

Statement of Purpose

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

Abbeyglen

47 Dublin Road

Swords,

Co Dublin

K67 CT98



Date : 27/02/23

Revision Number : 9

<p>Registered Provider: (as per Certificate of Registration)</p>	<p>Praxis Care Unit 18, Ardee Business Park, Hale St, Ardee, Co. Louth Telephone: 041-6871904 or 048-902-3455 The Person carrying out the business of the service (Provider Nominee) is Carol Breen, Director of Care</p>
<p>Person in Charge: (as per Certificate of Registration)</p>	<p>Rosaleen Hannon Email : RosaleenHannon@praxiscare.ie Phone : 087 378 1660</p>
<p>Persons participating in Management: (as per Certificate of Registration)</p>	<p>Rosaleen Hannon Email : RosaleenHannon@praxiscare.ie Phone : 087 378 1660</p>

Services and Facilities in the Designated Centre :

Aims and objectives of the designated centre :

The following includes a description of the purpose and function of Abbeyglen Swords in facilitating support and care for up to 3 adults.

Abbeyglen Statement of Purpose and Function meets the requirements of:

- Disability Act 2005.
- Health Act 2007, which includes the care and support of residents in Designated Centres for Persons (Children and Adults with Disabilities/Regulations 2013). The regulations came into operations in November 2013 and may be cited at the Health Act 2007.
- HIQA is the statutory body under the Health Act 2007, responsible for setting standards and ensuring that these are met.

The ethos of Abbeyglen is founded upon the values and vision of Praxis Care. We aim to empower adults with multiple needs, including intellectual disability to enjoy everyday living irrespective of the complexity of their needs. The ethos of Abbeyglen is further enhanced by Praxis Care values, which Promote Independence, Protect Individuals and Promise Integrity.

- Abbeyglen will provide appropriate quality care and support to individuals experiencing or diagnosed with an intellectual disability, autism, epilepsy, physical disability and mental health issues. Any referrals will have been assessed as requiring this input to enable them to live as independently as possible in their own community. Adults are empowered to take part in the community on a daily basis and build appropriate relationships with peers and community supports in order to live life to their maximum potential.

Our objectives as a centre are:

- To provide appropriate support to individuals including but not exclusive of Intellectual Disability, Mental Ill Health and assessed Medical needs
- To promote and maximise the independence of individuals and maintain them in the community
- To ensure that the individual's emotional, social, intellectual, physical and support needs are met
- To promote the principles of choice, respect, dignity and confidentiality
- To provide a person centred approach to support planning and ensure service user involvement in the service
- To work in partnership with key stakeholders to continually improve the service offered in the development of future services

The specific care and support needs that the designated centre is intended to meet:

Housing Support

- Assistance acquiring essential household items
- Locating essential local services
- Paying bills
- Maintaining the property
- Safety issues
- Signposting to specialist services
- Budgeting
- Good neighbour relations/ dealing with disputes
- Essential daily living tasks
- Emotional support
- Supporting people to comply with treatment
- Where appropriate, notifying agencies of concerns about a service user

Care Tasks:-

- Administering medications
- Health care
- Specific rehabilitation tasks
- Intensive / therapeutic behaviour management
- Supervision of people at night - time
- Personal care

Facilities which are to be provided :

Praxis Care Abbeyglan will provide care and support up to 3 residents and is located in Swords in County Dublin. The location was specially chosen to enhance the independence of the residents due to its close proximity to the local amenities and bus and train services. The house is within walking distance of the centre of the local village.

Each resident will have their own bedroom and en-suite facilities with space for their personal possessions and belongings and private living needs, consistent with that found in a regular family home environment.

The shared accommodation will facilitate a maximum of 2 residents who will have individual bedrooms, all with en-suite facilities. There is one visitor's bathroom on the ground floor as well as staff office/sleepover facilities. Abbeyglan has a fully equipped office encompassing computer, photocopier, coupled with facilities to store all necessary records, files and medication, pertaining to the 3 residents of the centre.

The house is divided into three parts for each resident – front/middle and apartment, each providing the following rooms/facilities to the three residents.

The front part of the house – the resident has full access/use of bedroom/en-suite, living room and further living room with facilities (i.e. fridge/microwave/toaster/kettle).

The middle part of the house – the resident has full use of bedroom/en-suite on 1st floor and 2 sitting room areas, large kitchen and a utility room on ground floor.

- Both residents have also have full access to a spacious enclosed back garden and patio for recreational use. And the main kitchen area

The self-contained apartment for one resident is within the structure of the building and comprises of a bedroom with en-suite facilities, a kitchen and sitting room with access to the back garden.

This registration is for a total of 3 residents in total between the community living element and the self-contained apartment.

Services which are to be provided :

Abbeyglen is committed to providing positive approaches to meeting the needs of its residents. This includes embracing therapeutic models of support or interventions where required. Abbeyglen will apply a model of Positive Behaviour Support to support residents to have behavioural needs assessed and care planned in a proactive approach where the focus is on environmental design, positive interactions and alternative teaching and skill development of functionally equivalent behaviours. This is to support residents to pursue positive mental wellbeing. All staff members are trained in these approaches, with the internal Staff Development team also providing support to staff on the floor in specific interventions or therapies where necessary. Furthermore any bespoke training required will be delivered with all staff. Personal Behavioural Management Plans are designed and implemented on an individual basis as required.

Additionally, Praxis Care staff work collaboratively with external health providers in order to support residents where necessary. This can be in consultation with professionals in psychiatry, occupational therapy, physiotherapists, speech & language therapists, etc. Where appropriate, staff attends appointments with the residents and become trained by external professions to ensure that any required therapies or intervention can be completed.

Praxis Care strives to retain as much privacy as possible for residents by respecting the principal that Praxis Care staff members are guests in the resident's home. This includes each resident having their own private bedroom and bathroom. No shared bedrooms are permitted in Abbeyglen. Each resident's bedroom is their own private space, which they are encouraged to develop into an environment that best meets the resident's needs or preferred wishes. Only in circumstances where staff believe the resident may be at risk do staff enter the resident's bedroom without permission. All residents are encouraged to take responsibility for their own personal belongings, unless assessed as unsafe through risk assessments and care plans.

The development of independence and autonomy is encouraged. This is enhanced through completion of individual work with the residents, incorporating family members, advocacy services and residents' in-scheme meetings regarding decisions in the service. Also, residents are supported to access and have contact with their social worker on a regular basis. The relevant social workers will also visit the resident's home to update on how the service user is enjoying living there.

Each resident is encouraged to enhance their independence and activities of daily living skills to ensure that, firstly, the resident's skills are developed and, secondly, that they maintain their privacy and dignity. Where intimate personal care is required, there will be an Intimate Care Plan drawn up. Personal assistance will be given by staff as discreetly as possible in intimate situations.

A person centred approach to resident's needs is implemented and each resident will have a named key worker.

Admissions to the Designated Centre :	
Registered Bed Numbers	3
Age Range of residents to be accommodated :	18 – 65 age group.
Gender of residents to be accommodated :	Male and Female
Criteria used for admissions :	
<ul style="list-style-type: none"> – An application form must be fully completed and include information on risk history and finance. – The applicant and carer (if so desired) will be invited to visit the service and discuss his/her needs with Praxis Care staff. – A joint risk assessment conducted by the relevant parties must indicate compatibility with current residents. The registered provider and person in charge must ensure that the risk assessment protects all residents from abuse. – The registered provider must be satisfied that the appropriate staffing and resources are available to meet the needs of the individual. – The registered provider must be satisfied that there is adequate multi-disciplinary input to support the individual's needs. The Person in Charge must be satisfied with the training and educational plan for the individual. – The Person in charge must be satisfied that the designated centre can meet all the needs of the individual, such as behavioural or communication for example. – An Admission Panel will meet to consider all applications. The referral agent or any other relevant party will be invited to discuss the application and provide further information/clarification as appropriate. – The registered provider will require a full health assessment and immunisation records for the individual. – The Panel's decision will be communicated to the referral agent as soon as possible and will always be followed up with a written explanation of the decision. – An Appeals Procedure is in place if a prospective applicant is not satisfied with the outcome from the admissions panel. – Prospective residents will be provided with as much information as possible about the service to help him/her make a decision about whether or not he/she wants to receive care and/or support. Praxis Care offers the opportunity for a prospective service user to visit the accommodation/service and meet and talk with residents and staff. The organisation is happy for a prospective service user to involve his/her friends/family before making the final decision about placement or commencement of service. – If it is felt that the accommodation or service is not suitable for a particular person, advice will be given on how to look for help elsewhere. This will only happen after full and inclusive discussions with all relevant parties. – The person in charge must be satisfied that all relevant documentation is provided to fully ensure that the designated centre can meet the needs of the individual, for example psychological assessment, psychiatric assessments and financial agreements. – The person will show a range of both Support and Care needs which the Admission Panel feel is appropriate with the level of support on offer in Abbeygleng. – The person will be agreeable to the referral being made and where possible, have had an opportunity to view the services offered. 	

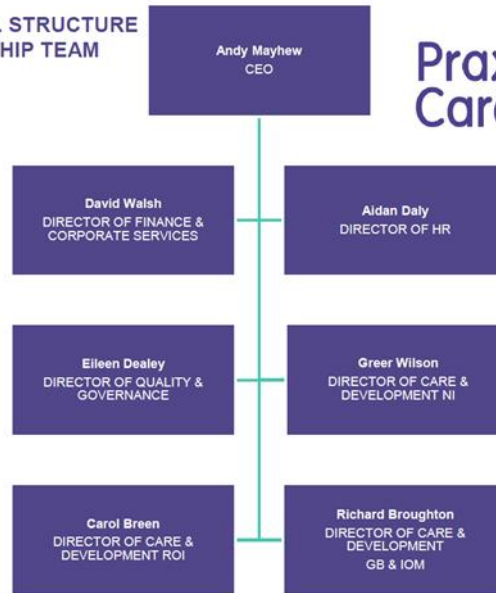
Management and Staffing :

Total staffing complement (in full time equivalent)

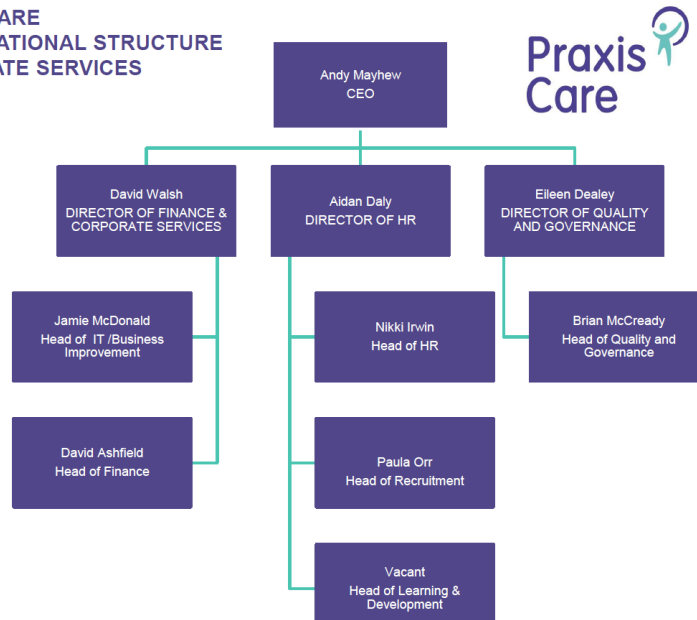
Person in Charge	1 wte
Staff Nurses / Team Leader	3.5 wte (at full capacity)
Health care Assistants/Support workers	7 wte (at full capacity)

Organisational structure of the designated centre :

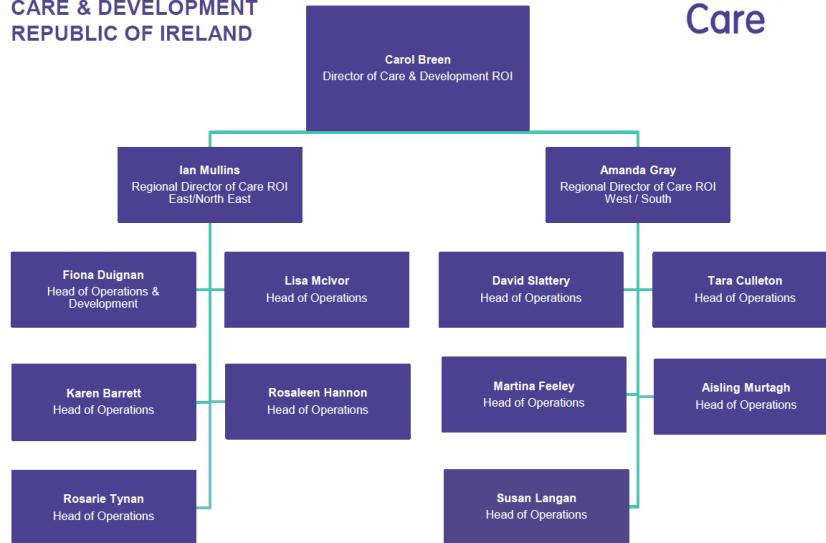
PRAXIS CARE ORGANISATIONAL STRUCTURE SENIOR LEADERSHIP TEAM



PRAXIS CARE ORGANISATIONAL STRUCTURE CORPORATE SERVICES



**PRAXIS CARE
ORGANISATIONAL STRUCTURE
CARE & DEVELOPMENT
REPUBLIC OF IRELAND**



Management Team

CEO:	Andy Mayhew
Director of Care (Operations):	Carol Breen
PPIM:	Rosaleen Hannon
Person in Charge:	Rosaleen Hannon
Local Complaints Manager:	Rosaleen Hannon
Praxis Care Complaints Officer:	Linda Lyons
Data Protection Officer:	Vincent Lavery
Designated Safeguarding Officer:	Rosaleen Hannon
Champion Safeguarding Officer:	Brian McCready

Director of Care:

The Registered Provider is Praxis care, the director of care Carol Breen. Carol is based at Praxis Care, Ardee Business Park, Ardee, Co. Louth.



Contact details:

Unit 18, Ardee Business Park, Hale Street, Ardee, Co. Louth

Phone: 041-6871904 Fax number 041-68577681

Email: carolbreen@praxiscare.ie

Person Participating in Management

The person participating in management is Rosaleen Hannon

Current post

- Rosaleen Hannon Head of Operations

Email: RosaleenHannon@praxiscare.ie

Person in charge

The person in charge of the centre is Rosaleen Hannon.

47 Dublin Road, Swords , Co. Dublin K67CT98. Telephone 087 3781660

Email Address: Rosaleen.Hannon@praxiscare.ie

The Person in Charge is fully available during the hours 9am-5pm

Buddy Manager & On-Call out of hours

There is an on-call system in place for out- of hours requirements. The on-call rota will always be found at the front of the Rota Folder. Management on-call systems are in place for out of hours concerns. There is also a Head of Operations and Director on-call system in operation out of hours. Details are again found in the Rota Folder.

There is a Buddy System in place – whereby each scheme is paired with a ‘buddy scheme’ and has access to support during times where their person in charge is on leave or unavailable. Buddy managers are familiar with each other’s schemes, i.e. the needs of the residents, how they present, triggers etc.

Staffing

Staff are available **24 hours per day**, 7 days a week. The staffing of the centre reflects the care and support needs of the service users which are outlined in their personal plans. Staffing ratio will vary in accordance with occupancy, risks and needs at a given time.

Team Leader

A Team Leader will be rostered and they will provide effective leadership, supervision and management to a team of support workers ensuring that the practical, physical and emotional needs of the residents are met.

The essential criteria for Team Leaders in Praxis Care are;

(a) Professional qualification in Social Work or First or Second Level Nursing or Occupational Therapy AND knowledge of the intellectual disability field

- Candidates with Social Work qualifications should be registered with the relevant registration body.
- Candidates with Nursing and Occupational Therapy Qualifications should be on the appropriate register

OR

(b) Major FETAC Level 5 – 8 (in the field of Health and Welfare or Health Care Support) or higher AND at least 2 year's paid experience of the intellectual disability field

OR

(c) Degree AND at least 2 year's paid experience of the intellectual disability field

OR

(d) HND AND at least 2 year's paid experience of the intellectual disability field

OR

(e) QCF Level 3 Diploma in Health & Social Care AND at least 2 year's paid experience of the intellectual disability field

o Registered nurse in intellectual disability/psychiatric/general nursing or appropriately qualified staff in the health and social care field

- Full drivers licence and access to own transport.

Support Worker

The essential criteria for Support Workers in Praxis Care is

- Interest in caring
- Good numeracy and literacy skills
- Full drivers licence and access to own transport

Further information on the service can be found in the Residents Handbook.

Residents 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 requirement of Regulation 5).

Praxis Care works with residents, and his/her friends, relatives or representatives (if appropriate) to draw up a written plan of the support the organisation will aim to provide. The plan sets out the resident's needs, risks that need management, support/care provided and desired outcomes.

At least once a month, each resident's plan is reviewed. There is a formal review process at 6 months after first placement and at least annually thereafter. An emergency review can be convened at any time. From time to time further assessments of the resident's needs are required to ensure that the support provided by the organisation is relevant to helping the service user achieve his/her full potential.

Every service user keeps a copy of his/her own Assessment & Plan and is encouraged to participate as fully as possible in the support planning process.

The physical environment of the accommodation is designed for residents' convenience and comfort. In particular Praxis Care will do the following:-

- Maintain the buildings and grounds in a safe condition
- Make detailed arrangements for the communal areas of the accommodation to be safe and comfortable.

- Ensure the provision of adequate toilet, washing and bathing facilities suitable to meet the needs of residents.
- Arrange for specialist equipment to be available to maximise residents' comfort, independence, and safety.
- Provide individual accommodation which meets the National and Minimum Standards.
- Ensure residents have safe, comfortable accommodation and have the opportunity to have their own possessions around them.
- Ensure that the communal areas are kept clean, hygienic and free from unpleasant odours, with effective systems in place to control the spread of infection.
- Monitor the environment through a system of Health & Safety checks.
- Where the building is owned by another agency, a clear agreement will provide details of the responsibilities of each party involved in the maintenance, safety and fire precautions. This agreement will be held centrally and a copy held locally for each Registered Manager.

Specific therapeutic techniques used in the designated centre :

Abbeyglen is committed to providing positive approaches to meeting the needs of its residents. This includes embracing therapeutic models of support or interventions where required. Abbeyglen applies a model of Positive Behaviour Support to support residents to have behavioural needs assessed and care planned in a proactive approach where the focus is on environmental design, positive interactions and alternative teaching and skill development of functionally equivalent behaviours. All staff members are trained in these approaches, with the internal Staff Development team also providing support to staff on the floor in specific interventions or therapies where necessary. Personal Behavioural Management Plans are designed and implemented on an individual basis as required.

Additionally, Praxis Care staff work collaboratively with external health providers in order to support residents where necessary. This can be in consultation with professionals in psychiatry, occupational therapy, physiotherapists, speech & language therapists, etc. Where appropriate, staff attends appointments with the residents and become trained by external professions to ensure that any required therapies or intervention can be completed.

Respecting residents' privacy and dignity :

Praxis Care strives to retain as much privacy as possible for residents by respecting the principal that Praxis Care staff members are guests in the resident's home. This includes each resident having their own private bedroom and bathroom. No shared bedrooms are permitted in Abbeyglen. Each resident's bedroom is their own private space, which they are encouraged to develop into an environment that best meets the resident's needs or preferred wishes. Only in circumstances where staff believe the service user may be at risk do staff enter the resident's bedroom without permission. All residents are encouraged to take responsibility for their own personal belongings, unless assessed as unsafe through risk assessments and care plans.

The development of independence and autonomy is encouraged. This is enhanced through completion of individual work with the residents, incorporating family members, advocacy services and residents' in-scheme meetings regarding decisions in the service. Also, residents are supported to access and have contact with their social worker on a regular basis. The relevant social workers will also visit the resident's home to update on how the service user is enjoying living there.

Each service user is encouraged to enhance their independence and activities of daily living skills to ensure that, firstly, the resident's skills are developed and, secondly, that they maintain their privacy and dignity. Where intimate personal care is required, there will be an Intimate Care Plan drawn up. Personal assistance will be given by staff as discreetly as possible in intimate situations.

Social activities, hobbies and leisure interests :

Praxis Care will try to make it possible for residents to live his/her life as fully as possible. In particular, it will do the following:-

1. As part of the moving-in/commencement of service process, potential residents will be encouraged to share as much information as possible about his/her social, cultural and leisure interests.
2. Residents will be helped to continue to enjoy a range of individual and group activities and interests, both inside and outside the accommodation, to carry on with existing hobbies, pursuits and relationships, and to explore new avenues and experiences. In group living settings, all residents are entitled to use the dining room, the communal lounges, other sitting and circulating areas, and the grounds of the scheme but those who wish, may remain in his/her own rooms. Residents are encouraged to personalise their rooms with small items of furniture and other possessions, and individual preferences in matters of decoration and furnishings are encouraged.
3. In partnership with residents, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among residents will be facilitated and it is hoped that residents will enjoy being part of a community, but there is no compulsion on a service user to join in any of the communal social activities.
4. With the full and inclusive involvement of residents, local councillors, members of parliament, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
5. Recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some residents will wish to take certain risks despite or even because of his/her disability. Praxis Care does not aim to provide a totally risk-free environment though care will be taken to ensure that residents are not subjected to unnecessary hazards. When a service user wishes to take part in any activity which could involve risk, a thorough risk assessment will be carried out with that individual, involving relatives, friend or representative, if desired and Praxis Care will agree and record action which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties.
6. For the benefit of all residents and staff, the communal areas of the accommodation are designated as non-smoking. Residents may smoke in designated smoking areas only.
7. There may be a charge associated with some social activities and services; where this applies, the details will be made clear to the service user in advance.
 - There are a number of beaches a short drive of the scheme in Swords.
 - There are many leisure and fitness centres in the locality such as Fly fit Gym Airside, ALSAA at airport & Sports Link in Santry.
 - There is a bowling and activity centre which also serves food for those who wish to compete in the alleys in ALSAA.
 - There is an Cinema in Swords which shows all the latest released movies

- The Mill Theatre has plays and shows on throughout the year
- Pavilions in Swords is a shopping centre which has shops for all interests
- There is a Library in a Community Centre, both of which provide information on classes and groups available in the community.

Accessing education, training and employment :

In Abbeyglenn we aim to promote training, employment and education opportunities for each of the Residents by exploring opportunities of their choice. This will enable each of them to make valued contributions to the community and take part in a range of life experiences. Through a person centred approach the staff team / keyworkers of Abbeyglenn will work alongside each of the residents by offering the required support which enables them to reach their aspirations and develop talents and skills. The support offered by the staff team in Abbeyglenn shall be determined by the choices that each resident wishes to explore and will be outlined in their Every Day Living Plan.

Residents are also supported to participate in external day service provisions of their choice with the identified support being determined by their individual needs.

- Proper Meath, Navan
- Praxis Care Dunboyne
- Swimming, bowling, drama club in DCU
- Drum / music therapy

Consultation with, and participation of, residents in the operation of the designated centre :

Praxis Care aims to give residents opportunities to participate in all aspects of life in the accommodation/service. In particular, residents are regularly consulted both individually and corporately about the way the accommodation/service is run.

The organisation's objective is always to make the process of managing and running the service as transparent as possible, and to ensure that the service has an open, positive and inclusive atmosphere.

Residents will have the care/support he/she receives reviewed at least annually. Regular residents meetings are held and input is sought on matters relating to the everyday running of the scheme.

Satisfaction surveys are carried out at least annually with actions completed in response to feedback. Praxis Care staff are always keen to hear from Residents and representatives. Heads of Operations will endeavour to make contact with residents and, where appropriate their representative on a monthly basis as part of the organisation's monitoring processes.

Access to religious service of residents' choice :

Residents who wish to practise their faith will be given every possible support to do so. In particular, Praxis Care will do the following:

- Make contact with any local place of worship on a resident's behalf, if requested. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.
- Take particular care to try to meet the needs of residents from minority faiths. These should be discussed with the manager the service commences.

Contact between residents and their relatives, friends, representatives and the local community :

- Residents are given every possible help to maintain and retain the links with families and friends.
- If a service user wishes, their friends and relatives are welcome to visit at a time convenient to the service user and to become involved in daily routines and activities.
- If a service user wishes to be represented in any dealings with the accommodation/service by a nominated friend, relative, professional person or advocate, Praxis Care will respect their wishes and offer all necessary facilities.

Fire precautions and emergency procedures :

- All residents are made aware of the action to be taken in the event of a fire or other emergency, and copies of the service's fire safety policy and procedures are available on request. Regular fire drills are conducted, where appropriate, and information is displayed through the building to guide all persons in the event of a fire. All staff have training in First Aid in the event of an emergency. The service conforms to all relevant government guidance on promoting and protecting the health, safety and welfare of residents and staff.

Appendix 1 :

Conditions of registration :

Condition 1
 Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with the Statement of Purpose within the footprint of the designated centre on the floor plan dated 29/04/2021. The registered provider shall only provide for the specific care and support needs, and services, within the facilities as set out the Statement of Purpose, as agreed with the Chief Inspector at the time of registration. Any changes to the specific care and support needs and services provided must be agreed in advance with the Chief Inspector.

Condition 2
 Only persons aged 18 years or older shall be accommodated at the designated centre at any time.

Condition 3
 The maximum number of persons that may be accommodated at the designated centre is: 3.

Appendix 2 :

Layout of the Designated Centre :

Abbeyglen is a detached two story house, located in the centre of the village of Swords whereby 3 residents will live permanently.

There is 1 service user apartment consisting of a bedroom with en-suite bathroom, living room, and room with fridge, kettle in the main house on the ground floor. A further service user will be facilitated to live in a self-contained apartment at the back of the house. Also on the main floor is a manager office, staff office/sleepover room, living room and kitchen. There is also a separate utility room. Upstairs is a service user bedroom with en-suite.

FIRST FLOOR

Bedroom: 23m²
En-suite: 4m²
Landing/Stairs: 7m²

GROUND FLOOR:

Bedroom 1: 14-5m²
Bedroom 1 En-suite: 3m²

SU Living room: 13.5m²
SU living room en suite: 3m²

Living room/kitchenette: 12m²
Living room/kitchenette en-suite: 3m²

Staff office: 11m²
Staff office en suite: 3m²

Lounge 1: 18m²
Lounge 2: 13m²

Hall: 8.35m²

Kitchen: 19m²

Living room: 18m²

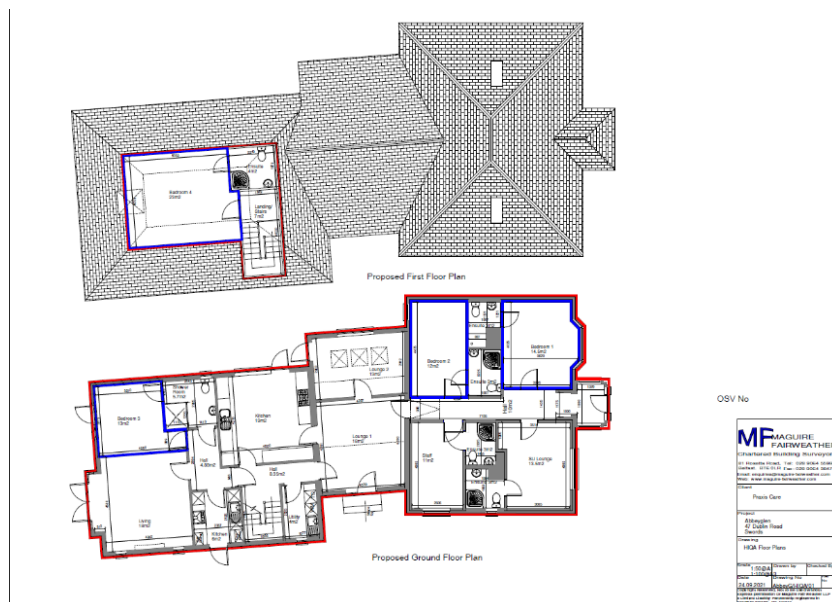
Bedroom: 13m²

Shower Room: 5.7m²

Utility Room: 4m²

Hall: 4.88m²

Kitchenette: 6m²



Appendix 3 :		
List of additional times and applicable charges :		
Document Version History		
Version Number	Version Update comment	Effective Date.
V. 1	The Statement of purpose was devised.	19.05.2021
V.2	New Person in charge added Floor plans updated.	24/09/2021
V.3	Updated to include complaints procedure.	03/02/2022
V.4	New Person in charge added.	07/03/2022
V.5	Updated to reflect variance in occupancy capacity from 4 to 3 persons. Change in facilities provided and floor plan layout.	29/04/2022
V.6	Conditions of Registration added to SOP.	23/05/2022
V.7	New Person in Charge Added	01/07/2022
V.8	Updated re floor plans and registered provider details	23/01/2023
V.9	Updated re PIC	27/02/2023