

Regulation of
Health and Social
Care Services

Guidance on the Statement of Purpose for designated centres – Special Care Units Issued by the Chief Inspector

Effective March 2018

About the Health Information and Quality Authority (HIQA)

The Health Information and Quality Authority (HIQA) is an independent statutory authority established to promote safety and quality in the provision of health and social care services for the benefit of the health and welfare of the public.

HIQA's mandate to date extends across a wide range of public, private and voluntary sector services. Reporting to the Minister for Health and engaging with the Minister for Children and Youth Affairs, HIQA has responsibility for the following:

- **Setting standards for health and social care services** — Developing person-centred standards and guidance, based on evidence and international best practice, for health and social care services in Ireland.
- **Regulating social care services** — The Chief Inspector within HIQA is responsible for registering and inspecting residential services for older people and people with a disability, and children's special care units.
- **Regulating health services** — Regulating medical exposure to ionising radiation.
- **Monitoring services** — Monitoring the safety and quality of health services and children's social services, and investigating as necessary serious concerns about the health and welfare of people who use these services.
- **Health technology assessment** — Evaluating the clinical and cost-effectiveness of health programmes, policies, medicines, medical equipment, diagnostic and surgical techniques, health promotion and protection activities, and providing advice to enable the best use of resources and the best outcomes for people who use our health service.
- **Health information** — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information on the delivery and performance of Ireland's health and social care services.
- **National Care Experience Programme** — Carrying out national service-user experience surveys across a range of health services, in conjunction with the Department of Health and the HSE.

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1. Guidance Purpose

This guidance and supporting template is intended to assist intended or registered providers¹ in devising or updating their service's **Statement of Purpose**. It provides information on what is required to be referenced in the completed Statement of Purpose template and should be used in conjunction with the relevant regulations and standards.

The Statement of Purpose is required in order to register or renew the registration of a designated centre. The regulations under the Health Act 2007 (as amended) that require providers to compile a written Statement of Purpose for designated centres and submit as part of the registration process are as follows:

- Health Act 2007 (Care and Welfare of Children in Special Care Units) Regulations 2017
- Health Act 2007 (Registration of Designated Centres Special Care Units) Regulations 2017

A registered provider must, at all times, operate strictly in accordance with the Statement of Purpose.

2. What is a Statement of Purpose?

The Chief Inspector views the Statement of Purpose as one of the most important documents that a provider is required to have in relation to the range of service(s) they are running. The Statement of Purpose describes the purpose and function of a designated centre.

When developing the Statement of Purpose the registered provider should give careful consideration and provide precise detail when describing the type and range of services, and the arrangements in place to support the care, wellbeing and safety of children. In doing so, the provider should ensure the skills, confidence and competencies of the staff employed to manage and deliver these services.

The document should:

- clearly describe the care and support needs that the service intends to meet
- set out the range of services and supporting facilities to be provided at the designated centre in order to meet the children's care and support needs

¹ Hereafter referred to as providers

- clearly define the admission criteria to the designated centre
- describe the management and staffing arrangements in place to meet the children's care and support needs
- ensure that children who use the service, their parents or representatives and other key stakeholders understand:
 - the range of services being provided and how these are delivered to meet the children's assessed needs.

3. Availability of the Statement of Purpose

The provider must have in place procedures to ensure a copy of the completed Statement of Purpose for each centre is provided to:

- the Chief Inspector at the time of registration or renewal of registration,
- the person in charge,
- to children detained in the special care unit in a format which is age appropriate to ensure the child's understanding of it
- the parents or guardian(s) of children placed in the special care unit.

4. Making changes to the Statement of Purpose

The regulations require the provider to review the statement of purpose at least once a year and update as required. However, any changes to the statement of purpose must remain in accordance with any conditions that may be attached to the certificate of registration.

If there is any uncertainty regarding the status of any potential change the provider should clarify the intended change with their assigned inspector.

You are not required to submit the Statement of Purpose to the Chief Inspector each time you make an update. For example, if the staffing or management changes you should update the Statement of Purpose and ensure the up-to-date version is available to children and inspectors during an inspection. There is no need to send the updated version to the Chief Inspector. You are required to send the most up to date version:

- As part of an application to register
- As part of an application to renew

- As part of an application to vary or remove a condition of registration if the change in condition will change the statement of purpose.

5. Developing a Statement of Purpose in line with the regulations

This section provides guidance on the information to be included in the Statement of Purpose as outlined in Schedule 1 of the Health Act 2007 (Care and Welfare of Children in Special Care Units) Regulations 2017. To support providers in the development of the Statement of Purpose the Chief Inspector has made available a Statement of Purpose template² for providers to use.

5.1 Registration details

The registration details are all of the particulars contained in the Certificate of Registration. This information can be included as an appendix to the main document. Following registration or renewal of registration, the appendix to the Statement of Purpose should be updated to include the correct information.³

5.2 Services and facilities provided in the special care unit

Aims and objectives and ethos of the special care unit

The provider should set out the **aims and objectives** of the centre.

- The **aim** should describe the specific care and support needs the designated centre is intended to meet. For example, the aim could be:
 - *To provide a secure residential setting in which children are detained under a high court order for a defined period of time.*
- The **objectives** should set out how the registered provider will provide for the specific care and support needs of each child. For example, the objectives could be:

² The template is available to download from www.hiqa.ie and is designed to assist the provider in devising the statement of purpose but is not required to be used. Where providers choose to develop their own template it must include all the detail as outlined in this guidance and associated regulations.

³ See appendix 1 of template

- *To assure a high standard of care and support in accordance with evidence based best practice, in a manner that ensures each child's safety and wellbeing, and enables them to access the supports and interventions necessary to address the circumstances of their admission to the unit.*

Specific care and support needs of the children that the designated centre intends to meet

- The provider is required to set out the care and support needs of the children that the unit intends to meet. These should be aligned with the model of care and the specific interventions and supports provided.

A change to the specific care and support that the provider intends to meet may need prior approval by the Chief Inspector and may require an application to vary or remove a condition of registration. If a provider is unsure they should contact their assigned inspector prior to making any change.

Facilities which are to be provided

A description of the **facilities** that the registered provider has in place to deliver the model of care and specific care and support needs of the child.

A change to the facilities that impacts on the specific care needs outlined above that the provider has in place may need prior approval by the Chief Inspector and may require an application to vary or remove a condition of registration. If a provider is unsure they should contact their assigned inspector prior to making any change.

Services which are to be provided

A detailed description of the specific **services** the registered provider will provide to ensure the care, wellbeing, support and safety of each child detained in the designated centre. Sufficient detail is to be provided. For example, information should be provided in relation to the model of care; access to therapeutic and specialist supports, placement planning, access to education or training, family involvement, health, etc.

A change to the specific services that the provider has in place may need prior approval by the Chief Inspector and may require an application to vary or remove a condition of registration.

5.3 Admissions to the Designated Centre

Registered bed numbers

- The provider should state the number of children for whom it is intended that accommodation be provided.

An increase of bed numbers cannot be made without an application to register the additional bed numbers.

Age range of the children to be accommodated

- The provider should state the age range of the children for whom it is intended that accommodation be provided.

Gender of the children living in the residential centre

- The provider should state the gender of the children for whom it is intended that accommodation be provided.

Criteria used for admission to the designated centre

- These should include reference to the unit's policy and procedures for admission of children to the unit, including criteria for planned and emergency admissions, where relevant.

5.4 Description of the designated centre

The description of the layout of the centre either in narrative form or as an accurate floor plan showing the size and primary purpose of every room in the designated centre should be included. This can be attached as an appendix to the main document.⁴

The description should include:

- The size of each bedroom, communal room and toilet/shower/bathroom in square metres
- The bedroom number

⁴ This can be included as an appendix. See appendix 2 of template

- The occupancy of each bedroom, e.g., single, twin
- The details of each toilet/shower/bathroom, e.g., ensuite or shared; what it contains – toilet, wash hand basin, shower, bath.
- Kitchen information, or if off-site the arrangements

Description must correspond to the floor plans and the physical centre, and the number of bedrooms listed must match the application and the floor plan.

5.5 Management and staffing in the special care unit

Total staffing complement

- The staffing complement (all staff employed) in whole time equivalent posts (FTE)⁵ and title should be accurately presented in table format
- This table should 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.

- The organisational structure to clearly outline the line management arrangements in place.
- Reporting arrangements at each level.
- Detail of the roles and responsibilities of staff employed in the delivery of services.
- Details of the Person in Charge including current professional registration (if relevant), relevant qualifications and experience.
- Detail of the arrangements in place to ensure 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 the arrangements in place to cover unexpected and planned absences of the Person in Charge.
- Details of the process in place to ensure effective governance, leadership and managerial oversight and consistency when the Person in Charge is responsible for more than one designated centre.

⁵ Full-time equivalent (FTE): allows part-time workers' working hours to be standardised against those working full-time. For example, the standardised figure is 1.0, which refers to a full-time worker. 0.5 FTE refers to an employee that works half full-time hours.

In all cases except for a sole trader, the representative of the Registered Provider⁶ should be named, ensuring the Registered Provider Representative is not presented in place of the registered provider.

5.6 Child wellbeing and safety

This section should include a summary statement under each heading outlining the arrangements the registered provider has in place to assure the safety and well-being of each child. Reference to the location of the detailed policy or procedure should be included.

Review and development of the child's programme of care

- Describe the arrangements for reviewing the care of the child with regard to the care order, the programme of care and relevant plans as required.

Education

- Describe the specific arrangements made for the education or training of the child.
- This should include the detail of:
 - the education/training facility available to the children
 - educational/training supports available for children approaching school-leaving age.

Respecting the child's privacy and dignity

- Describe the arrangements in place to ensure that the privacy and dignity of each child is respected and maintained.

Social activities, hobbies and leisure interests

- Describe the specific activities available for children.
- This should include the detail of:
 - access to recreational facilities and recreation
 - opportunities to participate in age appropriate activities in accordance with the child's interests, capacities and development needs
 - supports to develop and maintain personal relationships and links with families if appropriate.

⁶ Further information can be found in the Registration renewal and variation application handbook at <https://www.hiqa.ie/sites/default/files/2018-06/Registration-renewal-and-variation-application-handbook.pdf>

Consultation with and participation of, children in the operation of the designated centre

Detail the arrangements in place to ensure:

- that each child contributes to and participates in decisions that affect their lives
- The opinions and views of children are sought and inform the daily running of the centre, in an age and developmentally appropriate manner. For example children are consulted about timing of meals, recreational activities and opportunities for new experiences.

Access to religious services of the child's choice

Details should include:

- the arrangements in place for children to attend religious services of their choice.

Contact between children and their relatives, friends and carers

Details should include:

- the arrangements in place to facilitate children maintaining contact with their relatives, friends or representatives
- the visiting arrangements in the centre.

This section should also include the arrangements in place for contact between a child in care and their Tulsa Social Worker if applicable.

Dealing with complaints

- Details should include:
 - the name of the person who manages complaints
 - details of how a child 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.

Fire precautions and associated emergency procedures

- Details 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.

6. Version history

A version history is an element of good document management. It tracks edits and changes and the history of decisions made on updates to important documents. As the Statement of Purpose document is of such importance it is recommended that a version history is maintained to support the oversight and ability to track important decisions which may change the document. See the example template for a suggested format.

Document Version History

Version Number	Version update comment	Effective date
V1.0	New	01/03/18
V2.0	Updated for clarity regarding when to submit and version history	07/10/19



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