Statement of Purpose

# For use in Designated Centres for Older Persons

# [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 must 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*
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| **The specific care needs that the designated centre is intended to meet:** |
| The provider must set out the specific care needs the designated centre is intended to meet. For example :* Age range and gender of residents to be accommodated
* Short, medium and long term care, including palliative care
* Provisions of care for persons with dementia

Sufficient detail must be provided. For example, if the registered provider includes the provision of care for persons with dementia 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 registered provider has in place to support the specific care needs of residents 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 needs of residents. This must include:* A detailed description of the specific **services** the registered provider will provide to support the social and physical well being 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.
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| **Age range of residents to be accommodated:**  | * The registered provider must indicate the gender of the 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.
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|  **Gender 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.
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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, 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 of care
* if relevant, details in relation to the admission of emergency cases
* a reference to the designated centre’s full suite of policies.

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 whole time equivalent )** |
| Person in charge  | 1 WTE |
| Staff Nurses | 8 WTE |
| Health care assistants |  |
| Social care workers |  |
| Catering staff |  |
| Housekeeping |  |
| Add/ Delete/Edit fields as required  |  |
| * The staffing compliant (all staff employed) in whole time equivalent (WTE) and title must be accurately presented in a format similar to the above table.
* This table must be updated as required.
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| **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.  |

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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’ care plans****(refer to the requirements of Regulation 5)** |
| Describe the arrangements to review and develop a care plan for each resident in line with the requirements of Regulation 05 of the Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2013. For example:* consider areas such as the development and review of resident care plans
* consultation with residents and relatives.
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| **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 techniques covered by the Nursing Home Support Scheme
	+ other therapeutic services available to residents
	+ any actual or additional costs that will be personally incurred by residents for using these services.

This section should specify what, if any, therapeutic techniques are included in the fee paid by the Nursing Homes Support Scheme or equivalent agreement. If there are extra charges for these services, this should be clearly stated. These additional services can be listed in an appendix at the end of the document |

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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
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| **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
	+ the activities covered by the Nursing Home Support Scheme
	+ any actual or additional charges the resident will incur for these services.

This section should specify what, if any, social activities are included in the fee paid by the Nursing Homes Support Scheme or equivalent agreement. If there are extra charges for these services, this should be clearly stated. These additional services can be listed in an appendix at the end of the document |

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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 complete resident questionnaires.
* each resident has an opportunity to participate in the operational arrangements in place in the residential centre. For example the residents in the centre play 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.This section should also specify what, if any, religious activities are included in the fee paid by the Nursing Homes Support Scheme or equivalent agreement. 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 and carers** |
| Details of the arrangements made for contact between residents and their relatives, friends and carers. 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.

For example, consider how visits are facilitated, how residents are supported to visit loved ones off site and access to telephones and internet.This section should also specify what, if any, social activities are included in the fee paid by the Nursing Homes Support Scheme or equivalent agreement. 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 |
| **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)Description of day facilities (if any) |

**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 but which is not included in the Nursing Homes Support Scheme or to which the resident is not entitled under any other health entitlement. |

**Document Version History**

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