe and effective delivery of services. For example this could include:* an organogram showing the management/governance structure could be inserted here.
* commentary on responsibilities of each person and how the structure operates may also be inserted here. The organisational structure must clearly outline the line management arrangements in place.
* detail of the roles and responsibilities of staff employed in the delivery of services.
* detail of the arrangements in place to ensure that there is a Person in Charge who is engaged in the effective governance, operational management and administration of the designated centre at all times. This must include arrangements in place to cover periods where the Person in Charge is on leave or absent from the centre.
* details in place to ensure managerial oversight and consistency when the Person in Charge is responsible for more than one designated centre.

If the registered provider is a company, partnership, unincorporated body or the HSE then the Registered Provider Representative should be named in addition to the Provider.  |

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| **Resident Wellbeing and Safety** – Only a short accurate summary around each of the headings is required- make reference to policies and/or procedures where appropriate |
| **Review and development of residents’ personal plans****(refer to the requirements of Regulation 5)** |
| Describe the arrangements to review and develop a personal plan for each resident in line with the requirements of Regulation 5 of the Health Act 2007 (Care and Supports of Residents in Designated Centres for People (Adults and Children) with Disabilities) Regulations 2013. For example:* consider areas such as the development and review of resident’s personal plans

consultation with residents and, where appropriate, their representatives  |
| **Specific therapeutic techniques used in the designated centre** |
| Describe the specific therapeutic techniques available for residents and the arrangements in place for their supervision. This should include the detail of:* + the therapeutic services available to residents
	+ how these services will be supervisied
	+ any actual or additional costs that will be personally incurred by residents for using these services.
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| **Respecting residents’ privacy and dignity** |
| Describe the arrangements in place to ensure the privacy and dignity of each resident is respected and maintained. This should include the detail of:* arrangements made for residents to undertake personal activities in private
* details of how the centre provides for privacy and dignity where respite or shared services are provided
 |
| **Social activities, hobbies and leisure interests** |
| Describe the specific activities available for residents. This should include the detail of:* + access to facilities for occupation and recreation
	+ opportunities to participate in activities in accordance with resident interests, capacities and development needs
	+ supports to develop and maintain personal relationships and links with the wider community in accordance with their wishes and interests
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| **Accessing education, training and employment** |
| Describe the specific facilities and supports available for residents to access education, training and employment. This should include the detail of:* + any available programmes, employment oppurtunuites or education options
	+ how residents are support to attend such facilities if required
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| **Consultation with, and participation of, residents in the operation of the designated centre** |
| Detail the arrangements in place to ensure:* that residents are actively consulted about the day to day life and the services provided in the designated centres. For example there is a process in place to ensure that all residents can contribute to the centre’s annual review.
* each resident has an opportunity to participate in the operational arrangements in place in the residential centre. For example the residents in the centre have the opportunity to play an active role in representative bodies such as residents’ meetings.
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| **Access to religious services of residents’ choice** |
| Details of the arrangements made for residents to attend religious services of their choice. This should include:* the arrangements in place for residents who wish to avail of these services.
* any actual or additional charges the resident will incur for these services.

For example, consider areas such as what services can be accessed onsite, off site and for end of life.If there are extra charges for these services, this should be clearly stated. These additional items can be listed in an appendix at the end of the document |

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| **Contact between residents and their relatives, friends, representatives and the local community** |
| Details of the arrangements made for contact between residents and their relatives, friends, representatives and the local community. This should include* + the arrangements in place for residents to access local and community social events
	+ any actual or additional charges the resident will incur for attending these events
	+ the visiting arranagements in the centre
	+ residents are supported to make visists away from the designated centre.
	+ details of access to phone and internet

This section should also include the arranagements in place for contact between a child in care and their Social Worker if applicable.  |
| **Dealing with complaints** |
| Details of the arrangements made for dealing with complaints. This should include:* the name of the person who manages complaints,
* details of how a resident or any other person can make a complaint or access the appeals process,
* the location of the complaints and appeals procedure
* how assistance or feedback is given to persons who make a complaint.
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| **Fire precautions and emergency procedures** |
| The fire precautions and associated emergency procedures in the designated centre. This should include:* evacuation procedures to be followed in the event of a fire or other emergency,
* emergency accommodation arrangements following an evacuation,
* location of fire procedures on display,
* reference to the location of the detailed procedure or policy
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**Appendix 1:**

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|  **Conditions of Registration:** |
| As per the Certificate of Registration |

**Appendix 2:**

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| **Layout of the Designated Centre:** |
| Number of rooms, room sizes and function (Narrative or floor plan) |

**Or a table format such as this may be useful**

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| --- | --- | --- | --- | --- | --- | --- |
| Unit | Room | Dimensions | Number of beds (and type) | Ensuite y/n | Ensuite Facilities | Dimensions of ensuite |
| A | 1 | Xm2 | 4 (1 rehab, 1 LTC, 2 respite) | Yes – toilet, wash hand basin, shower) |  | Xm2 |
| A | Dining room | Xm2 | N/A | N/A |  | N/A |
| A | Bathroom (including toilet and wash hand basin) | Xm2 | N/A | N/A |  | N/A |

**Appendix 3:**

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| **List of additional items and applicable charges:** |
| Any other service of which the resident may choose to avail  |

**Document Version History**

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| **Version Number** | **Version update comment** | **Effective date** |
| V1.0 |  |  |
| V2.0 |  |  |
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