



## **Statement of Purpose**

**Summerville Respite House**

**Summerville Avenue**

**051 897822**

**Registration Number:**

**Date of Registration:**

**Date of Expiry:**

**Signed:** \_\_\_\_\_

*Ms. Fiona O'Neill*

*(Nominated person on behalf of Provider)*

**Date:** \_\_\_\_\_

## Statement of Purpose-Ferrybank Respite House

### Table of Contents

<b>Introduction</b>	<b>Page 3</b>
<b>Aims</b>	<b>Page 3</b>
<b>Objectives</b>	<b>Page 3</b>
<b>Ethos</b>	<b>Page 3</b>
<b>Mission Statement</b>	<b>Page 4</b>
<b>Services &amp; Facilities Provided in the Designated Centre</b>	<b>Page 5</b>
<b>Capacity &amp; Criteria</b>	<b>Page 9</b>
<b>Facilities</b>	<b>Page 9</b>
<b>Management &amp; Staffing</b>	<b>Page 12</b>
<b>Residents Well-being &amp; Safety</b>	<b>Page 14</b>
<b>Procedures are central to informing our practice</b>	<b>Page 19</b>

**Introduction:**

This booklet is designed to complement the Residents' Guide, copies of which are available in Ferrybank Respite House. The document provides information on the governance and management of residential respite operated by WIDA and will also meet the requirements set out in the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013.

**Aims:**

The aim of the adult respite service offered by WIDA in Summerville Respite House is to provide a residential respite service wherein residents are supported to access their local community, to develop their independence and enjoy a holiday with their peers.

**Objectives:**

The objective of the service is to provide a home from home environment in accordance with evidence based best practise, which reflects the service users' lifestyle.

WIDA applies a person centred approach and promotes equal opportunities, enabling the service user to become an active, valued member of the community.

**Ethos:**

WIDA is committed to working to ensure our service users are always at the centre of the service provided in Summerville Respite House and are fully involved in decisions affecting all aspects of their life, so that they are enabled to lead as independent and satisfying life as possible.

**Mission Statement:**

Our mission is to provide a service which supports and empowers the people who avail of our service to live a full and dignified life.

We aim to promote independence, dignity & respect and provide opportunities to participate in a wide range of activities that are based upon the service users' own choice that enhance their quality of life.

To this end, we are committed to providing quality services that meet the International Quality Standard ISO 9001:2008 and best practice standards, and to improving continuously these services.

## Services and Facilities Provided in the Designated Centre

<p>a) This centre will cater for the following care needs</p>	<p>Summerville Respite House is designed to cater for adults with an intellectual disability, who have low support care needs- including some support with activities of daily living and intimate care.</p> <p>Residents avail of respite breaks in groups of up to five people plus 1 emergency place. Adult residents are supported to attend work and recreational activities and to engage actively in their community.</p>
<p>b) W.I.D.A. will provide the following facilities to meet those needs.</p>	<p>The facility is a large seven bedroom house based in the community in a popular area of Waterford City, this house has been recently refurbished to become a purpose designed facility for use by persons with an Intellectual Disability.</p>
<p>c) W.I.D.A. will provide the following services to meet those needs.</p>	<p>Summerville Respite House is available 26 weeks per year.</p> <p>Low support adults are accommodated for 26 weeks of the year- these residents are offered 14 nights per year plus further breaks as available. WIDA provide one care staff on a sleepover shift, with waking cover until 11 p.m. and from 7a.m. Staff sleep on the premises and are available within the house during the night, if required.</p> <p>Signage is provided to advise residents how to contact staff during the night.</p> <p>The charge for Summerville Respite is €15 per night (comprising €12.50 accommodation charge and €2.50 transport charge).</p> <p>Staff care for and support residents in line with their individual care plans. The care plans and PCPs are completed based on information provided to WIDA by residents, their families and the multi-disciplinary team (where appropriate). These plans assist</p>

	<p>WIDA staff in meeting the individuals assessed needs and wishes of each resident. Weekly review meetings are held by the P.I.C. and Social Worker to identify any additional needs and to update care plans and risk assessments as required.</p> <p>During their respite stay, transport is provided by WIDA to and from day service and to recreational activities as planned in the service user meetings. WIDA also provide packed lunches for day service and a laundry service for residents during their stay.</p> <p>WIDA provide meals and snacks throughout a resident's stay and all special dietary requirements are catered for. If resident wishes to provide their own food, this is facilitated.</p> <p>WIDA staff support service users who have specific and identified programmes eg behavioural support, communication, toileting, social skills etc.</p>
<p>d) Admissions</p>	<p>WIDA's procedure on admissions is detailed in <i>SD-01 Admissions and Discharges</i> (Appendix 2).</p> <p>A referral may be made to WIDA respite services by an appropriate professional accompanied by reports from relevant professionals.</p> <p>Applicants are provided with necessary forms to complete and invited to an admissions meeting with their parent/guardian or representative of their choosing with the Person in Charge and the WIDA Social Worker.</p> <p>All information required in order to complete the Care Plan and PCP is gathered at this admissions meeting and any outstanding reports are sought from the</p>

	<p>MDT.</p> <p>Arrangements will be made by the Person in Charge for the applicant to have an introductory visit to the service, in line with their own wishes and subject to the availability of respite breaks. Once the applicant has been successfully introduced to the service, he/she will be included in the list to receive planned respite breaks in the forthcoming calendar year.</p> <p>Service Users are encouraged to identify friends that they would like to enjoy their respite break with. Every effort is made to accommodate these requests.</p> <p>Families can request specific dates in advance of groups being planned.</p> <p>Groups are planned being cognisant of such requests and with due consideration to age, ability and support needs.</p> <p>Emergency respite may also be offered, with due consideration being given to the needs of the applicant and the needs of other service users. A request for emergency respite is considered by the Person in Charge and relevant professionals/agencies and the Health Service Executive. Where an emergency placement is required consideration is given to the level of staff support and facilities/equipment required.</p>
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**Capacity and Criteria**

<p>The number, age range and gender of residents for whom this accommodation is provided.</p>	<p>Summerville Respite House provides respite for a maximum of six adults with various different needs. Groups may be smaller in line with the assessed needs of individual residents.</p>
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## Facilities

<p>Narrative description of the rooms in the designated centre, including their size and primary function.</p>	<p>Summerville Respite House is a two-storey building in Waterford City.</p> <p>The ground floor consists of five bedrooms.</p> <p><b>Bedroom 1 :</b></p> <p>10.95 sq. metres.</p> <p>A bedroom with bed, built in wardrobe, chair and bedside locker with a lamp to provide a relaxing, private space for the resident during his/her stay with adequate storage for his/her personal effects. This bedroom has private access to the main bathroom.</p> <p><b>Bedroom 2 including ensuite:</b></p> <p>9.28 sq. metres</p> <p>An en suite bedroom with bed, built in wardrobe, chair and bedside locker with a lamp to provide a relaxing, private space for the resident during his/her stay with adequate storage for his/her personal effects.</p> <p><b>Bedroom 3 including ensuite:</b></p> <p>9.91 sq. metres</p> <p>An en suite bedroom with bed, built in wardrobe, chair and bedside locker with a lamp to provide a relaxing, private space for the resident during his/her stay with adequate storage for his/her personal effects.</p> <p><b>Bedroom 4 including ensuite:</b></p> <p>11.81 sq. metres</p> <p>An en suite bedroom with bed, built in wardrobe, chair and bedside locker with a</p>
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	<p>lamp to provide a relaxing, private space for the resident during his/her stay with adequate storage for his/her personal effects.</p> <p><b>Staff Bedroom/Office including ensuite:</b></p> <p>9.56 sq.metres</p> <p>Staff bedroom with ensuite bathroom, bed and file storage. This room provides a sleeping area for staff, close to residents' bedrooms so that staff are easily accessible to residents at all times during their stay.</p> <p><b>Bedroom 5 including ensuite:</b></p> <p>9.0 sq. metres</p> <p>An en suite bedroom with bed, wardrobe, chair and bedside locker with a lamp to provide a relaxing, private space for the resident during his/her stay with adequate storage for his/her personal effects.</p> <p><b>Bedroom 6</b></p> <p>7.12 Sq. Metres</p> <p>This bedroom will be available in the event of an emergency admission.</p> <p>Each bedroom has its own style of décor.</p> <p><b>Kitchen/Dining Room/living</b></p> <p>A light and airy space with French doors leading to the garden. All appropriate facilities are available to residents and their support staff in order to provide nutritious meals in a homely setting.</p> <p><b>Sittingroom/Visitors Room</b></p> <p>A cosy living room is provided to the front of the building with adequate, comfortable</p>
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	<p>seating. This room can also offer a private space to receive visitors</p> <p><b>Bathroom</b></p> <p>In addition to the individual en suite facilities a separate bathroom is available.</p>
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Any separate facilities for day care:	Residents are facilitated to attend their own day service or place of employment. If their respite break coincides with annual leave from day service/employment, residents are provided with support staff to engage in activities of their choice.
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**Management and Staffing**

Total staffing compliment (WTE) for the designated centre as set in Regulations 14 and 15	<p>Centre Manager .25</p> <p>Care Staff 2.5</p> <p>Admin .25</p> <p>Social Worker .10</p> <p>In the event of the admission of an adult requiring increased supports, staff will be reallocated within the Respite services.</p> <p>Care staff receive training appropriate to their role, including but not limited to, Manual Handling, Fire Safety, Studio 3 – Managing Challenging Behaviour-low arousal approach. First Aid, Children First and POVA.</p>
7. The organisational structure of the designated centre.	Please see Appendix 3 for the Organisational Structure for WIDA.

The Management Team of WIDA are a team of dedicated and committed members of staff, where continuous improvement governs our standards.

The team is led by the following:

<b>Name</b>	<b>Position</b>	<b>Contact</b>	<b>Relevant qualifications.</b>
WIDA	Provider	WIDA 2 Belmont Road Ashley Drive Cherrymount Waterford P: 051 -897822 P: 051-879345 <a href="mailto:admin@wida.ie">admin@wida.ie</a>	Employers registered No 9662719B
Fiona O'Neill	Director of Services	As above 051-897822 <a href="mailto:Fiona@wida.ie">Fiona@wida.ie</a>	MBA in Health Care Management General nursing certificate Intellectual disability nursing certificate BS Honours degree Higher diploma 23 years experience, 5 years as director of service. RGN RNID PIN: ABA37656
Teresa Harhen	Assistant Director of Nursing.  Person in Charge- Residential Respite	As above 051 897022 <a href="mailto:Teresa@wida.ie">Teresa@wida.ie</a>	Registered nurse- Intellectual Disability/Psychiatry Degree in nursing studies BS – management of senior nurses Over 20 year experience in intellectual disability, 16 of those in respite care. RNID RPN PIN: ABA2790
Fran Parsons	Assistant Director of Nursing. Person in Charge- Residential Services	As above 051 879345 <a href="mailto:Fran@wida.ie">Fran@wida.ie</a>	Registered Nurse In Intellectual Disabilities Diploma of Higher Education in Learning Disabilities Certificate in Senior Nurse Management Fetac level 5 in effective leader 16 years experience in intellectual disabilities (residential and day service) Six years in day service management. ISO/NSAI Internal Auditor Quality Management Manager RNID PIN: ABA77870

## Residents Well-Being and Safety

<p>Arrangements for review of the residents' individualised personal plan.</p>	<p>Applicants are invited to an admissions meeting with their parent/guardian or representative of their choosing with the Person in Charge and the WIDA Social Worker.</p> <p>All information required in order to complete the Care Plan and PCP is gathered at this initial admissions meeting and any outstanding reports are sought from the MDT. This document is also updated by staff as required based on the most recent information available from the resident, their circle of support, other agencies and professionals, in consultation with residents through pre visit correspondence.</p> <p>Based on the information gathered through such processes, PCPs are reviewed at least annually and Care Plans are reviewed every three months.</p> <p>A multi-disciplinary professionals meeting may be called where it is deemed necessary.</p>
<p>Details of specific therapeutic techniques used in the designated centre and arrangements made for their supervision.</p>	<p>All staff are trained in Managing Challenging Behaviour- low arousal approach, by Studio 3. In addition Psychology support is offered and reviews are carried out as support.</p>
<p>The arrangements made for respecting the privacy and dignity of residents.</p>	<p>Single bedrooms with ensuite facilities are provided.</p> <p>All staff are trained to provide Intimate Care in a manner that respects the privacy and dignity of each resident, in line with WIDA's procedure PC-13 Provision of Intimate Care.</p> <p>Should residents wish to receive visitors while availing of a respite break, adequate</p>

	<p>space within the house will be provided for them to do so in the Visitors room.</p> <p>Signage is provided to remind residents and staff to respect the private space of others (bedrooms and bathrooms).</p>
<p>The arrangements for residents to engage in social activities, hobbies and leisure interests.</p>	<p>Each resident's Person Centred Plan reflects their individual wishes regarding social activities. The activities offered each week are reflective of the wishes of the particular group availing of respite at that time. The residents are facilitated to have a meeting at the commencement of their break to decide what activities they would like to plan for the week. This is documented by staff.</p> <p>Staff encourage residents to engage in activities of their choice within their local community and transport is provided to facilitate same.</p> <p>All activities are recorded on the Record of Social Activities (C4-059), a copy of which is provided to residents' at the end of their break.</p>
<p>The arrangements for residents to access education, training and employment.</p>	<p>All residents are supported to attend their day service and/or place of employment during their respite break. Transport is provided to facilitate same.</p>
<p>The arrangements made for consultation with, and participation of, residents in the operation of the designated centre.</p>	<p>Residents and their parent/guardians or representative and their circle of support assist WIDA in compiling their Person Centred Plans.</p> <p>All residents and their parents/guardians are provided with their Risk Management Plan, care plan and PCP for their input and agreement.</p>

	<p>All residents attend a Service User Meeting at the commencement of their break so that their wishes for their break may be documented and activities and meals planned accordingly.</p> <p>All staff are trained in the complaints procedure so that all feedback from residents may be documented and brought to the attention of management. All residents are provided with a 'plain English' version of the complaints procedure and a video explaining this procedure is made available to them on WIDA's website.</p> <p>The charter of rights is also made available to residents within Ferrybank Respite House and in an accessible version (video) on our website. Residents are encouraged to access Independent Advocacy to assist them to articulate their wishes regarding the operation of the Designated Centre.</p> <p>Residents are provided with 'feedback forms' annually and all feedback received is logged and acted upon, as required. All views expressed form the basis for planning of the operation of the Designated Centre going forward.</p>
<p>The arrangements made for residents to attend religious services of their choice.</p>	<p>Each resident's Person Centred Plan details their religious beliefs, if any, and whether they actively practice their religion.</p> <p>All religious or cultural beliefs are respected and accommodated- for example, providing special diets, support to access religious services etc.</p>
<p>The arrangements made for contact between residents and their relatives, friends, representatives and the local</p>	<p>WIDA have a procedure on Visitors to the Service SD-19.</p> <p>Residents are encouraged to invite visitors to</p>

<p>community.</p>	<p>Summerville Respite House and adequate accommodation will be provided to allow privacy and comfort for visitors.</p> <p>Residents are also provided with telephone and internet facilities during their stay.</p>
<p>The arrangements made for dealing with complaints.</p>	<p>WIDA appreciates feedback in respect of all our services and recognises the role complaints received play in instigating change and development within our service.</p> <p>All complaints are processed in line with our procedure Management of Complaints MA-24 (Appendix 4).</p> <p>This has been provided in 'Plain English' format to all residents and is provided in an accessible version on our website (video).</p> <p>All verbal complaints are logged locally and reported to the service manager. Any complaints not resolved locally within 24hours are referred to Stage 2, and a Complaints Officer will then investigate.</p> <p><b>Complaints Officers:</b></p> <p><i>Claire Looney, Social Worker, 051-897822</i></p> <p><i>Teresa Harhen, Assistant Director of Nursing, 051-897822</i></p> <p>Statutory timeframes are followed and a report on the outcome of the complaint is issued to the complainant, management and the Board of Directors. Any corrective actions identified are recommended to management.</p> <p>If a resident is not happy with the outcome, they may appeal, which will be heard by <i>Ms. Fiona O'Neill, Director of Services.</i></p>

	<p>Residents are also advised of their right to appeal to the Office of the Ombudsman or Consumer Affairs, HSE.</p> <p>Records of all complaints are maintained in the Complaints Log and statistics on complaints are returned to Consumer Affairs within the HSE every six months.</p>
<p>The fire precautions and associated emergency procedures in the designated centre.</p>	<p>WIDA has a Fire policy (QP-03), which details the service's policy relating to fire prevention and detection.</p> <p>All appropriate fire prevention and detection facilities are provided and maintained (Fire doors, fire alarm, fire fighting equipment, emergency lighting, fire corridor). All staff are trained in Fire Safety.</p> <p>The Emergency Plan in respect of Fire Evacuation is attached (Appendix 5).</p>

**The following procedures are central to informing our practice:**

1. The prevention, detection and response to abuse, including reporting of concerns and/or allegations of abuse to statutory agencies.	SD-14 Protection and Prevention of Abuse SD-14 A Child Protection and Welfare
2. Admissions, including transfers, discharge and the temporary absence of residents.	SD-01 Admissions and Discharges
3. Incidents where a service user goes missing.	SD-20 Incidents Where a Service User Goes Missing
4. Provision of personal intimate care.	PC-13 Provision of Intimate Care
5. Provision of behavioural support.	PC-08 Management of Challenging Behaviour
6. The use of restrictive procedures and physical, chemical and environmental restraint.	SD-15 Use of Restraint and Restrictive Practices
7. Residents personal property, personal finances and possessions.	SD-10 Service Users Finances and Personal Property
8. Communication with residents.	PC-11 Communication with Service Users HR-20 Communication Policy and Procedure
9. Visitors.	SD-19 Visitors to the Service
10. Recruitment, selection and Garda vetting of staff.	HR-012 Recruitment Procedure HR-040 Garda Vetting Procedure
11. Staff training and development.	HR-023 Training and Development
Monitoring and documentation of nutritional intake.	SD-17 Food and Nutrition C4-123 BMI Chart
Provision of information to residents.	PC-14 Provision of Information to Service Users
The creation of, access to, retention of, maintenance of and destruction of records.	CI-07 Control of Quality Records
Health and safety, including food safety, of residents, staff and visitors.	MA-01 Health and Safety
Risk management and emergency planning.	SD-13 Risk Management
12. Medication management.	SD-05 Service Users Medication
13. The handling and investigation of complaints from any person about any aspects of service, care, support and treatment provided in or on behalf of a designated centre.	MA-24 Management of Complaints
14. Education Policy which complies with relevant legislation in respect of the educational needs of children with disabilities (in centres where children reside).	SD-28 Education Training and Development
15. Access to education, training and development.	SD-28 Education Training and Development
16. CCTV (in designated centres where CCTV systems are in use).	NA