
Abbot Close

Statement of

Purpose & Function

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Introduction

This document defines the Statement of purpose and function for Abbot Close Nursing Home, in accordance with Part 2 (aims, objectives and ethos of care in the designated centre and the services and facilities being provided in the centre) of The Health Act 2007 (Care and welfare of Residents in designated Centres for Older People) Regulations 2009. It also set out the items listed in Schedule 1 of the Health Act 2007, to create an individual document pertinent to the operation of Abbot Close Nursing Home and relevant to the standard of care being provided for all our Residents in line with the H.I.Q.A. standards

Aims, Objectives and Ethos of Care

The Management and Staff of Abbot Close Nursing Home aim to provide the highest quality of care for all our Residents and to ensure that all services are delivered to the highest standard.

The objective of Abbot Close is to bring, well-being, sanctuary and rest to the mind, body and spirit of all those who need our care.

Our ethos of care is to promote the dignity, individuality and independence of all those who enter our care and to assist our Residents in achieving and maintaining all their goals and objectives.

We endeavour to provide comfortable surroundings and to ensure that our Residents are nurtured and cared for, in a warm, safe, friendly and homely atmosphere.

Abbot Close Nursing Home - a description of the facilities & services

Abbot Close Nursing Home is a state of the art, purpose built care facility which opened on 1st December 2006. Providing 61 Beds, the nursing home is located in the town of Askeaton on an elevated site. We have two acres of landscaped gardens, featuring two enclosed gardens.

We have 54 spacious bedrooms, ranging from 14 square metres to 22 square metres in size. All bedrooms have en-suite bathrooms, the majority of our rooms are private, 47 single, with just 7 shared rooms, which cater for a maximum of two people sharing.

We also offer a secure dedicated Alzheimer / Dementia Wing (12 rooms all private, en-suite). This wing also includes a separate dining room, sun lounge, enclosed private garden and a secure walkway and smoking room.

The following Services and facilities are available at Abbot Close Nursing Home;

- **Catering**
Spacious dining rooms – Professional kitchen – well balanced diet with choice of menu
- **Relaxation**
Four Day rooms comprising, 2 Lounges, 1 conservatory and 1 garden room.
- Hairdressing – weekly service or as required
- Chiropody – every two weeks or as required
- Exercise program – weekly with qualified Physiotherapist.

Retirement Village

A Retirement Village adjoins our Nursing Home and we provide a range of services to the residents of the village, such as daily meals, laundry and house keeping. The Retirement Village residents can avail of daily activities at the nursing home. We do not provide any nursing or care services to residents of the retirement village. The Receptionist is also the Village Co-Ordinator and she provides support in an administrative role.

Name & Address & phone/fax numbers of Nursing Home

Abbot Close Nursing Home

St. Mary's Terrace

Askeaton

Co. Limerick

Telephone: 061 – 601888

Fax: 061 – 601889

email: denis@abbotclose.ie, also, don@abbotclose.ie

Name & address of Registered Provider/s

Denis McElligott R.P.N., R.G.N. BSc
Windmill Group Head Office
Churchtown
Mallow
County Cork

Patrick Kennedy B.B.S. ACMA, CIMP
Windmill Group Head Office
Churchtown
Mallow
Co. Cork

Person-in-charge

Margaret Keane, R.P.N., R.G.N. BSN
Abbot Close Nursing Home
St. Mary's Terrace
Askeaton
Co Limerick

Deputy Person-in-charge

Registration Number, Date & Expiry

Centre number: OSV-0004682

Registration date: 17/04/2014

Expiry date: 16/04/2017

Conditions of Registration

There are 7 conditions attached to Abbot Close registration. They are as follows;

Condition 1

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

Condition 2

The designated centre Abbot Close Nursing Home shall be operated at all times in compliance with the Health Act 2007 (Care and Welfare of Residents in designated centres for older people) Regulations 2009 and the Health act 2007 (Registration of designated centres for older people) Regulations 2009 (as amended, consolidated, restarted 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 Abbot Close Nursing Home shall be operated at all times in compliance with the National Standards for Residential care settings for older people in Ireland, (as amended, consolidated, restarted or replaced from time to time) and in compliance with all other regulations 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 Abbot Close Nursing Home shall be operated at all times in compliance with all other legislation, regulations and standards which are applicable to it.

Condition 5

The designated centre Abbot Close Nursing Home shall be operated at all times in accordance with and shall only provide the services set out in its Statement of Purpose, as delivered and amended from time to time in accordance with article 5 of the Health Act (Care and Welfare of Residents in designated centres for older people) Regulations 2009 (S.I. No. 236/2009) (as amended, consolidated, restarted 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 Abbot Close Nursing Home at any time.

Condition 7

The maximum number of persons that may be accommodated at the designated centre Abbot Close Nursing Home is 61.

Number of Residents that can be accommodated at the centre

The maximum number of Residents that can be accommodated at Abbot Close Nursing Home is 61.

Number of Residents who will be accommodated at the centre

The maximum number of Residents who will be accommodated at Abbot Close Nursing Home is 61.

Total Staffing compliment and whole time equivalent

Our current staff comprises full and part time;

- Person-in-Charge (1 w.t.e)
- Deputy Person-in-Charge (1 w.t.e)
- 12 Staff Nurses (10 w.t.e.)
- 28 Full-time Care Assistants (28 w.t.e)
- 14 part-time Care Assistants (6 w.t.e)
- 6 Kitchen Staff (4.5 w.t.e)
- 2 Laundry Staff (1.5 w.t.e)
- 6 Domestic Staff (5.5 w.t.e)
- 2 Receptionists (1 w.t.e)
- 1 Personal Assistant to PIC
- 1 Activities Co-Ordinator (1 w.t.e)

Our dedicated, committed and highly trained staff, are always available to offer guidance, assistance and comfort, as well as excellent care to all our Residents.

Organisational structure of the designated centre

The Registered Providers of the centre are;

Denis McElligott R.P.N., R.G.N. BSc

Patrick Kennedy B.B.S. , A.C.M.A, C.I.M.P.

The Person-in-Charge is Margaret Keane R.P.N., R.G.N. B.S.N

The Receptionists are Helen O'Brien (4 days per week) and Ciara Sheehy .(Full time.)

The PIC's P. A. Emma Hayden is full time.

The Person-in-Charge reports to the Providers.

The Deputy Person-in-Charge and the Staff nurses report to the Person-in-Charge, particularly in relation to care standards and clinical matters.

The Care Staff and all other staff (kitchen, domestic, Laundry etc,) report to the Deputy person-in-charge and Person-in-charge.

When PIC is on annual leave all staff report to Registered Provider,

The Receptionists report to the Person-in-Charge.

Who is Eligible to avail of our services

Any person over the age of 18, irrespective of age, gender or race who require a comprehensive care approach, may avail of our service. We currently have Residents in the age group of 55 years to 97 years old.

The Range of needs catered for at the centre

12 beds are allocated to Dementia care, this is a mix of male and female Residents.

A further 49 beds are available for general nursing care, which are predominately for older people, but does not exclude people with Dementia or Acquired Brain Injury depending on their risk assessment and perceived needs.

People who require short term and long term care will be accommodated
In addition to the above, the centre can offer services to those who require, rehabilitation, post operative, convalescent and respite care.

Type of Nursing Care provided

Abbot Close nursing home aims to provide long and short term care in the following categories.

- General
- Geriatric
- Post Operative
- Convalescent
- Acquired Brain Injury
- Rehabilitation
- Dementia
- Respite

It is envisaged that in order to provide these types of nursing care, that ongoing professional nurse training for nurses in these areas will be sought and provided.

To this end, the Person-in-Charge and Deputy Person-in-charge have already begun in-house training and development for our nursing and care staff. This plan will be further developed over a period of time.

All nursing care practices will be supported and backed up by allied professionals such as, Physiotherapists, Occupational Therapists and other visiting Therapists.

Enquiries & Admissions

The majority of admissions to Abbot Close Nursing Home are pre-arranged.

The initial enquiry may be made by the following persons:

- A family member or the potential Resident
- The Hospital Bed Managers
- A care agency/ local authority etc

Enquiries regarding the nursing home are usually made by the prospective resident or a trusted relative. The initial enquiry can be made to the Person-in-Charge, Nurse on duty, Administrator or Receptionist. Our Resident's Guide, which gives full details regarding our accommodation and facilities is given or sent to the enquirer. The enquirer is also advised regarding the nursing home website, if they wish to view it. A subsequent meeting is arranged with the Person-in-Charge, who provides a viewing of the actual home and its facilities, as well as assessment and any other information required. The Person-in-charge also ensures the Resident's involvement, participation and consent, with regard to their admission.

This is the beginning of the care plan process.

The majority of admissions to Abbot Close Nursing Home are pre-planned, therefore the Person-in-Charge usually has knowledge of the date, time and condition of the resident. There are policies and procedures in place to facilitate admission and discharge of Residents. An admission pack is made available to all Residents on arrival, which includes information on the nursing home, contract of care, copy of the complaints procedure, list of personal possessions form etc.

On occasion, Bed Managers will contact us regarding an emergency admission, where the bed managers make an initial enquiry regarding bed availability, and admission is arranged via the relevant ward Staff nurse. The next of kin is contacted by the Staff nurse at Abbot Close Nursing Home to advise of the pending admission of the Resident and to allow them to view the home and be present when the Resident arrives for

admission. In the event of an emergency admission the appropriate documentation is completed.

For potential Residents with complex needs, i.e. long history of mental illness, challenging behaviour or acquired brain injury the Provider and/or Person-in-charge will carry out a pre-admission assessment. This will involve visiting the potential Resident in their current setting and gathering as much relevant information as possible.

Recreational Activities

The following Recreational activities are available at Abbot Close Nursing Home on a weekly basis;

- Bingo
- Sonas – individual and group sessions
- Music Therapy
- Art Therapy
- Exercise programme
- Board and Card games
- Residents outings to places of interest
- Visits from students at the local Secondary school
- Pet Therapy

Our Activities Co-Ordinator, Elsie O’Keeffe delivers the Sonas program twice a week, in both the general and Alzheimer’s wings. Jacqui Mangan, Ed M. Dip/MA MA Student in Psychotherapy, our Music and Art Therapist, holds weekly sessions for 1 hour each, in both the general wing and Alzheimer’s wing. In addition to this, music sessions are arranged with local artists for Sunday afternoons.

We also welcome local drama, dance and variety groups on a regular basis to entertain our Residents. We organise special celebrations for Christmas, St. Patricks Day and Easter, also parties for special birthdays, e.g. 80th, 90th etc. Our local prestigious choir, the Geptine Singers host a special performance for our Residents on the Sunday prior to Christmas day, each year.

Consultation with Residents

A Residents forum is in place and meetings are held on a quarterly basis. The Facilitator is Elsie O'Keeffe, Activities Co-Ordinator.

We have suggestion forms prominently displayed at the Reception desk and welcome all suggestions, from Residents, families, staff and visitors, to either improve existing facilities or to introduce new concepts and ideas, especially those that would enhance the well being of our Residents. Indeed all suggestions are given equal credence and thought, as we recognise that it is often the small things that can make a difference.

Fire Safety

Abbot Close Nursing Home, was built in accordance with and is fully compliant with all fire safety regulations.

In order to guarantee continuous safety for our Residents, Staff and visitors we ensure :

- that the fire alarm system is checked and maintained regularly (Keltron Safety Systems)
- that the fire extinguishers are maintained regularly by a suitably qualified person (Martin O'Sullivan Fire Safety)
- that staff receive fire training on an ongoing basis and are fully aware of timeliness in responding to the fire alarm, how to evaluate the situation and evacuation procedures. (Each staff member is given a copy of the Abbot Close Fire safety procedures)
- Regular fire drills and record of same

Religious Services

Mass is celebrated, for the Residents in the Nursing Home each Saturday at 12 noon. Relatives and the local community are always welcome to attend. We also have Mass for special occasions and the annual remembrance mass in November, for all our Residents who have passed away

Provision is also made for any Resident wishing to avail of alternative religious services. This is usually discussed with the Resident at admission and facilities for their requirements are put in place.

If a Resident wishes to attend an off site religious service, we make the necessary arrangements to facilitate this.

Visiting Policy

An open visiting policy operates at Abbot Close Nursing Home and we extend a warm welcome to all visitors. Again a copy of the Visiting Policy is included in the welcome pack. A Visitors book is available in the entrance hall and we invite all Visitors to sign in.

Complaints Procedures

In the event of a Resident or their family/friends being dissatisfied with any aspect of care, services or facilities at Abbot Close Nursing Home and they wish to make a complaint, they may do so as per the complaints procedure, which is displayed in the main Foyer. A copy is also included in the welcome pack for each new Resident on admission. Every complaint will be investigated and the outcome and solution if applicable will be communicated to the complainant. We welcome all input and feedback and acknowledge that these can positively impact on continuous improvement. The independent complaints officer for Abbot Close Nursing Home is Denis Mangan, this information is included in the complaints procedure.

Reviews of Resident's Care Plan

Care plans are reviewed every four months routinely, but they are also kept up-to-date and relevant, in line with Residents' evolving care needs. Care plans are developed in consultation with both the Residents and their relatives, to ensure that the opinions and wishes of the individual are catered for in the daily planning and running of the nursing home.

Contract of Care

A contract of care is signed for every long term Resident, either by the Resident or their representative/relative. The contract includes details of the type of bed provided i.e. general or dementia, the fee per week, the room number and the terms and conditions of the contract. Additional costs for services and products which are not covered by the basic nursing home fee, are also outlined in the contract of care.

Number of Rooms and size of rooms

There are 47 single rooms and 7 double rooms at Abbot Close nursing home, i.e. a total of 54 bedrooms. There are two large dayrooms downstairs in the general wing, also a spacious dining room. There is also a dayroom and dining room in the Dementia wing, plus an additional lounge/garden room which is used for activities for Residents, e.g. Art Therapy.

In total we have 61 beds, 12 beds in the Dementia wing and 49 beds in the general wing

The room sizes are as follows:

Downstairs General Wing - 19 single bedrooms ranging from 13.1 to 18.9 square Metres.

Downstairs General Wing - 2 double bedrooms at 20.4 & 20.6 square metres

Downstairs Dementia Wing – 12 single bedrooms at 14 square metres

Upstairs General wing – 16 single bedrooms ranging from 11.2 to 17.5 square Metres.

Upstairs General wing – 5 Double bedrooms at 19.3, 19.5, 19.7 & 22.9 square Metres.

Day Room 1 downstairs – 40.4 square Metres.

Day Room 2 downstairs – 58.7 square Metres

Main Dining Room - 120 square Metres

Day Room – Dementia wing – 31.2 square Metres.

Dining Room – Dementia wing – 31.2 square Metres

Privacy and Dignity

As most of our rooms are private with en-suites, this ensures that Residents can attend to personal matters in private, with or without assistance from Staff. It also ensures that Residents always have a quiet space available, if they so wish. The 7 shared rooms have screens in place to ensure privacy.

All our staff are aware of our policy 'Respecting the Privacy and Dignity of the Resident' and staff actively promote this in their daily work practices, by ensuring that every Resident is cared for as our ethos states 'promoting the dignity, individuality and independence of all those who enter our care and to assist our Residents in achieving and maintaining all their goals and objectives'.

Update & Review

The Statement of Purpose & function is updated annually and is reviewed on a regular basis to reflect continuous change and improvement at Abbot Close Nursing Home.

Reviewed By: Margaret Keane- PIC /Denis McElligott - Provider

Review Date: September 2015