**STATEMENT OF PURPOSE**

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Registered Provider: Offaly Centre for Independent Living

Registered Provider Representative: Maura Morgan

Registered Provider Email: maura@ocil.ie

Designated Centre Name: Clochán House Residential Respite Centre

Address: HSE Campus, Arden Road,

 Tullamore, Co. Offaly, R35HP73

Telephone number: 057-9327632

Email address: clochanhouse@ocil.ie

Person in Charge: Deirdre Martin

PIC email address: deirdre@ocil.ie

PIC Mobile: 0831 302302

Date: 14.07.22

Version: 7

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| 1. **Services and Facilities Provided**
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* **Aim**

The aim of Clochán House Residential Respite Centre is to provide a break away in which residents can have a holiday experience while being supported and valued as individuals within a caring environment which promotes health and wellbeing.

The Respite Centre is based on the needs and desires, goals and dreams of its service users.

* **Objectives**

*The objectives of Clochán House Residential Respite Centre are as follows:*

* To provide a comfortable enjoyable holiday for the residents
* To provide a high standard of support and advocacy, underpinned by the philosophy of Independent Living.
* To encourage the emotional, spiritual, and social growth of the individual to improve their quality of life.
* To provide a ‘home away from home’ environment, insofar as the person’s own lifestyle is replicated as much as possible, with access to a varied social calendar of events.
* To provide a living environment that enables and empowers residents to remain independent in a dignified, respectful and safe environment.
* To enable residents to take part in recreational activities of their choice, to promote a fulfilling stay.
* **Care and support services provided**

Clochán House Residential Respite Centre provides a social model of respite for up to 5 people at a time, both males and females, who have a physical and/or a sensory disability. The disability may be congenital (from birth) or acquired through a medical condition or from an accident.

We cater for people between the ages of 18 years to 68 years of age. The centre opens on a Monday and closes every Friday on a 5 day/ 4 night basis, excluding Bank Holidays.

The respite service is for a group of circa 60 people from counties- Laois Offaly Westmeath and Longford, with maximum occupancy of 5 residents each week.

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| **Services Provided** |

**A personal assistant service** is available both day and night time during the respite visit to support and facilitate residents in all activities of daily living.

**A nurse on-call service** is available for routine medical needs.

**Meals:**

Breakfast, dinner and tea are provided to residents in Clochán House Residential Respite Centre by the adjoining Catering Department of the Midlands Regional Hospital Tullamore. Special dietary requirements and religious requests are catered for with menu requests taken daily, a day in advance. Residents can choose to order a take away or go to a restaurant to eat out at their own expense. The options to buy, prepare and cook their own meals if desired is also available.

**Transport**: Clochán House Residential Respite Centre has the use of a wheelchair accessible bus each day of the week which carries 8 people- 2 of whom can be seated within wheelchairs during journeys. We also has access to the OCIL bus which can carry 5 people, one who can remain seated within their wheelchair during journeys. (These numbers include staff)

**Garden**: Clochán House has its own wheelchair accessible garden for use by residents.

**Charges**: A €20 fee per night (€80 for 4 night stay- Mon to Thurs night) is requested from each resident.

**Closures**: Clochán House Residential Respite Centre closes 4 times a year to allow for staff annual leave.

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| 1. **Admission to Clochán House Residential Respite Centre**
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Access to Clochán House Residential Respite Centre can be made by self-referral, referrals from family members and from any member of multi-disciplinary team.

A referral form must be completed, and this referral goes to the HSE ‘Respite Support Forum’ for approval. Once approval has been given, the Person in Charge will invite the person for an assessment of needs and for suitability for admission to the centre.

The PIC or Nurse, will assess the Leader for suitability for respite by making an appointment for the person to come to Clochán House for a visit. The PIC or designate will ask a series of questions regarding the person’s disability- their general health and well-being, their medical and surgical history, medication management, the support services they receive in their home and equipment they require for all activities of daily living.

Many assessments will involve the PIC or designate liaising with other healthcare professionals or with family members when the need arises, with the consent of the person. This assessment will identify if and how the Clochán House team can best meet all needs of the individual.

If any risks are identified during this assessment, the PIC may ask for a review of the person by a more qualified professional in a particular area- for example if there is a risk that the person has difficulty swallowing, a speech and language therapy referral may be made or if the individual is at risk of falling, an occupational therapy referral may be needed.

When the report returns from the medical professional with their opinion or direction, only then will Clochán House Management team be able to give the individual a booking date for their period of stay.

On Fridays, prior to all admission dates, the resident will be contacted again to confirm that everything required has been prepared for their admission on Monday.

**Emergency Respite:** Clochán House Residential Respite Centre has a bedroom designated as an ‘emergency respite room’. This room will vary depending on the needs of the resident who requires emergency respite at that time. Once this action is agreed by PIC and HSE representative requesting the emergency respite, all residents are on stand-by with the potential to return home at short notice. This is outlined to all residents in their invitation letter prior to arrival to the Centre for each visit. Should this occur, a future return date will be given to the resident who is going home to make up for the short stay.

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| STAFF |

Clochán House Residential Respite Centre is the only designated centre that the **Person in Charge** has responsibility for and that she manages.

She is responsible for

* Governance of the Centre regarding safe and effective services.
* Management of staff and the use of resources along with use of information in line with the regulations of the Heath Act 2007 and the National standards which are governed and monitored by Health Information and Quality Authority (HIQA)
* Deals with and addresses any complaints, concerns and safeguarding issues
* Service planning, co-ordinating and managing activity and resources within the clinical/social area.
* Resident’s initial individual risk assessment and the Person-Centred Plan.
* Will arrange any referrals on behalf of the residents, if necessary, for follow up health support issues for example referral for Speech and Language, Occupational Therapy, a visit from the Public Health Nurse/ GP referral for medication review.
* Providing health promotion and education to residents.
* Administer medications, arrange or attend to wound care, bowel or bladder management programmes and numerous other personalized medical interventions when required
* Staff development and training, practice development, facilitating communication and professional / clinical leadership, underpinned by the philosophy and ethos of Independent Living.
* Ensure safe staffing levels with appropriate skill mix.
* Ensuring all information, about residents and staff is in line with General Data Protection Regulation 2018 and in line with legislation.

**Personal Assistants**

There are 6 Personal Assistants (PA)on duty with one PA as the Team Lead. There are three PAs on duty during the day and two during the night. (One awake 12 hours and one on a ‘sleep-over/ on- call’ duty). Their qualifications range from QQI level 5 to QQI level 7.

The staff members can provide support and assistance with any of the activities of daily living the resident require which include:

* Communication- includes assistive devices, translations, written message
* Washing and Dressing- personal care needs
* Pressure Area and Skin Care- referrals available to Public Health Nurse/ Tissue Viability Nurse through liaising with PIC
* Breathing-assist with Nippy Machines or CPAP devices at night
* Elimination- assist with toileting- bowels and bladder/ Stoma care/Conveen
* Eating and Drinking- assist with feeding and drinking according to Speech and Language advice where relevant
* Mobilisation- assist with walkers, frames, wheelchairs, rollators, sara steady, turnabouts- all staff are trained in manual handling and people moving.
* Working and Playing- Daily activities are planned on the evening of arrival to the Centre based on the desires of the individuals of the group staying that particular week e.g. shopping trips, cinema, visit local land marks of interest, bowling etc
* Sleeping- assist with daytime naps if desired, assist with getting into and out of bed.
* Domestic Needs- assist in keeping both bedrooms and bathrooms tidy and clean, assist with laundry, preparing and cleaning up before and after each meal
* Social and Human Needs/Dreams/Goals- assist to identify resident’s goals for their holiday stay and project into the future for achievable dreams and how we can assist residents in putting plans in place to meet those goals
* Maintaining a Safe Environment- carry out a risk assessment on the resident before day trips -risk of falls, risk of choking, risk in the event of a fire etc.
* End of Life Care- should a resident wish to speak to spiritual clergy member- priest/vicar/elder/pastor then we can arrange this for them. If a resident would like to visit a solicitor during their stage we can accommodate this request.

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| **Clochán House Accommodation** |

**Accommodation provided for Residents in our ground level single story bungalow located on the HSE Campus, Tullamore:**

**There are 5 residents bedrooms :**

Bedroom 1 The Boux Room with shared bathroom with bedroom 2.

Bedroom 2 The Elm Room with shared bathroom with bedroom 1 and ceiling hoist

Bedroom 3 The Ash Room with shared bathroom between bedroom 4.

Bedroom 4 The Beech Room with shared bathroom between bedroom 3.

Bedroom 5 The Oak Room en-suite and ceiling hoist.

Residents can choose which bedroom best meets their needs and when they return for the next period of respite they can choose the same room. A bariatric bed and mattress is available for use when required.

1 Communal Kitchen/Dining Area

1 Communal Sitting room

1 Activities room which includes IT/ Gaming Area

1 Store Room for storing equipment- air mattress, manual hoist, monkey poles, wheelchairs

Use of two wheelchair accessible buses

Garden Area with Smoking shelter

1 Laundry Room with washing machine and dryer

1 Visitor Toilet

The Yew Room for Relaxation/ Prayer/ Private visit from friends or family

**Appendix 3: Floor Plan**

**Whole Time Equivalents**

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| Job Title | Location | Designated Centre NameOSV-0001930 | Reports to | WTE |
| Person in Charge(RGN/ RTC) | Clochán House | Clochán House Residential Respite Centre | Registered Provider Representative | 1 |
| Team Lead/Personal Assistant | Clochán House | Clochán House Residential Respite Centre | PIC | 1 |
| Personal Assistant | Clochán House | Clochán House Residential Respite Centre | PIC | 5 |
| Nursing Staff | Clochán House | Clochán House Residential Respite Centre | PIC | 0.25 |

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|  Contingency plan for periods of Absence of PIC from Designated Centre. |

**Person in Change:**

In the event that the PIC is absent for greater than 28 days, the provision of respite service will be suspended until the PIC returns to her post. Staff will be deployed to the community PA service.

Residents period of respite will be suspended until the PIC returns.

If this absence is because of a resignation from the post, a recruitment drive will take place. Only when the successful candidate who must be deemed a fit person in the role of PIC by HIQA, will the service recommence.

These decisions will be made by the Registered Provider Representation, Maura Morgan and the General Operations Manager of the Registered Provider, Mary Delaney.

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| 4.Resident Wellbeing and Safety |

* **Person-Centred Plan**

As part of the Pre-arrival assessment, the PIC will meet with the individual and carry out a full medical and physical check-up. Reports from Allied Healthcare professionals will be available by the time the resident has been given their date for respite.

On the Friday prior to their Monday admission, the PIC will speak with the person to see if there have been any changes since their assessment.

On the day of arrival, residents and staff will update the Individualised Person-Centred Plan, which empowers the resident to design their own experience of respite while staying in Clochán House Residential Respite Centre. Assistance with the plan will be provided by a staff member on duty and the information is added to the base line assessment requirements.

We encourage a vast variety of activities that maximises the Resident’s potential for a genuinely enjoyable stay with us. On Monday evenings a *Resident Group meeting* will be facilitated by a staff member, to identify what group activities are of interest to the individuals present. An activity plan will then be created to include the individual and/ or group choices of daily activities, meal preferences, day trips, social outings, sporting events, to meet the needs goals and wishes of each individual.

Residents are empowered to become involved in: Sporting activities, Social and Community activities. Staff enable the residents to continue with their Educational and Employment opportunities when they coincide with their period of respite if they choose to do so. Religious choices are also catered for.

* **Visitors**

Clochán House Residential Respite Centre has a visitor room for family and friends to spend some private time together with residents. We have an open-door policy for visitors and we ask that visitors respect other people in residence at the time of their visit. Residents are asked to contact the PIC on 083 1 302302 prior to arrival for current Covid19 guidelines for questionnaire and for antigen testing.

* **Dignity, Respect and Freedom to Choose**

We uphold the highest standards of choice for our residents in all aspects of their lives during their stay in Clochán House Residential Respite Centre.

We do this through our Person-Centred Plan which allows for the individual to exercise their right to manage their own timetable regarding their meals, their activities, their personal care, sleep and wake times, social religious and leisure activities.

* **Resident involvement in the running of the centre**

OCIL have a ‘resident’s advisory board’ which consists of a group of residents that meet face to face and/or via zoom to discuss matters that are paramount to the running of the service.

These are Agenda based meetings with Minutes taken- Action plan requests are presented to PIC and follow up reports given to the advisory board by the PIC.

* **Complaints Procedure**

Each member of staff has been trained how to take a complaint and what actions are required of them. If the complaint is of a sensitive nature or is a medical issue or private matter, the resident can come directly to the Person in Charge, Deirdre Martin, from 9am to 5pm Mon to Friday. The resident can also send an email at anytime to deirdre@ocil.ie and the resident will receive a response within 48hours of receipt of the email.

All complaints will be dealt with by the Complaints Officer who is the Person in Charge or the General Manager of OCIL if the complaint is about the PIC- maryp@ocil.ie. Complaint forms are available from any member of staff or are available on the resident noticeboard in the activity room should the resident wish to complete it themselves.

A complaints box is available in the activity room should the residents wish to place their completed complaint form into it. The resident can email their complaint to deirdre@ocil.ie. Posting a complaint to Clochán House is also an option.

A copy of the Complaints Procedure is available on the resident’s noticeboard in the activity room and includes the appeal process.

If the resident wish to contact the National Advocate, they can contact them at info@advocacy.ie or mandy.price@advocacy.ie

Clochán House has a ‘resident satisfaction feedback form’ that they are asked to complete prior to leaving the centre on Fridays. This gives each resident to voice their opinion and be heard at every visit to the Centre. Feedback is of extreme importance, and we ensure that the development of Clochán House is ongoing and based on residents views, opinions and lived experience.

**Fire Safety Precautions and Emergency procedures**

* Clochán House Residential Respite Centre is connected to the Midland’s Regional Hospital Tullamore’s fire detection, containment system and action plan.
* Number of designated fire exit points: x3 with 2 additional points of egress if the need arises.
* Firefighting equipment stations x5 onsite
* Fire doors x 2 with 1 hour protection door which divides the centre into 2 halves, protecting the centre from the Hospital and containing fire on either side of the centre. All bedrooms, bathrooms, communal and staff areas have ½ hour fire safety doors in place.
* Fire drills are carried out with each resident to ensure that they have experienced a live evacuation at least once a year.
* Midland Regional Hospital fire safety staff include Clochán house Residential Respite Centre, both residents and staff in their emergency evacuation plan. This means that in the event of a fire alarm going off in the centre, a minimum of three additional HSE staff arrive to assist with fire evacuation of the centre day and night.
* The centre always has 2 staff on night duty- one on awake duty and 1 on-call in the staff sleepover room. In the event of a fire/ activation of a fire alarm, this means that the ratio of staff to residents becomes 1:1.
* A Personalised Emergency Egress Plan (PEEP) is developed with each individual and are reviewed and updated at each subsequent respite visit. A GEEP is completed to evacuate other people who may be onsite in the event of a fire.
* All rooms have a fire escape floor plan with nearest fire exits on display
* All staff are trained in fire prevention, emergency procedures, building layout and escape routes, location of fire alarm call points & first aid firefighting equipment, fire control techniques & arrangements for evacuation of people.
* Before a fire reaches the centre: The accessible bus has been identified as an option for residents to board to stay warm and dry if safe to do so, in the short term at the fire assembly point.
* In the long term, staff and residents may then be transported to the Tullamore Court Hotel to remove them completely from the area if it is safe to do.
* Fire within the centre: medical review of residents and staff is required. HSE ambulance staff will review and bring residents to the on-site casualty department.
* **Safeguarding Vulnerable Adults**

All staff are trained in Safeguarding and Trust in Care which mean that residents can turn to them if they have concerns relating to allegations of any type of abuse they may have experienced in the past or a situation the resident currently finds themselves in.

A copy of the Safeguarding Vulnerable Adults Policy is available on the Resident noticeboard in the activity room. A review is carried out mid-week by the PIC as a Risk assessment for Abuse from their home/ community environment which includes all abuse categories. This assessment is carried out on every visits to allow opportunities for disclosures.

Residents are encouraged to contact any member of staff if they have any concerns or questions that they wish to raise. Staff are encouraged to report directly to PIC in the event of colleague related concerns.

The Person in Charge, Deirdre Martin is the designated safeguarding officer for Clochán House Residential Respite Centre.

**Appendix 1. Conditions of Registration**

**Condition 1**

The designated centre shall be operated at all times in compliance with the Health Act 2007 as amended from time to time.

**Condition 2**

The designated centre shall be operated at all times in compliance with The Health Act 2007 (Care and Support of residents in Designated Centres for Persons (Children and Adults) with Disabilities Regulations 2013 and The Health Act 2007 (Registration of Designated Centres for Persons (Children and Adults) with Disabilities Regulations 2013-2015 (as amended, consolidated, restated or replaced from time to time) and in compliance with all other regulations made under the Health Act 2007 as amended from time to time.

**Condition 3**

The designated centre shall be operated at all times in compliance with the National Standards for Residential Services for Children and Adults with Disabilities (January 2013) (as amended, consolidated, restated or replaced from time to time) and in compliance with all other standards made under The Health Act 2007 and as the chief inspector may notify to the registered provider from time to time.

**Condition 4**

The designated centre shall be operated at all times in compliance with all other legislation, regulations and standards, which are applicable to it.

**Condition 5**

Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with and shall provide only the services set out in, its Statement of Purpose, as delivered and amended from time to time in accordance with Regulation 3 of The Health act 2007 (Care and Support of residents in Designated Centres for Persons (Children and Adults) with Disabilities Regulations 2013 (S.I. No. 367/2013) (as amended, consolidated, restated or replaced from time to time).

**Condition 6**

No person under the age of 18 years of age shall be accommodated at the designated centre at any time.

**Condition 7**

The maximum number of persons that may be accommodated at the designated centre is **5**.

**Appendix 2. Revision History**

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| Revision No | Revision date | Reason for Revision/ Description of Change |
| V1.0 | 13/08/2016 | Correction-name from ‘Unit ’ to Centre |
| V2.0 | 26/09/2017 | Addition of - the care and support needs the Centre is intended to meet - the whole time equivalent (WTE) of the person in charge and of personal assistants - the size of rooms in the Centre - the fire precautions and associated emergency procedures  |
| V3.0 | 3/01/2018 | Annual ReviewChange of PIC detailsChange to Management TeamGDPR 2018 changesFire exit change in Floor PlanChange in Services provided to incorporate referrals to Clochán HouseAmendment to Clochán House Residential Respite Centre does not accommodate, to incorporate residents reaching their 65th birthday and potential discharge from Clochán HouseSeparate list of activities and community supports/services into activity folder |
| V4.0 | 09/08/2019 | Update registration detailsUpdate arrangements for PIC off-site |
| V5.0 | 9/12/20 | Update information required and improve layout of information Update restrictions of use pending pandemic or national/international emergency situation |
| V6.0 | 02/07/21-21/06/22 | **New PIC review.**-Additional qualifications added for staff to include NCBI, Infection Prevention and Control and Multicultural awareness-Floor plan remains unchanged but ‘meeting room’ now converted to ‘storage room’ as an identified need.-Update arrangements for PIC off-site-Increase transition period 65yrs-68yrs depending on assessment of suitability/ medical health and well-being-Addition of HSE staff assisting CH staff/residents for Fire evacuation in event of emergency |
| V7.0 | 13/07/22 | Review of Floor plans- room numbersAdditional Fire safety informationContingency plan for absence of PIC >28days |

**Appendix 3. Floor Plans**