

## **STATEMENT OF PURPOSE - PART TWO - SERVICE SPECIFIC INFORMATION**

***Printed copies are for reference only. Please refer to electronic copy for most recent information.***

This document is Part Two of the Statement of Purpose. The information in this document is completed by the Manager and accompanies the [STATEMENT OF PURPOSE - PART ONE](#).

A copy of this document will be made available on request. Managers of registered services will also ensure that the relevant regulator and service users or their representatives are notified of any material changes to the Statement of Purpose within 28 days.

**St Paul's Court**  
**Reviewed by Lesley Burke 31/07/2024**

### **1 AIMS OF ST. PAUL'S COURT**

The service will provide appropriate quality care and/or support to individuals with a definitive diagnosis or strong clinical suspicion or reasonable belief of Dementia / Mild Cognitive Impairment who are assessed as requiring this input to enable them to live as independently as possible in their own community.

The Health & Wellbeing 2026 Strategy was issued by the Minister of Health (Department of Health) during October 2016 to outline actions over the next decade within the Health and Social Care sector.

The strategy outlines the need for a new model of person-centred care focussed on prevention, early intervention, supporting independence and wellbeing. It also states care and support should be delivered 'in the most appropriate setting, ideally in people's homes and communities'.

### **Strategies that underpin the care and support provided in scheme;**

The ethos and provision of the service aims to fit within the following strategies:

### **SP 3 year Draft Strategic Plan & Covid-19 Recovery Plan 2022-2025**

The Strategic Plan highlights the need for services for Mental Health with a move towards Floating Support or Peripatetic services being desired. Increasing the number of places is also identified. Foyle MH reconfiguration

during 2021 aligns with the SP Strategy. **Draft Mental Health Strategy 2021**

This Strategy identifies the need for services within community settings, working collaboratively across departments and the need of services in key areas within NI, including Foyle area.

### **Bamford Review**

The Bamford Review was initiated by the DHSSPS to review the law, policy and services affecting people with mental illness or a learning disability.

### **Health & Wellbeing 2026: Delivering Together Strategy**

The Health & Wellbeing 2026 Strategy was issued by the Minister of Health (Department of Health) during October 2016 to outline actions over the next decade within the Health and Social Care sector.

The strategy outlines the need for a new model of person-centred care focussed on prevention, early intervention, supporting independence and wellbeing. It also states care and support should be delivered 'in the most appropriate setting, ideally in people's homes and communities'.

### **Transforming Your Care (2011)**

The Transforming Your Care review proposed a model of health and social care which put the individual at the centre with services becoming increasingly accessible in local areas. There are 12 underpinning principles and some of these correlate with Praxis Care's values.

Like the Bamford Review, the TYC review aligns with the role of Praxis Care's SP projects with the focus for Learning Disability and Mental Health services to reduce the number of people in institutional care/long-stay hospitals by resettling people in community based options such as supported housing.

### **Equal Lives Report 2005**

The Equal Lives Report (2005) concluded that progress needed to be accelerated on establishing a new service model, which draws a line under

outdated notions of grouping people with a learning disability together and their segregation in services where they are required to lead separate lives from their neighbours. The Equal Lives Report identified 5 core values that must underpin all policy and service development which include **citizenship, social inclusion, empowerment, working together and individual support.**

### **Draft Programme for Government (PfG) 2017-2025**

Outcome 4 'We enjoy long, healthy, active lives' refers to a need to work towards 'parity of esteem' for mental health services.

Outcome 8 'We care for others and we help those in need' states that people with disabilities are more likely to live in poverty, to be economically inactive, to face problems with housing and experience social exclusion and refers to support for people with disabilities to live more independent lives.

### **Ending Homelessness Together: Homelessness Strategy for NI 2017-22 NIHE**

The Homelessness Strategy is focused on prevention and recognises that mental and physical health issues can be contributors to homelessness. The strategy accepts that "failing to prevent homelessness costs the public purse thousands of pounds more per individual than would be the case were timely interventions to take place".

### **The Active Ageing Strategy 2016-21**

This Strategy references the need for Older People to have independence, to address the issues of social isolation and to have tailored services to meet individual need including appropriate domiciliary care support for those with long-term conditions.

## 2 FACILITIES AND SERVICES

### 2.1 Service Management

The Responsible Individual and Director of Care and Development for Northern Ireland carrying out the business of the service is **Greer Wilson, Praxis Care, Director of Care Services, 25/31 Lisburn Road, Belfast BT9 7AA.**

The person managing the service at a local level is **LESLEY BURKE Acting Registered Manager, Admin Building, Ballinderry Road, Lisburn, BT28 1TX** who is responsible to **Deirdre Carr**, Regional Director of Care & Development

### 2.2 Management Qualification and Experience

The relevant qualification and experience of the Responsible Individual are as follows:

The relevant qualification and experience of **Directors of Care Services** are as follows:

#### **Greer Wilson – Responsible Individual and Director of Care and Development for Northern Ireland**

Greer is a qualified social worker who has worked directly with service users in children's services, elderly and dementia services, learning and physical disability services and complex needs.

Greer joined Praxis Care in September 2019 as Director of Care, Operations and Development after working for the South Eastern Health and Social Care Trust for 20 years. Most recently, this included eight years as a senior manager with responsibility for learning and physical disability services, care management, day care settings and supported living schemes.

#### Education

Bachelor of Arts: Childhood and Youth Studies (2:1), 2005 - Open University

Bachelor of Arts: Social Work (2:1), 2006 - University of Lincoln - Lincoln

Certificate: Managing Care, 2005 - Open University

### **Rosemary Doherty – Regional Director of Care**

Rosemary joined Praxis Care in 2015. She is a Registered Mental health Nurse with a Certificate in Management Studies (CMS) and a Diploma in Management Studies (DMS). With over 25 years of experience in social care and health across sectors including: NHS, Housing Groups, Charity & Voluntary, Rosemary is well equipped in delivering excellent quality care. Additionally, she is an M.H.F.A. (Mental Health First Aid) instructor and has delivered mental health training to various groups with the emphasis on decreasing stigma and discrimination that surrounds mental health. She is passionate about delivering the best quality care in supporting individuals to live their life to the fullest.

### **Deirdre Carr – Regional Director of Care**

Deirdre Carr joined Praxis Care as Regional Director of Care for Northern Ireland in March 2020. A qualified social worker, Deirdre has worked directly with service users in older people and dementia services, mental health services, learning and physical disability services, children's services and addiction services for over 20 years. After working for the Southern Health and Social Care Trust at the start of her career, Deirdre moved to management of a bespoke dementia service with Fold Housing Association, and then to senior management with responsibility for Residential Care & Support Services, Day Care Services and Joint Managed Partnerships. Deirdre brings a wealth of knowledge and expertise to the organisation.

The relevant qualifications of **Lesley Burke Registered manager**, are as follows:

- QCF level 3 Health and Social Care
- **QCF Level 5 Leadership in Health & Social Care (Adults Management)**
- **Level 5 Intellectual Disabilities studies QQI**

The relevant qualifications and experience of **Nikki Taylor, Head of Operations** are as follows:

### **Employment History:**

2009)-HNC Health and Social Care Practice.  
(2012)- QCF Level 5 Adult Residential/ Domiciliary Management.  
Experience,  
2003-2010- Support worker in Praxis Care  
2010-2016 Team leader in Praxis Care

2010-2017- Assistant Manager Praxis Care  
2017- 2017- Acting Manager Praxis Care  
2017- 2021 – Registered Manager Praxis Care  
2021- Present – Head of Operations Praxis Care

Nichola has over 18 years' experience working with adults with learning disability, mental health issues and challenging behaviours.

## **STAFF**

The staffing structure of the service is as follows:

1 39hpw Service Manager  
1 25hpw Administrator  
1 39hpw Team Leader  
1 32hpw Team Leader  
1 26hpw Team Leader  
1 20hpw Team Leader  
2 39hpw Support Workers  
8 36hpw Support Workers  
1 30hpw Support Workers  
1 24hpw Support Workers

### **Relevant Qualifications for Staff Members**

**Team Leaders:** The Team Leaders who work in this service are qualified to Social Work/QCF Level 3/5. They are all fully registered with NISCC. They receive ongoing mandatory training from the staff development team within Praxis Care and other external agencies, and training in accordance with service user needs.

The Team Leaders are subject to full Access NI checks, bi-monthly supervisions with the Manager and annual appraisals.

**Support Workers:** Support workers receive induction and ongoing mandatory training through the staff development team within Praxis Care and other external agencies, and training in accordance with service user needs. Some Support Workers have completed QCF/NVQ level 2/3. All support workers are subject to full Access NI checks, bi-monthly supervisions with the Team Leader and annual appraisals.

The Responsible Individual and Director of Care and Development for Northern Ireland carrying out the business of the service is Greer Wilson, Praxis Care, Director of Care Services, 25/31 Lisburn Road, Belfast BT9 7AA.

The person managing the service at a local level is Lesley Burke, St Paul's Court, Admin Building, Ballinderry Road, Lisburn, BT28 1TX

Project Manager who is responsible to Nichola Taylor, Head of Operations, who is based at St Paul's Court, Admin Building, Ballinderry Road, Lisburn, BT28 1TX

A person centred approach to service user needs is implemented and each service user will have a named key worker. Staff are available 24/7 with Support Workers from 8am to 8.30pm and Night Duty Support Workers from 8pm to 8am. Along with Team Leader cover from 7.30am to 8.30pm.

### **2.3 Operational Partnerships**

The service operates as a partnership between Praxis Care, Supporting People, South Eastern Health and Social Care Trust and Choice Housing.

Praxis Care takes full responsibility for all aspects of the Personal and social care at the service, in conduction with the HSC Trust, Stat Key Workers and wider Multi-disciplinary team. The majority of referrals are made through the SE Trust however Host and Funding Trust arrangements can be made accommodate individuals from trusts outside of the SE Trust.

HSC Trust provide funding for Care of individuals within St Pauls Court and Supporting people provide funding for housing related support.

The Joint Management Agreement and Service Level Agreement with Choice Housing outlines the roles and responsibilities between Choice housing, Praxis Care and the tenant.

Each service user is provided with the appropriate agreements(s) which outline the roles and responsibilities of all parties concerned.

#### **.3b Operation Partnership Funding hours**

The service is funded based on the principle of 23 Supported people places These partnership result in a spilt of 65% Support (funded by supporting people) and 35% care (Funded by the SE Trust.) This results in 228.9

funded hours of care and 152.6 funded hours of support per week. In addition to this all 154 night duty hours are funded as care.

Further information on the service can be found in the Service Users Handbook.

## **2.4 Accommodation**

St Paul's Court, Ballinderry Road, Lisburn, BT28 1TX provides care, support and accommodation for people normally over the age of 65 years with a definitive diagnosis or a strong clinical suspicion or reasonable belief of dementia / mild cognitive impairment and who require support to live in the community. This service is aimed at ensuring individuals affected with dementia/mild cognitive impairment are provided with 24 hour support which enables them to live as independently as possible. St. Paul's Court promotes service user's choice, rights and equality in all aspects of our work. Staff will always ensure the service user's best interests are core to the service being provided.

## **2.5 Referral Criteria**

- The person will normally be 65 years old or older however the application will be considered at the time of referral.
- The person should meet the criteria as defined by Praxis Care, South Eastern Health and Social Care Trust and Choice Housing.
- 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 St Paul's Court. Support needs to outweigh care needs due to level of funding.
- The person will be agreeable to the referral being made and, where possible, have had an opportunity to view the services offered.
- In exceptional circumstances a referral below the age range may be considered.

## **2.6 Referral Process**

Referrals will only be accepted from members of the HPSS Trust to include Care Managers, G.P's, Memory Team, and Social Workers. Referral agents from outside the geographical area should, in the first instance, contact South Eastern Health and Social Care Trust.



**Referrals should meet the following criteria –**

- The applicant should require a level of support that is consistent with independent living.
- The applicant should require a level of support with maintaining a safe secure environment for themselves.
- The applicant should have a definite diagnosis of dementia and have a key worker within Health and Social Services.
- Those without a dementia diagnosis will need to meet a minimum expected criteria for admission as follow:
  1. A GP/Consultant has a strong clinical suspicion/reasonable belief that the person has dementia.
  2. In the preceding 8 weeks there has been a history of cognitive and functional decline from usual baseline with evidence of disorientation present (supported by NICE approved questionnaires, or equivalent tool).
  3. Medical (physical) review indicates no current acute medical needs requiring intervention or other treatment. This should be supported by recent blood tests, urinalysis or other relevant diagnostic tests.
  4. Assessment of needs indicates that the person requires an environment in which staff have the training, experience and skills required to support individuals who present with cognitive impairment and there is a locked door setting (DOLS Emergency Provisions met).
  5. Appropriate cognitive screening measures and tests evidence current cognitive decline.
  6. St Pauls court has had the opportunity to conduct pre-admission assessment preferably in consultation with the person's family/representatives.
  7. Plan of care includes memory service input.
- Those with a diagnosis of Korsakoff's psychosis will be considered, unless they are actively involved in using alcohol.
- Referrals will normally be 65 years or over, but persons under the age of 65 years will be actively considered by the selection panel as long as dementia is the presenting feature.
- The applicant should meet the NI Housing Executive complex needs criteria and must have an application for Housing registered with the Northern Ireland Housing Executive, otherwise they cannot be considered at the selection panel.
- Prior to the applicant being considered at the selection panel, a Needs Assessment must be carried out by the Manager or senior Staff of St Paul's Court.
- The applicant should have had a comprehensive risk assessment and an identification of needs and support completed.

- The degree of identified risks exhibited must be of a nature that can be safely managed within the existing resources at St Paul's Court.
- The applicant may currently occupy a residential / nursing care home placement but has been assessed as requiring supported living.
- A carer's individual assessment should be completed if a carer is requesting to live in the relevant 2 person accommodation.
- A financial assessment needs to be carried out by the key worker when the application for St Paul's Court is being submitted to show how the prospective tenant would meet the associated costs.
- An application form must be fully completed and include information on risk.
- The applicant and carer (if so desired) will be invited to visit the service and discuss his/her needs with Praxis Care staff.
- An Admission Panel will meet to consider all applications. The referral agent will be invited to discuss the application and provide further information/clarification as appropriate.
- 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 service users 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 service users 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.

## **EXITING THE SERVICE**

Praxis require 4 weeks' notice of termination of tenancy and completion of the Ending a Service Checklist. The tenant will be supported to seek alternative accommodation suitable to their needs. This will be done in conjunction with Statutory support and family wishes.

## **2.7 Receiving a Service**

Potential service users will have his/her needs thoroughly assessed before being accepted to the service; this is intended to provide each service user with the best possible information on which to make an informed choice about his/her future.

## **2.8 Service User Plan of Care**

Praxis Care works with service users, 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 service user's needs, risks that need management, support/care provided and desired outcomes.

At least once a month, each service user's plan is reviewed. There is a formal review process at 6 weeks 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 service user'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.

## **2.9 The Range of Support/Care**

The service endeavours to meet the following needs. (Please note that the following is not an exhaustive list).

### **2.9.1 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 / 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

- Administering medications – ordering, checking in and administration tasks.
- Health care – support to seek medical advice from GP, emergency services, support with appointments to dentist and optician.
- Specific rehabilitation tasks - for example if an individual has returned to scheme from rehab after a hospital admission staff will support with outlined and agreed rehabilitation tasks. Service users to note that during rehab if a person is no longer suitable for placement due to level of rehabilitation a review will be held with key worker to discuss potential risks and limitations of care available by staff at St. Paul's Court.
- Intensive / therapeutic behaviour management – behaviour management plans will be agreed with SETrust key worker. Again the potential risks and limitations will be discussed with key worker as to whether this would be suitable. St. Paul's Court staff are not trained in Managing Violence and Aggression.
- Supervision of people at night time – staff work 24 hours per day. Each side has one staff member on and is therefore lone working. Limitations will be reviewed with SETrust.

Personal care – Minimal care tasks, such as prompts to shower, prompts for toileting. Individuals who require intensive personal care needs such as assistance of one person, or continence concerns will be reviewed with SETrust key worker due to risks and limitations of care provided by St. Paul's Court staff.

### **2.9.3 Social Activities, Hobbies and Leisure Interests**

Praxis Care will try to make it possible for service users 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 service users will be encouraged to share as much information as possible about his/her social, cultural and leisure interests.
2. Service users 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 service users 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. Service users 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 service users, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among service users will be facilitated and it is hoped that service users 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 service users, 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 service users 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 service users 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 service users and staff, the communal areas of the accommodation are designated as non-smoking. Service users 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.

#### **2.9.4 Consulting Service Users about the Way the Service Operates**

Praxis Care aims to give service users opportunities to participate in all aspects of life in the accommodation/service. In particular, service users 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.

Service Users will have the care/support he/she receives reviewed at least annually. Regular service users 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 Service Users and representatives. Heads of Operations will endeavour to make contact with service users and, where appropriate their representative on a monthly basis as part of the organisation's monitoring processes.

### **2.9.5 Fire Precautions, Emergency Procedures and Safe Working Practices**

All service users 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 service users and staff. Fire evacuation point is the main carpark.

### **2.9.6 Arrangements for Religious Observances**

Service users 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 service user'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 service users from minority faiths. These should be discussed with the manager the service commences.

### **2.9.7 Relatives, Friends and Representatives**

- Service users 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.

## **2.10 Ending the Service & Moving On**

Service users may leave Praxis Care services for several reasons. They may no longer require the service, the service may no longer meet their needs, or the service may only be provided for a period of time. Irrespective of the reason for the service ending, the move will be planned and managed with the service user in their best interests.