

# Statement of Purpose

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PRAXIS CARE – Greenville House



Greenville House, Carrigtwohill, Co. Cork

Registration Number :OSV-0002113

Date: 28<sup>th</sup> February 2023

Expiry Date of Registration: 29 February 2024

Revision Number: 9 ( 28/02/23- Mary Maunsell)

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<p><b>Registered Provider:</b> (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><b>Person in Charge:</b> (as per Certificate of Registration)</p>	<p>Mary Maunsell Mobile: 086-7020111 Email: Marymaunsell@praxiscare.ie</p>
<p><b>Persons participating in Management:</b> (as per Certificate of Registration)</p>	<p>Head of Operations David Slattery Mobile: 085-2541689 Email: Davidslattery@praxiscare.ie .ie</p>

## Services and Facilities in the Designated Centre

### Aims and objectives of the designated centre:

The service will provide appropriate quality care and support, in accordance with the ethos and values of Praxis Care, to adults with autism who require a residential service.

#### Aims.

- Greenville House aims to: -
  - Enable and empower service users to maximise their potential to maintain independence.
  - Enable service users to determine their goals, leading to the achievement of their desired outcomes.
  - Enable service users to be active citizens within their local community.
  - Offer service users a service as part of their overall support/care package, the support will enable the service user to remain in his/her chosen environment
  - Prevent unnecessary admissions to hospital and maintain good health
  - Enable service users to fully integrate into the local community
  - Encourage the growth and progression of each service user as a person and support them to achieve their goals and reach their full potential.
  - Open the door to the types of educational, social and fun activities service users wish to experience and facilitate opportunities for self-expression.

#### Objectives

- Greenville House will achieve the above aims by:
  - Offering person centred support and care to adults in the form of practical, social and emotional support which will facilitate the service user's functioning and their inclusion as citizens in the community.
  - Draw up an individualised support/ care plan which will enable a service user to develop his/her optimum level of independence and desired outcomes based on a comprehensive assessment of need.
  - Consult with the service user, relevant other professionals and staff in formulating an individualised support/ care plan that has meaningful goals and outcomes.
  - Consult with service users, their representatives and other stakeholders through quarterly forums
  - Review each person-centred support / care plan on a regular basis through a formal process with regular liaison between service users, their representatives where relevant, staff and statutory key workers as appropriate to review goals and outcomes. An annual review will take place once yearly for each service user availing of the service.

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

Praxis Care - Greenville provides a full range of care and support needs for a maximum of 14 Adults with a primary diagnosis of Autism.

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

**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 follow treatment plans
- 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

Greenville is a mixed residential service, providing care and support for up to 14 adult service users with a primary diagnosis of Autism.

The service is made up of the main house which can support up to 5 service users each SU has their own bedroom and ensuite bathroom, they have access to kitchens and sitting rooms and living spaces. Attached to the main house is a cottage which can accommodate one service user, this cottage has a bedroom, bathroom and kitchen living area. On the grounds of Greenville there are a further 6 cottages, which accommodates 8 service users. 2 cottages accommodate 2 service users in each cottage and 4 cottages are single occupancy. Each cottage has its own kitchen and living area and each service user have their own bedroom and bathroom.

Staff are available 24 hours per day, 7 days a week with night duties/ sleepover staff available depending on the service users needs.

Team Leader's are rostered to provide effective leadership, supervision and management to a team of support workers ensuring that the practical, physical and emotional needs of the service users are met.

The Person in Charge and a Deputy Manager is available during office hours.

There is an on-call system in place at present for sick leave only. Staff are made aware who is the oncall person is. National on call is in place for emergencies. Management on-call systems are in place for annual leave, sick leave or days off. There is also an Assistant Director and Director on-call system at all times.

Praxis Care is committed to the ongoing training and professional development of all staff. There will be regularly scheduled supervision of all staff members in order to facilitate high standards of care for all service users within the service.

## Services which are to be provided

Greenville House provides person centred care and support for up to 14 adults with autism on a daily / nightly basis.

Greenville House have a management team in place. The Person in Charge (PIC) is an experienced Manager. The Deputy Manager and Team Leader are qualified and experienced social care practitioners who work as a team to provide high quality care to service users.

Praxis Care is committed to the ongoing training and professional development of the staff, who are supported through 8 weekly scheduled supervisions.

The Team Leaders are assisted by a team of care support workers. There are a team of designated support workers and a Team Leader on duty during the day and at night.

All Service Users are empowered to enjoy everyday living, irrespective of the complexity of their needs. This is evidence based through the setting of person centred outcomes which are measured on a regular basis to evidence achievement. The staffing of the centre reflects the care and support needs of the service users which are outlined in their personal plans.

## Admissions to the Designated Centre

### Registered Bed Numbers:

The maximum number of persons that may be accommodated at the designated centre is 14

### Age range of residents to be accommodated:

Greenville offers accommodation to adults aged 18 and over.

### Gender of residents to be accommodated:

Greenville offers accommodation to both male and female service users.

## **Criteria used for admissions:**

### **Referral Criteria**

The Adult will be between the ages of 18 and 65 years at the time of referral.

The Adult should meet the criteria as defined by HSE and Praxis Care and agreed with both.

The service user's representative will be agreeable to the referral being made and, where possible, have had an opportunity to view the services offered.

### **Referral Process Referrals**

The person will be between the ages of 18 and 65 years at the time of referral.

The person will have a primary diagnosis of autism

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 Greenville House.

The person will be agreeable to the referral being made and, where possible, have had an opportunity to view the services offered.

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 Greenville House.

An Admission Panel will meet to consider applications which appear to meet the criteria of Greenville House. 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 user's representatives 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. Greenville House service offers the opportunity for a prospective Adult and or their representatives to visit the accommodation/service and meet and talk with other service users and staff.

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.

Referrals will only be accepted from members of the HSE. Referral agents from outside the geographical area should, in the first instance, contact HSE.

Greenville House do not accept emergency referrals. The service requires to carry out an individual assessment and pre-admission meeting prior to a service user being able to avail of the service

## Management and Staffing

### Total staffing complement (in full time equivalent )

Person in charge	1 WTE
Deputy Manager	1 WTE
Team Leaders	7 WTE
Support Staff	31.6 WTE

- Staff are available 24 hours per day, 7 days a week with night duties/ sleepover staff available depending on the service users needs.
- Team Leader's are rostered to provide effective leadership, supervision and management to a team of support workers ensuring that the practical, physical and emotional needs of the service users are met.
- The Person in Charge and a social Deputy Manager is available during office hours.
- There is an on-call system in place. Staff are made aware who is the oncall person is. Management on-call systems are in place for annual leave, sick leave or days off. There is also an Assistant Director and Director on-call system at all times.

Location:	Daily Staffing Levels:	Safe Minimum Staffng Required:
Greenville House	2.5 Day Staff 1 Waking Night Staff	1.5 Day Staff 0.5 Waking Night Staff (shared with Jasmine)
Jasmine Cottage	1 Day Staff 1 Waking Night Staff	1 Day Staff 0.5 Waking Night Staff (Shared with Greenville House)
Magnolia Cottage	1 Day Staff 0.5 Waking Night Staff	1 Day Staff 0.5 Waking Night Staff
Willow Cottage	1 Day Staff 0.5 Waking Night Staff	1 Day Staff 0.5 Waking Night Staff
Sycamore Cotage	2 Day Staff 1 Sleepover Staff	1 Day Staff + contactable back up staff onsite 1 Sleepover Staff
Chestnut Cottage	2 Day Staff 1 Waking Night Staff	1 Day Staff + contactable back up staff onsite 1 Waking Night Staff
Cedar Cottage	2 Day Staff	1 Day Staff



	0.5 Waking Night Staff	0.5 Waking Night Staff
Oak Cottage	2 Day Staff 0.5 Waking Night Staff	1 Day Staff + contactable back up staff onsite 0.5 Waking Night Staff

**Organisational structure of the designated centre:**

**Management Team**

<b>CEO:</b>	Andy Mahew
<b>Director of Care (Operations):</b>	Carol Breen
<b>Regional Director:</b>	Amanda Gray
<b>PPIM Greenville House:</b>	David Slattery
<b>Person in Charge Greenville House :</b>	Mary Maunsell
<b>Complaints Officer:</b>	Eileen Dealey
<b>Data Protection Officer:</b>	Vincent Lavery
<b>Designated Safeguarding Officer:</b>	Mary Maunsell Keith Seymour
<b>Champion Safeguarding Officer:</b>	Brian McCready

## Resident Wellbeing and Safety

### **Review and development of residents' personal plans (refer to the requirements 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. A monthly report is completed by the keyworker to record any changes in residents needs/care plan.

Every resident is provided with a copy of his/her assessment and plan and is encouraged to participate as fully as possible in the support planning process. It is a priority that all residents are supported and are able to access this information in a user friendly format and in a language that is age appropriate to aid them in their understanding.

Prior to the commencement of a service at Praxis Care, a risk assessment is carried out with all residents and agreed upon by relevant parties. This risk assessment is reviewed on an individual level on a regular basis but particularly when there have been significant changes to the individual's life.

An assessment of need is also carried out prior to admission and a written care plan will be completed within 28 days of moving in to the service. A formal review will occur 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.

## **Specific therapeutic techniques used in the designated centre**

Service Users are offered a range of therapeutic supports via the HSE and other recognised therapies such as:-

- Physiotherapy
- Occupational Therapy
- Speech and Language
- Dietician
- Chiropodist
- G.P
- Reflexology
- Specialist Behavioural Support/Behaviour Consultancy
- Community Psychiatric Care

Service users are supported by Praxis Care staff to attend therapies as required. Praxis Care ensures that service users are supported to attend registered professionals when accessing therapies.

If costs are incurred by residents for any therapeutic supports, these costs are detailed within the residents bills agreements.

### **Use of Restrictive Practices and Positive Behaviour Supports**

Praxis Care aims to provide extra supports as deemed necessary to any resident residing in our centre. Praxis Care staff are trained in approaching behaviours in a positive manner. A positive behaviour support plan will be put in place as deemed necessary with an emphasis on the proactive strategies. Should a resident become physically aggressive or pose a serious risk of injury towards them or others, Praxis Care staff are trained in techniques to manage violent and aggressive behaviour. Any restrictive practice will be recorded in conjoined approval by Multi-Disciplinary teams, the resident and Next of Kin. All restrictive practices are recorded in the resident's restrictive practice register and implementation of same is recorded in the restrictive practice log record.

Any restriction will be reviewed at least 3 monthly by the person in charge of the centre with the aim toward reducing and removing the restriction as positive behaviour supports are focused upon.

In order to maintain a safe environment for residents it may sometimes be necessary to take actions that may restrict or affect their rights to liberty and security of person, or their right to a private and family life. In all instances where such an infringement is required the centre will risk assess this, record the incident and report it to the proper authorities. Such restrictions will only be employed to protect residents from serious harm, and only following the unsuccessful use of less restrictive options. The least amount of restriction will be used for the least amount of time.

When this restrictive practice is used it is essential that this information is passed onto HIQA and the statutory key worker for all service users involved.

## **Respecting residents' privacy and dignity**

- All Service Users have access to their own bedrooms and their own bathrooms. Each bedroom is private and no other resident is allowed access to another service user's bedroom.
- Personal care is attended to, in each service users own bedroom/en-suite or in a bathroom.
- Staff knock at doors before entering bedrooms and bathrooms.
- Access to the telephone / mail / visitors is permissible to all service users at all times.
- Personal records are maintained for each service user on their daily routines, personal information and reports from external professionals.
- Independence and autonomy is promoted and maintained for all service users at all times.
- All personal belongings are labelled and kept in their own lockers wherever practicable.
- Details of daily activities, menu options etc. are presented to the service user through pictorial menu, activity and welcome boards.
- All information is in a format that is appropriate to the information and communication abilities of each service user living in the residential service.

## **Social activities, hobbies and leisure interests**

Praxis Care Greenville House will try to make it possible for service users to live their life as fully as possible. In particular, it will do the following:-

- As part of the moving-in/commencement of service process, potential service users will be encouraged to share as much information as possible about their social, cultural and leisure interests.
- 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 lounge, and the grounds of the scheme but those who wish, may remain in their 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.
- 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.
- Recognise that risk-taking is a vital and often enjoyable part of life and of social activity. Some service users will wish to take certain risks despite or even because of his/her disability. The service 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 the service will agree and record all agreed outcomes which will appropriately balance the factors involved. Risk assessments will be regularly reviewed, with the participation of all parties.
- 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.
- 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.

## **Accessing education, training and employment**

All service users in Greenville House will be supported to access day care/ college/ educational programmes.

All service users are encouraged to take part in activities which promote independence and develop social skills. These are developed in accordance with the service user abilities and interests.

All Service users will be afforded the opportunity to avail of educational and training opportunities as they so wish.

All Service users will be afforded the opportunity to avail of supports from Praxis Care staff to source suitable employment as they so wish.

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

Praxis Care Greenville House 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 organisations objective is always to make the process of managing and running the accommodation/service as transparent as possible, and to ensure that the accommodation/service has an open, positive and inclusive atmosphere. Regular service users meetings are held and input is sought on matters relating to the everyday running of the scheme. Regular satisfaction surveys are carried out by Praxis Care's Research Department in relation to user involvement issues. Service Users will have the care/support he/she receives reviewed at least annually. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users on a monthly basis as part of the organisations monitoring processes.

### **Access to religious services of residents' choice**

#### Arrangements for Religious Observances

Service users who wish to practise his/her religion/faith will be given every possible help and facility. In particular, Praxis Care will do the following:-

If asked, Praxis Care will make contact with any local place of worship on a service user's behalf. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.

Particular care will be taken to try to meet the needs of service users from minority faiths. These should be discussed with the manager before placement.

Services users, if they wish to, will be supported to attend religious services of their choosing.

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

Service users are given every possible help to maintain and retain the links with families and friends.

If a service user wishes, his/her 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 his/her wishes and offer all necessary facilities.

During Government enforced restrictions in relation to visitors during the COVID-19 pandemic Praxis Care has a policy which ensures the service adhere's to the latest government guidance. The restrictions and their impact will be explained to residents and family members as they change. Residents will be supported to stay in touch with families/friends via telephone and video calls. Where a need for a compassionate visit arises this will be reviewed and risk assessed in line with Praxis care policy.

## **Dealing with complaints**

The person in charge Mary Maunsell is the services designated complaints officer.

Praxis Care promotes an open culture where service users and their representatives are encouraged to express views, and it welcomes all opportunities to improve its services where it has been identified that improvements are required.

There is a Complaints & Compliments Management Policy in place to enable individuals to provide feedback to the service on all aspects of their care and support. A leaflet on how to make a complaint or compliment is given to each service user, or any person acting on their behalf.

Praxis Care endeavours to locally resolve any issue/s raised in the first instance. However, Praxis Care recognises that, in some circumstances, complaints require further investigation.

Praxis Care has a nominated Complaints Officer who can be contacted in this instance. Service users are also provided with the contact details of the Statutory Agency and Regulatory and Commissioning bodies whom they can contact if satisfaction is not reached. Advice on the process of making a complaint is also available via the organisation's website: [www.praxiscare.org.uk](http://www.praxiscare.org.uk)



## **Fire precautions and emergency procedures**

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 services fire safety policy and procedures are available on request. Where service users are unable to understand the emergency evacuation process personal emergency evacuation plans (PEEP) are in place to assist with emergency evacuation. Regular fire drills are conducted and information is displayed through the building to guide all persons in the event of a fire. Key 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. In the event of an evacuation all attempts will be made to ensure evacuation of the relevant part of services in Praxis Greenville.

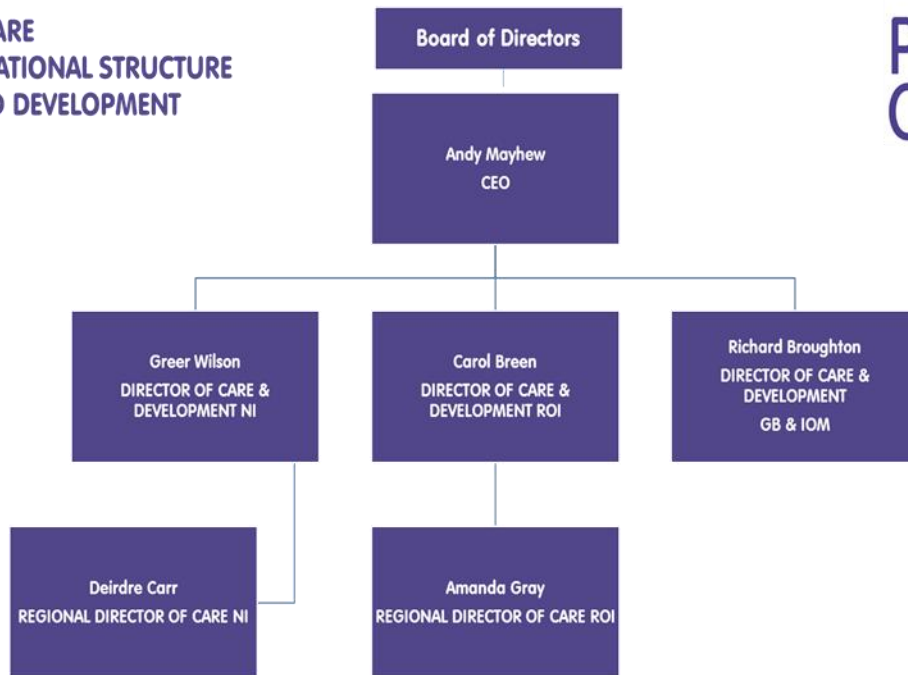
## Appendix 1:

### Organisational Structure

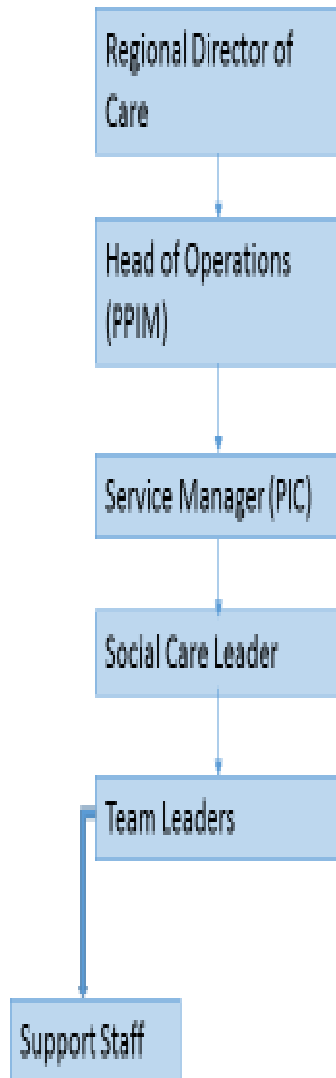
National Organisational Structure

**PRAXIS CARE  
ORGANISATIONAL STRUCTURE  
CARE AND DEVELOPMENT**

**Praxis  
Care**



Local Organisation structure



## Appendix 2:

### Layout of the Designated Centre:

#### Greenville -Dimensions

- Praxis Care – Greenville provides a 24/ 7 Residential Person-Centred Care Service for 14 service users on the Greenville Residential Service site.
- 5 Service Users live in the main house with the other 9 service living in the 7 cottages.

#### Greenville House Floor Measurements

GREENVILLE HOUSE	GROUND FLOOR MEASUREMENTS
Living Room	4675 x 5025
Sitting Room	4675 x 4990
Kitchen	6905 x 4360
Dining Room	6905 x 4350
Sunroom	5620 x 4500
Utility Room	3065 x 5210
Boiler Room	3130 x 3545
Toilet	1565 x 1925
Store room (under stairs)	3590 x 3085
Store room	3190 x 3545
Workshop Store room	4475 x 3545

GREENVILLE HOUSE	FIRST FLOOR MEASUREMENTS
Half Landing	2405 x 3085
Staff Bedroom	3200 x 4525
Toilet	2005 x 1010
Landing	1570 x 6130
Bedroom 1	4870 x 4350
En-suite 1	1985 x 3060
Bedroom 2	3505 x 4350
En-suite 2	985 x 2455
Bedroom 3	4615 x 3600
En-suite 3	1300 x 1530
Bedroom 4	3575 x 4305
En-suite 4	900 x 3070
Bedroom 5	3645 x 4360
En-suite 5	1250 x 3070
Bathroom	1570 x 3070

JASMINE COTTAGE (Attached to GVH)	FLOOR MEASUREMENTS
Kitchen/Dining/Living area	7400 x 4760
Bedroom	3415 x 3100
En-suite	3415 x 1535
Staffroom	3445 x 3460
Shower room	3085 x 1175

### **Sycamore, Chestnut & Common Room.**

<b>SYCAMORE COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Area	5515 x 3700
Kitchen	3650 x 3700
Bedroom	3200 x 3700
En-suite (Attached to bedroom)	2800 x 1070
Staff Bedroom	3200 x 3765
En-suite (Attached to staff bedroom)	2800 x 1070

<b>CHESTNUT COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Room	5600 x 3900
Kitchen	3600 x 3900
Bedroom (beside common room)	3200 x 3300
En-suite (bedside common room)	3200 x 1070
Bedroom	3200 x 3450
En-suite	2000 x 2140

<b>Common Room (Attached to cottages)</b>	<b>FLOOR MEASUREMENTS</b>
Common Room	6150 x 7050
Toilets	1700 x 3200

### **Willow and Magnolia Cottage Floor Measurements**

<b>WILLOW COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Area	2900 x 3185
Kitchen	3150 x 4960
Bedroom	2900 x 3175
En-suite (attached to bedroom)	2100 x 1550
Staff Bedroom	3150 x 3175
En-suite (attached to staff bedroom)	2100 x 1500
Utility Room	2100 x 1700

<b>MAGNOLIA COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Area	3150 x 4960
Kitchen	2900 x 5185
Bedroom	2900 x 3175
En-suite (attached to bedroom)	1550 x 2100
Staff Bedroom	3150 x 3175
En-suite (attached to staff bedroom)	2100 x 1500
Bathroom	1700 x 2100
Sunroom	3590 x 2790

## **Cedar and Oak Cottage Floor Measurements**

<b>CEDAR COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Area	2900 x 5185
Kitchen	3150 x 4960
Bedroom (Front)	3150 x 3175
En-suite (Attached to Front Bedroom)	1500 x 2100
Bedroom (Back)	2900 x 3175
En-suite (Attached to Back Bedroom)	1550 x 2100
Bathroom	2100 x 1700
<b>OAK COTTAGE</b>	<b>FLOOR MEASUREMENTS</b>
Living Area	3150 x 4960
Kitchen	2900 x 5185
Bedroom	2900 x 3175
En-suite (attached to bedroom)	2100 x 1550
Staff Bedroom	3150 x 3175
En-suite (attached to staff bedroom)	2100 x 1500
Utility Room	2100 x 1700

## Statement of Purpose Review Sheet

<b>Date of Review</b>	<b>Reviewed by</b>	<b>Actions</b>	<b>Signature</b>
20.12.2021	Mary Maunsell	HoO/ Scheme Manager/ Assistant Manager details updated	
13.04.2022	Mary Maunsell	No changes	
02.06.2022	Mary Maunsell	No changes	
23.06.2022	Mary Maunsell	No changes	
27.09.2022	Mary Maunsell	No changes	
28.02.2023	Mary Maunsell	No changes	