



Statement of Purpose




**The Village
Residence**

Dublin Road, Drogheda

Tel: 041 9893203
www.thevillageresidence.ie

Version: VR:2023/01

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1. Registration Details

Registered Provider	Health Service Executive
Register Type	Residential Services
Centre ID:	OSV0000538
Registration Number:	REG-0034565
Registration Date:	27/06/2021
Expiry:	26/06/2024
Registered Provider Address:	Oak House Millennium Park , Nass, Kildare
Registered Provider Phone:	045880440
Person in Charge	Michael (Seamus) McCaul



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Introduction

Purpose

The Statement of Purpose is a crucial document related to the array of services that are provided at The Village Residence in Drogheda. It outlines the mission and role of the centre, detailing the function and scope of services provided. It further describes the measures that are in place to ensure resident health, social care, well-being, and safety. The Statement of Purpose is intended to provide essential information to help residents determine whether The Village Residence is the ideal nursing home to cater to their care requirements.

The Statement of Purpose can be read in conjunction with the Residents' Guide.

The Village Residence is committed to adhering strictly to its Statement of Purpose at all times. This Statement of Purpose is necessitated by the Health Act 2007 (Care & Welfare of Residents in Designated Centres for Older People) Regulations 2013, and the Health Act 2007 (Registration of Designated Centres for Older People) Regulations 2015. A copy of The Village Residence Statement of Purpose can be conveniently found at the main reception and each of the Households. If a resident encounters any difficulties in reading or understanding any part of it, please reach out to the Main Reception or any member of the management team, who will be more than willing to help you.

2. Service and facilities provided in the designated centre

Aims and Objectives of the Centre

Aims: The aim of the Village Residence is to provide a high standard of personal, health and social care to older people in a residential setting, who require long stay and short stay care, so that each person is enabled to live as fulfilling and independent a life as possible.

Objectives : Our objective is to revolutionize and remodel residential care by offering services that foster independent living for older individuals while ensuring dignified care for those who require assistance. We aim to move away from the traditional institutional model and create a supportive environment that promotes autonomy and well-being. The provision of care is based on a bio-psycho-social and gerontological approach to care.

We highly appreciate feedback from residents, their families, and visitors to enhance the services. We work at all times to adhere to all relevant legislations and standards.

The Specific care needs that the designated centre is intended to meet

The Village Residence is comprised by two buildings. The Village Residence is designed to meet specific care needs across its facilities. The Village Residence is committed to providing residential care services tailored to the physical, medical, and emotional needs of dependent older people. Three households are dedicated to dementia care, and two households to cater range of conditions including but not limited to, post-stroke care, chronic neurological, cardiac, and respiratory conditions, and diabetes. We also accommodate older adults who face social issues related to aging that prevent them from living independently at home. Our services extend to those who require percutaneous enterogastric feeds or modified diets due to swallowing difficulties.

Staff are experienced in both long term care services and short term care services for people with dementia.

Both the Person in charge and Assistant Director of Nursing hold an MSc in Dementia care. Another Assistant Director of Nursing hold an MSc in Gerontology. The Clinical Nurse Manager has recently graduated with an MSc in Rehabilitation.

We offer five restorative care beds at The Village Residence aiming to support a person to live at home for as long as possible, reduce caregiver burden, improve functionality, alleviate pain and anxiety, increase physical activity, and facilitate comprehensive care plan assessments.

As residents' medical conditions may change over time, we offer end-of-life care and access to specialist palliative care upon referral. We welcome male and female adults aged above 65 years with varying dependency needs who require residential care services.

Our focus is on making the transition to The Village Residence a positive experience. We strive to understand each resident's life history, interests, likes, and dislikes, creating an individualized atmosphere where they can maintain community links, thrive independently, and have their voices heard.

Staff are dedicated to delivering high-quality evidence-based care through our household model. We offer in-house training programs and facilitate staff to pursue outside training. We also facilitate access to the National Screening Programme for all residents.

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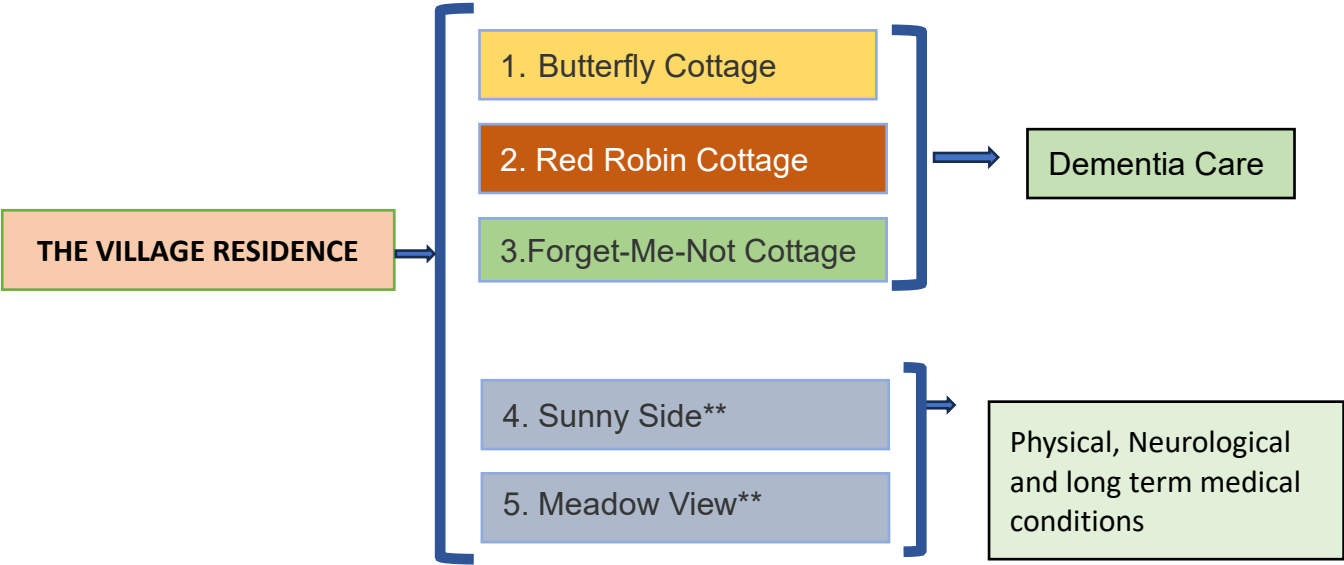


Facilities which are to be provided

The Village Residence, provides privacy, dignity, and choice in a safe, homely environment which promotes resident independence. It features easy accessibility for wheelchair use with level access entrances and building-wide handrails. Infection control measures are in place, and the HACCP compliant main kitchen is maintained to commercial standards. A welcoming reception, hair salon, and oratory are also on-site. The Residence is within walking distance of local amenities.

The Village Residence has three cottages and two households with their own unique name; **Butterfly Cottage**, **Red Robin Cottage**, **Forget-Me-Not Cottage**, **Meadow View** and **Sunny Side**. The Village Residence has in total sixty beds in a residential type setting for older people. Thirty of these beds are specifically for those living with dementia. The designated centre is all on the ground floor. The Village is based on the Dublin Road and has car parking facilities to the back and side of the building, and along the avenue to the front of the centre. Further parking can also be found at Boyne View House within The Village site. It is in close proximity to bus stops, shops and restaurants in the local vicinity. The entrance to the centre is on a steep incline from the main Dublin Road.

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Butterfly Cottage

This cottage offers nine long stay care beds for residents with dementia and one place for restorative care. This facility provides end-of-life care for people with dementia, ensuring that a person lives and dies well with dementia. Staff receive training on dementia-specific end-of-life care needs, working closely with specialist palliative care teams.

Red Robin Cottage

This cottage offers nine long stay beds and one restorative care bed for people living with dementia, focusing on enhancing their independence and functionality

Forget-Me-Not Cottage

This cottage offers nine long-stay care beds for residents living with dementia and one bed for restorative care.

Meadow View and Sunny Side

Cater to adults with varying dependency levels, including those with chronic conditions. Meadowview and Sunnyside offer twenty-eight long-stay beds and two restorative care beds in a comfortable setting.

Each facility within The Village Residence is committed to providing quality, person-centered care.

Rooms

Meadow View and Sunny Side offer a variety of accommodation, including six triple occupancy rooms, two double rooms with shared ensuite toilets, and eight single rooms without ensuite facilities. We ensure that all rooms are single-sex occupancy. Six of the multi-occupancy rooms and four of the single rooms have overhead hoists for mobility. People moving and handling equipment is also available for those who need it.

Butterfly Cottage, Red Robin Cottage, and Forget-Me-Not Cottage provide all single ensuite rooms equipped with shower and bathroom facilities. All rooms include hand hygiene amenities and an overhead hoist if required. Each cottage features its own living room and kitchenette, with dining space for ten residents.

Storage

There is storage space for clothing and there is a locked area for each resident to secure their own personal property. Extra storage space is available for residents' property if required. A pre admission assessment based on physical, psychological and social circumstances determines along with the resident and or their representative the type of household that meets the needs of the resident. Each resident has facilities within their own room for the storage of a resident's own prescribed medicines.

Kitchen & Dining Room

The Village Residence has a main kitchen area which caters for meals at breakfast, lunch and tea time, and also caters for snacks outside of main mealtimes. The Village Residence has its own dining room and residents are encouraged to use these facilities to assist in promoting and re-enabling people to remain as independent as possible.

Sitting Rooms & Visiting

There are a number of sitting rooms within the centre, and these can be used by residents for their own time or private meetings with families. Visiting in the residents own bedroom should only take place, with the express consent of the resident, the nurse in charge and with due regards to other residents occupying the room. There are a number of rooms available for private visiting.

Special Needs

For those with mobility issues, certain equipment can be provided based on an assessed need. Seating, mobility and aids and appliances can be assessed and provided for through occupational therapy and/or physiotherapy. There are a number of lifting aids and appliances for those residents who have impaired mobility. All beds provided are high/low beds or low- low beds.

Safety and security

- Hand rails are provided throughout the whole centre,
- Each bathroom and toilet has sensor lights in place in Butterfly Cottage, Forget Me Not Cottage and Red Robin Cottage.
- Each area has fire escape routes and are equipped with emergency lighting, firefighting equipment, smoke and heat detectors.
- Fire assembly areas are spaced away from the building.
- The entire centre is wheelchair accessible with the main entrance accessible to opening by a wheelchair user.
- CCTV is installed throughout the Butterfly Cottage, Forget Me Not Cottage and Red Robin Cottage.
- There is an intercom system externally connecting to each area with camera for security purposes.
- Each entrance also has a main covered pedestrian access point
- Each bedroom has a call bell system as well as an emergency call system which is operational from outside through the provision of sensors throughout the building.
- Each area has seating areas at regular intervals along corridors.
- Each area has a courtyard garden which is landscaped as well as a further small private outdoor space.
- Each area has both hygiene storage spaces as well as catering hygiene spaces
- Each area is equipped with a utility room for the safe disposal of waste

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- A dedicated security service is in place nightly. The centre is monitored on a continuous 24-hour basis by CCTV cameras both internally and externally at the front back and sides of the centre and front and rear doors are monitored by intercom and camera after 21.00 hrs. These hours are changed seasonally to reflect Winter Summer hours.
- The Centre is a member of the Garda Siochana Community Watch programme for Drogheda.
- Each bedroom in Butterfly Cottage, Red-Robin Cottage and Forget-Me-Not Cottage has a heating adjustment system where heating can be lowered or raised or switched off. In Sunnyside and Meadowview heating can be centrally adjusted.

Reception & Offices

- Facilities entrance area has a reception and information point
- The office of the person in charge to five households is located within The Village Residence.


Services which are to be provided.

The service provides 24hr nursing care for fifty five long stay beds and five short stay restorative beds for people experiencing dementia.

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Service	Availability	Remark
Hairdresser/Barber	Available very Saturday and as required.	There is an additional charge for this service.
Short Stay services	As a bed is available	An additional charge applies if a person avails of short stay services for 30 nights in a rolling 12 month period
Long stay care	Waiting list, as a bed becomes available	Charges raised under NHSS.
Dentist	As required	There is no additional charge
Medical officer/ GP	As required	There is no additional charge
Religious services	Wednesday in the designated centre. All other religious needs are facilitated.	There is no additional charge
Transport	As required.	There is no additional charge unless for private outings
Activities, Recreational and Occupational Personnel.	All activities will be planned in conjunction with the residents. There will be a daily, weekly, monthly and annual schedule of activities which will be posted to the familial platform and also on the activity notice board. All residents will receive their own programme of events/activities	There is no additional charge unless residents wish to attend specific recreational activities.
Physiotherapy, Speech and language, occupational therapy & Dietician	On referral as required	As required. There is no additional charge unless the resident wishes to contract the services of a private provider

Safeguarding Team	Designated officer onsite. On referral as required HSE Safeguarding Officer submits all preliminary assessments and formal safeguarding plans to the HSE Safeguarding Team	No Restrictions. There is no additional charge.
Pharmacy	Resident has the right to retain their own pharmacist. Where this is not feasible, The Pharmacy Service that provides services to the Centre currently is Stack's Pharmacy; Strand Rd, Laytown, Co. Meath Hours: 9a.m.–6:30p.m. Monday to Saturday Phone: (041) 982 7163	There is no additional charge
Tissue Viability Nurse	On referral as required	There is no additional charge
Advocacy Services. See below	<ul style="list-style-type: none"> The role of health and social care staff in relation to advocacy includes: listening to people and supporting them to have their voices heard supporting people to have their will and preference met 	There is no additional charge

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	<ul style="list-style-type: none"> • respecting people's autonomy and confidentiality • identifying the need for independent advocacy as soon as possible • making information about independent advocacy services available • supporting people to access independent advocacy services when needed • working in partnership with independent advocates to support the person they are working with • Facilitating or arranging group and or peer advocacy within the service. 	
Chiropody	On referral as required and on a regular basis thereafter as required	There is no additional charge

Advocacy

Advocacy is defined as any action that speaks in favour of, recommends, argues for a cause, supports or defends, or pleads on behalf of residents living in this service. Advocates are completely independent of this service. They are not staff members, Advocates are trained to listen to residents, speak on residents' behalf and ensure that the choices and decisions of residents are met.

What is advocacy?

Advocacy is about supporting and empowering people to communicate their will and preference, secure their human rights, or represent their interests.

There are a number of services you can access freely and in confidence

SAGE ADVOCACY

Is a national organisation that provides free independent advocacy and support services to older people, adults who may be vulnerable and may also be living within residential care facilities.

Their team throughout the country will support you to ensure your voice is heard, to express your views and wishes, and to participate in decisions that affect you.

RAPID RESPONSE SERVICE 0818 719 400 - Where urgent support is needed Sage Representatives can be available nationwide within 24 hours.

The Patient Advocacy Service is independent, free and confidential. They can support you to make a complaint about the care you have experienced in a Public Acute Hospital or a HSE-operated Nursing Home.

National Phone Line: **0818 293003**

The National Advocacy Services for People with a Disability.

Provide a free and independent representative advocacy service to adults with disabilities across Ireland.

National Line No: 0818 07 3000

Social and Health Education Project (SHEP)

Are an Irish Community Education and Development based in Cork. Our main areas of work are Training and Development; Relationships in Practice, Counselling, Advocacy and International Partnership.

www.socialandhealth.com

Other Support Organisations

Decision Support Service

HSE National Office for Human Rights and Equality Policy

Irish Hospice Foundation

Money Advice and Budgeting Service (MABS)

Office of The Ombudsman

Safeguarding Ireland

Citizen Information Board

Administrative Staff

The Village Residence is supported by clerical officers, who are supported by an Administrator, who is based at another site. The team provide a variety of supports to residents, their families and staff and service providers in The Village Residence.

Some of the duties include the provision of clerical support to the centre and also the management of salaries, raising order numbers, processing invoices, charges and residents' private property accounts. Administration staff also issue invoices in relation to Nursing Home Support Scheme (Fair Deal) on a monthly basis. All clerical staff are accountable to the person in charge. There is no additional charge for this service.

Ancillary Staff

There is a full range of support and ancillary staff employed to support the care of residents and maintain their safety. In addition, we have access to the HSE supports of the region wide staff including Risk Advisor, Regional Fire Officer, Health and Safety coordinator, Regional Recruitment Section, HR and personnel function, Performance and Development, Nursing Development Unit, Training Department and Information Technology Services, and Occupational Health, Infection Control and Tissue viability. There is no additional charge.

3. Admission to The Village Residence

Registered Bed Numbers

The Village Residence has accommodation for sixty residents (60)

Age Range of Residents to be accommodated

We care for older adults age 18 years and older.

Gender of residents to be accommodated:

We provide service adult for both female and male residents.

Criteria used for admissions:

The resident or their family must have The Village Residence as one of their choices for extended care.

Each prospective resident must have a multidisciplinary assessment undertaken which determines that the individual is in need of extended care.

A resident must have The Village Residence as their choice of Nursing Home under Fair Deal. Any person and/or their family who is considering The Village Residence as a potential choice of residential facility are invited to come and visit the centre to ascertain if The Village Residence is the correct residential facility for them.

Referrals are not accepted from any other service provider, except with the permission of the person making the application, i.e. the person themselves and or their Family Representative.

All residents being considered for admission to The Village Residence must have Nursing Home Support funding in place or be in the process of applying for same, and have received a letter from Nursing Home Support Scheme that it has been determined by a multi-disciplinary team that the person requires extended care.

Any resident and/or their families who make an application for placement within The Village Residence must be informed of this necessity, and advised of the process of application and what they will be required to do.

If a resident chooses The Village Residence as their nursing home of choice, they will be placed on a waiting list panel, until a vacancy becomes available within the Centre.

A pre admission assessment must be completed by a nurse using the centre's pre admission assessment tool. A pre-admission assessment is undertaken on all residents who have requested The Village Residence as their choice of placement for extended care, in order to determine that their needs can be met. This form must contain the demographic details of the resident, and contain an assessment of the individual's cognitive status and their functional status as well as their social background and levels of support currently available in the community. This must also be accompanied by a written medical assessment.

Once the date has been arranged, the person will be informed of their admission date. The Nursing Home Support Office will be informed of the availability of a bed and will be also informed in writing within 24 hours of the person's admission.

A Contract of Care is available for all residents. A contract is made available on admission or within one month of admission to extended care, only between the provider and the resident. This contract of care sets out the services provided to the resident. A copy of the contract of care is placed in the resident's case notes, as well as a copy to the administration staff and a copy returned to the resident. Any changes to the contract of care only takes place in consultation with the resident, such as changes in the residents contribution via Nursing Home Support, or since 2019 in relation to change of bedroom.

An up to date prescription must accompany the resident on admission. No admissions can be accepted unless a prescription accompanies the resident. This is solely for resident's safety and the safety of staff administering medications to residents.

Emergency Admission: As a HSE facility, emergency admissions may have to be facilitated. Emergency admission for extended care is only ever facilitated when there is an absolute risk to the person and the HSE are responsible for the care and welfare of that person. A bed must be available in order to accept an emergency admission.

A range of Policies as set out in Schedule 5 of Care and Welfare Regulations 2013 are available

Criteria for Short Stay Admissions.

Each prospective resident for respite services must have a medical diagnosis of dementia.

All prospective residents currently must reside in the Louth/East Meath area. A Nursing assessment must be completed by Louth and Meath Home Support Services. If any referrals/phone call received from PHN, OPICT team or any other sources, those applications will be redirected to home support services co-ordinator, depending on application source. They use the current Common Summary Assessment Record application form. This form must contain the demographic details of the resident, and an assessment of the individual's cognitive status and their functional status as well as their social background and levels of support currently available in the community.

This must also be accompanied by a written medical assessment by the person's General Practitioner or Geriatrician. An up to date prescription must accompany the resident on admission. No admissions can be accepted unless a prescription accompanies them. This is solely for Residents safety and the safety of staff administering medications to residents.

The referral is sent to the Person in Charge of the Designated Centre.

Contact is made with the referring discipline and any clarifications or queries are sought.

The Person in Charge will make a determination based on the pre admission assessment whether the referred resident's needs, can be met within the Centre. A further pre admission assessment is completed by staff from The Village Residence. A contract of care is provided to residents admitted to short stay care.


4. Description of The Village Residence.

Please see Appendix Two

5. Management and Staffing The Village Residence

Staffing Levels, The Village Residence

Total staffing complement (in whole time equivalent)	
Person in Charge /Director of Nursing	1WTE
Assistant Director of Nursing	2 WTE
Nursing Administration Short Stay co-ordinator	1WTE
Clinical Nurse Manager 2	2 WTE
Clinical Nurse Manager 1	3 WTE
Practice Development	0.33 WTE
Staff Nurses	26.69 WTE
Health Care Assistants	38.76 WTE
Homemakers	7.89
Activities Recreation and Occupational Facilitators coordinator	3.88 WTE
Catering staff	6.35 WTE
Hygiene Staff	8.27 WTE
Catering Supervisor	1 WTE
Infection Control Link Practitioners	5 Staff have completed Programme
Tissue Viability	0.23WTE

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General Operative	3 WTE
Administration Staff	4.56 WTE
Additional nursing, HCA, catering and Hygiene staff provided through agency.	

Organisational structure of the designated centre:

The Village Residence is owned and managed by the Health Service Executive as the Registered Provider.

The team is led by the Person in Charge. The Village Residence has a defined complement of nursing staff which are managed on a daily basis by Clinical Nurse Managers. The Person in Charge is supported by the Registered Provider Representative, who is based at another site. The Registered Provider Representative reports directly to the Head of Service for Older People in CHO8. The Registered Provider Representative presents, answers questions and also provides clarification regarding the executive governance arrangements in place to assure compliance.

The person in charge reports directly to the manager of services for older people in Louth, who also in turn reports directly to the Registered Provider Representative

Each Day each household is individually managed by a Clinical Nurse Manager or a Senior Staff Nurse, when the Clinical Nurse Managers are not available. The person in charge is based on the site of The Village Residence.

The Designated centre is managed locally by the person in charge, who is also the Director of Nursing. The Person in Charge is supported by two Assistant Director of Nursing. All nursing and care assistant staff and all other ancillary support staff report directly to the Person in Charge

who in turn reports directly to Manager of Louth Services for Older People. The Manager of Louth Services for Older People reports directly to the Registered Provider Representative.

In the absence of the person in charge of The Village Residence, the centre is managed by the Assistant Directors of Nursing. On a weekly basis, where the person in charge is on days off, the Assistant Director of Nursing deputises for the person in charge in their roles as Assistant Directors of Nursing. All are contactable by telephone and mobile phone during out of hour's service. Both cover the service over a seven-day period.

- The management and governance team are also supported by a clinical support nurse manager who also reports directly to the Director of Nursing.
- Clinical Nurse Manager report directly to the person in charge.
- Staff Nurses report directly to the clinical nurse managers and the person in charge
- Health Care Assistant report directly to the staff Nurses/ CNM
- Catering staff report directly to the catering manager and the person in charge.
- General operative staff report directly to the person in charge.
- Hygiene staff report directly to staff nurse/ clinical nurse managers.
- Administration staff report to the senior administrator who in turn reports to the PIC

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ORGANISATION STRUCTURE

Chief Officer: Carole Broadbank

Head of Service : Donal Fitzsimons

Registered Provider Representative - Emma Gonoud

Manager Older Persons Service: Maura Ward

Director of Nursing/PIC: Michael McCaul

Assistant Director of Nursing

Assistant Director of Nursing

Practice Development

Administration

Maintenance

CNM-2

CNM-2

Nursing Admin Short Stay Co-ordinator

CNM-1

CNM-1

CNM-1

Infection Control

Butterfly Cottage

Red Robin Cottage

Forget-Me-Not Cottage

Sunny Side Household

Meadow View household

Nurses

Nurses

Nurses

Nurses

Nurses

HCA

HCA

HCA

HCA

HCA

Auxiliary Staff

Activity Staff

Home Maker

Catering Staff

Hygiene Staff

General Operative

Other Supporting Staff

Other Health Care Professionals

PCCC Support Staff
Fire Officer, Health & Safety Co-ordinator, Risk Manager, HR, Performance and Development, Training, NMPD, IT, PHN's, GP's, ICPOP etc.

Allied health Professionals
Physiotherapist
Occupational Therapist
S & L Therapist
Dietician by referral, Hairdresser, Podiatrist etc

6. Resident Wellbeing and Safety

Review and development of residents' care plans

On referral to the Centre, a pre admission assessment is undertaken by a delegated senior nurse on duty or the Person in Charge. This assessment will review the care being provided, and raise any queries or concerns in relation to particular care prescribed. Where there are queries in relation to certain care issues, the Person in Charge will have such queries clarified prior to any decision to admit.

As part of the care plan review during the pre-admission assessment, the Person in Charge must be satisfied that the person being referred is appropriately medically diagnosed. The consent of the resident and or their representatives must be obtained prior to being transferred to the centre. The person in charge must be satisfied that the person and/or their representatives know the Centre and are facilitated to visit the centre prior to accepting a placement there.

On admission a care plan is drawn up with the resident in conjunction with the multidisciplinary team. This is the resident's care plan. The person in charge facilitates an invitation to all relatives to ensure that they are aware of what a care plan entails and their inclusion in that plan of care. The person in charge and their team also reviews the plan of care with each individual resident and/or their representatives as required. All care plans are recorded using EpicCare®.

Nursing care plans are evaluated and followed up as required but are updated on a daily basis. A full review, in conjunction with the resident, is undertaken on a three monthly basis or more frequently as required. The person in charge is informed on-going and through report format on any issues through a Day/Night Reporting System, on a weekly basis and also on a monthly basis in relation to on-going quality initiatives.

In addition, all residents and/or their representatives are invited to discuss advanced care planning using My Preferred Priorities for Care document. This document is reviewed on a three monthly basis or more regularly to ensure that End of Life Decisions are reviewed and revised. It also gives a

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resident and where appropriate, their representatives, an opportunity to discuss the progress or possible deterioration in a person's medical and cognitive condition.

The Medical Officer for the Centre, or the residents own GP where relevant, reviews the resident after each admission and at regular periods throughout the week. During out of hours services, the Doctor on Call Service will review any resident who may present with a medical condition. A three monthly medical review is also in place

Nursing Care & Specific therapeutic techniques and other services used in the designated centre

Nursing Care

Nursing Care is provided 24 hours per day, 7 days per week and includes the assessing, planning, implementing and reviewing of resident care and plan of care. Full nursing review is carried out on all residents every three months or more frequently if health status changes. Care Assistants support the Nursing Team in providing individualised care to all residents. **There is no extra charge for this service.**

Medical Officer/Doctor

Every resident will be seen and their medications charted by GP within 24 hours of admission to the Centre. The resident will be seen by the GP if there is a change/deterioration in his/ her condition. Otherwise, the residents are reviewed by the doctor/ medical officer on a three monthly basis. The GP visits The Village Residence twice per week or more often if required. **There is no extra charge for this service.**

From 5pm each evening until 8am the next morning Monday to Friday, from 5pm on Friday evening until 8am on Monday morning and on Bank Holidays, Medical cover is provided by North East Doctor on Call Service. Tel:1850 777 911. **There is no extra charge for this service.**

Physiotherapy

Physiotherapy may be available to all residents in relation to mobility issues, post stroke care and in respiratory conditions. Residents may be referred to the Physiotherapist by the Nursing staff on the Ward, following nursing assessment and if there is a need identified. Clinical Supervision and on-going advice and support is provided by the HSE physiotherapy manager for Louth .

There is no extra charge for this service.

Occupational Therapy

Occupational Therapy may be available to all residents for seating, pressure care and splinting needs. Residents must be referred to the Occupational Therapist by the Nursing staff on the Unit, following nursing assessment and if there is a need identified. Clinical Supervision and on-going advice and support is provided by the Occupational Therapy manager for Louth **There is no extra charge for this service.**

Speech and Language Therapy

A Speech and Language Therapist may be available within Services for Older Persons, Louth, to carry out assessments on residents, following an identified need. Referrals are made by nursing staff in consultation with the GP. **There is no charge for this service.**

Clinical Supervision and on-going advice and support is provided by the Speech and Language Therapy manager for Louth

Chiropody

Chiropody services may be available to residents on a session basis **at no extra charge**. First referral to chiropodist is carried out by the nursing staff and following assessment and treatment by the chiropodist the resident will be reviewed on a regular basis depending on need. **There is no extra charge.**

Clinical Supervision and on-going advice and support is provided by the person in charge.

Catering

All resident's meals are cooked fresh each day in main Kitchen with breakfast being prepared in each kitchenette by the Homemaker in The Village Residence. Special diets and requests can be catered for. All food is cooked onsite and the kitchen is open seven days a week. Clinical Supervision and on-going advice and support is provided by the person in charge and catering manager.

There is no extra charge for this service.

Hairdressing

Hairdressing services are available to the residents weekly. **There is a charge for this service** as per resident's private property interim guidelines 2006. Hair dressing services are normally provided at the resident's expense. Residents are facilitated to have hairdressing within any of the hairdressing facilities within the locality. There is no charge for staff undertaking hairdressing with residents. Supervision and on-going advice and support is provided by the person in charge

Activities, Recreation and Occupation

Our activities team organise and coordinate activities throughout The Village Residence. They in conjunction with the residents develop a programme of activities for both one to one activities and group events. They also have access to a dementia support centre which they facilitate visits to three days a week. Involvement from the local community to attend these activities programmes is encouraged and also residents are encouraged to attend local community groups and events which is facilitated by the activities team. A variety of activities are available in each household. There is no charge for these in house activities however a charge may be applied for some activities depending on the provider such as the price of admission tickets. A supply of daily and weekly national and local newspapers is available at **no extra charge**.

Supervision and delegation of duties is undertaken by the Clinical Nurse Managers/PIC.

Pastoral Care

Mass is scheduled on every second Wednesday and on Holy Days where possible. Multi-denominational visits are facilitated outside the centre so that residents are facilitated to take part in services outside of the centre. All residents are facilitated with their different religious services. There is no extra charge for this service. Supervision and on-going advice and support is provided by the person in charge

Laundry

Laundry services are available to all residents. Personal laundry is provided by the service through an external laundry service on Tuesdays and Friday. Personal laundry that is collected on Tuesdays is delivered back on Friday and Laundry collected on Friday is delivered on Tuesday. Linen, towels and other laundry is laundered by Celtic Laundry Services on behalf of the HSE. **There is no extra charge for this service.**

Where you decide to have your laundry laundered privately, then there will be a charge for you. This will be a private contract arrangement between you and the private provider.

Supervision and on-going advice and support is provided by the person in charge.

Other Services:

- **Dental** - Where necessary a referral will be made under the medical card scheme. **There is no charge** to the resident. A list of all private and public dentists is available, where dental services are required urgently
- **Optical** –The nursing team will arrange an appointment with the Optician. **There is no charge** to the resident.
- **Hearing** – The Medical Officer/GP will make a referral to Hearing Aid Department, Medical Card covers this appointment so **there is no charge to the resident.**
- **Dietician** – Access to dietetic services is arranged through the Clinical Nurse Manager. There is no extra charge for this service. On-going advice and support is provided by the person in charge and by the dietetic services manager for Louth
- **Pharmacy.** Residents are welcome to retain their pharmacist of choice. The Pharmacy Service that provides services to the Centre currently is Stack's Pharmacy

- **Transport:** The Health Service Executive may provide transport for residents to attend Medical appointments but, not for private, social or family outings. There is a charge for private transport, and this is an agreement between you the resident and the private provider. **On-going advice and support is provided by the person in charge.**
- **Diabetic Retina Screen** - The National Diabetic Retinal Screening Programme is a government-funded programme offering free, regular diabetic retinopathy screening to people with diabetes aged 12 years and over. There is a process in place for referral to this service.

National Screening Programmes.

The criteria for inclusion on all screening programmes are dependent on age limits (no age limit for the Diabetic Retinal Screen) and any resident who falls into the correct age bracket should be automatically entered on the screening programme via their PPS numbers. As letters are sent out from the National Screening Programme notifying people of appointment slots we will make sure to contact info@screeningservices.ie with the resident's change of address and GP, where relevant, when admitted or when they fall within the correct age bracket and, therefore, meet the criteria. The age limits are as follows:

- **Cervical Screening: Females aged 25-60.**
- **Bowel Screening: Males and females aged 60 to 69**
- **Breast Check: females from 50 to 69**
- **Diabetic Retinal Screening: Males and females aged 12 and upwards.**

Residents, and when appropriate, their family member are included in all aspects of their care planning. Their eligibility to be included on the appropriate screening programmes will be discussed with them and their decision to either be included or not will be supported. Assurances from the National Screening Programme will be sought to ensure that they have the correct information including the address of residents.

Respecting residents' privacy and dignity

Our aim to preserve dignity and autonomy and minimise distress among residents within this centre. The Person in Charge along with all staff working in this centre will ensure that all residents are accepted for who they are, will treat and care for every resident with sensitivity and all staff will be respectful of each resident as a person.

Dignity refers to an individual maintaining self-respect and being valued by others. The person's preferred name is always respected. Autonomy refers to individual control of decision making and other activities. Within this service we work towards ensuring that all residents are valued and we place an emphasis on recognising the ability of all residents no matter how small.

In terms of autonomy, the decision of residents individually are respected, keeping in mind the principles that every resident has the right to make a decision, about a particular thing or subject, at a particular time.

Please refer to the Assisted Decision Making Capacity Act (2015).

We aim to ensure that all our residents are cared for in an environment where privacy, dignity and confidentiality are respected. In accordance with our local Privacy and Dignity Policy all procedures must be fully explained in a quiet manner and implied/verbal consent obtained. All staff members are expected to adhere to this Policy.

All staff are responsible for ensuring that the Residents Information Booklet is available to residents and / or to relatives / carers.

There is vigilance throughout the Centre in respect of Safeguarding Vulnerable People at risk of abuse and a full pathway is clearly identified to deal with any such suspicions.

A designated educational programme on Safeguarding Vulnerable People is included on the induction programme for all staff to the Village Residence. In addition Training is provided in Protection of Adults at risk from abuse. The person in charge is a trained Designated Safeguarding and Safeguarding Training Facilitator for The Village Residence. The Person in Charge is responsible for ensuring that any allegations or suspicions of abuse are reported to the Vulnerable Adult Protection Team. The Person in Charge is also responsible for ensuring that a Safeguarding Plan is drawn up and also submitted to the Vulnerable Adult Protection Team.

With regard to residents' finances, the Administrator and the Director of Nursing can act as 'agent' for those residents who request it. This service is independently audited on a yearly basis.

Advocacy Service can be accessed.

The person in charge along with all staff working in The Village Residence will ensure that all residents are accepted for who they are, will treat and care for every resident with sensitivity and all staff will be respectful of each resident as a person. We aim to ensure that all our residents are cared for in an environment where privacy, dignity and confidentiality are respected. In accordance with our local Privacy and Dignity Policy all procedures must be fully explained in a quiet manner and implied/verbal consent obtained. In terms of autonomy, the decision of residents individually is respected. In addition, the centre is a member of "Hospital Watch" in co-operation with An Garda Siochana.

- Accommodation is provided for ten residents in each household all single room and ensuite facilities in Butterfly cottage, Forget Me Not cottage and Red Robin cottage.
- Each cottage and household has a quiet room and visitors room
- All bedrooms are fitted for WIFI and charging facilities for electronic products.
- Each bedroom has a night lighting system as well as telephone connection if required
- The dispensary is also present in the main reception/information area which can be used by all visiting professionals to see residents if required in private.
- A residents Spa is also located just off the main entrance area and offers privacy.
- A large communal area is available to all residents outside of each house. This area known as The Square can facilitate a number of recreational, activities and occupational programmes. It is also proposed that this becomes a central coffee dock area with a shop and a small drinks bar.

The arrangements for residents to engage in social activities, hobbies and leisure interests.

The centre will facilitate a number of outings based on the wishes of residents. The centre has a very close relationship with voluntary organisations in Drogheda and all staff are very active in arranging various outings away from the centre.

As part of their stay here and based on assessment, all residents are encouraged to remain as active and as independent as possible. The abilities of each resident are recognised and individually assessed including the strengths of the resident by nursing staff.

- The principle of encouraging people with dementia and all residents to remain as independent as possible is applied as much as possible. Each individual resident will have an assessment carried out in order to determine, their needs in relation to activities, recreation and occupation. Different residents will have different needs. As residents progress in their illness, their needs will be assessed based in consultation with residents and relatives. Relatives are actively encouraged to share past interest and hobbies and work interests.
- Residents attend day care facilities three days a week away from the centre which is facilitated by the person in charge through key staff members
- Staff, Relatives and Visitors are encouraged to bring in posters to highlight different activities in their own community.
- Music sessions are provided.
- Gardening activities are provided for
- Visits by religious voluntary organization.
- Christmas, Halloween, Easter Events and any seasonally themed events are celebrated

We facilitate and support those residents who are still able to undertake occupations around the centre such as cleaning a table, fixing their own quilt or pillow, folding clothes or other small household duties. Residents are encouraged to participate in a variety of activities on offer; these include, gentle exercise, sing-a-longs, film shows, board games, and short walk outdoors or outings. Relatives are encouraged to take residents out when possible; transport can be facilitated for private outings. We encourage family members to bring in family pets belonging to residents.

The arrangements made for consultation with, and participation of, residents in the operation of The Village Residence

There is a Residents and Relatives Focus Group in operation here in The Village Residence, as well as a carer support Group which is chaired and facilitated by the Clinical Nurse Manager. Any ideas for improving the service and the Residents' Group provides a forum for residents to put across their views. Residents are invited to join and give their views on enhancing the service. The Residents/Relatives Group collaborate with staff to improve life here within The Village, and maintain links with family/community. The Clinical Nurse Manager also ensures that residents participate at an individual level. Issues raised at these meetings are brought to the attention of the Person in Charge and any action taken / outcomes are fed back to the residents at the next meetings or prior if more urgent. The Residents/Relatives Forum meets presently on a monthly basis. The forum has a Chairperson and a Secretary. Other means of consulting with residents and their families is carried out by means of surveys and questionnaires. A number of surveys have been undertaken using questionnaires. These are reviewed and actioned upon. Issues raised are brought to the attention of the Person in Charge and any action taken / outcomes are fed back to all staff. Any issues or concern raised through the forum is actioned upon.

The arrangements made for residents to attend religious services of their choice.

People of all denominations are welcome in The Village Residence. Roman Catholic services are held in the centre every second Wednesday and residents attend mass in the community every other Sunday morning. All residents can be facilitated to attend their specific faith belief ceremonies within the community. Different voluntary organisations such as the Legion of Mary and St Vincent de Paul visit on a weekly basis. The Church of Ireland Minister visits when any member who wishes their services in The Village Residence. All other religious ministers are also welcome to visit their parishioners when appropriate and arrangements are in place to facilitate this.

There is a multidenominational spiritual room available within The Village Residence. The Village Square can be adapted to facilitate the religious practices of any faith community.

Contact between residents and their families.

The residents in The Village Residence are encouraged to maintain meaningful relationships with people who are important to them. Visiting is open in The Village Residence as long as the residents wish to receive visitors and this is facilitated like it would in your own home. Children will be facilitated to visit if a child is accompanied by an adult. The resident's right to decline a visitor will be respected at all times. Visitor's room is available for residents to meet with families and friends in private.

Relatives are encouraged to take residents out, when possible, transport can be arranged. Different trips and shopping trips are arranged through staff for during the week and at weekends. Residents are facilitated onsite to hold special occasion parties such as birthdays and other events if they so wish and to use the Centre. Any relative may if the resident wishes have their relative dine with them.

We facilitate family members to bring in family pets.

We facilitate communication with families through Famileo which is an online platform to maintain contact with all family members, near and far, especially those who may not be able to visit. Various social media platforms are also available to aid communication with friends and relatives.

Residents are facilitated to attend special occasions for friends and families including funerals. Should a resident wish to go for a drink to the local bar or bar of choice this will be facilitated

Relatives are facilitated to continue to care for residents if that is their wish through partnerships in care.

Relatives can be facilitated to undertake personal work if they wish to spend time with their relative but also may have work related demands.

Ares for private telephone conversations are available.

Relatives are facilitated to attend appointments if they wish

Relatives are invited to in house study day's or evenings

Relatives are encouraged to participate and be included in their relative's care plan

Nominated Support Person

Each resident is asked to identify one nominated support person. The nominated support person will have unrestricted access to the resident for most of the day. If it is considered necessary to limit access in the morning or evening when staff and residents are occupied with getting up or preparing for bed, then at a minimum the nominated support person should have access from at least mid-morning to late afternoon and into the evening and night time. This is in addition to and not instead of visitor access as outlined above.

Dealing with complaints

Complaints, comments, suggestions & any feedback about this service, whether verbal or written will be taken seriously and handled in a sensitive and timely manner that protects the rights, privacy, dignity and confidentiality of all those involved. Comments and/or complaints will be used to aid continuous quality improvement and the risk management of the services provided.

Each resident is made aware of the complaints procedure as soon as is practicable after admission through the Resident's Guide.

Complaints may be made to any member of staff and this will be recorded by the staff member and reported to the Person in Charge.

The clinical nurse manager or the senior staff nurse on duty will endeavour to resolve any verbal concerns or complaints at first point of contact wherever possible.

Staff will do their best to resolve the complaint quickly, however not all complaints can be responded to immediately as they may require a review and a formal response by the Complaints Officer.

The Complaints Officer is Michael McCaul. Complaints will be escalated to Michael McCaul, immediately and an investigation commenced. The Complaints Officer can be contacted on 0419893203 or at seamus.mccaul@hse.ie.

Michael McCaul will nominate a support person to support the person making the complaint. Where Michael McCaul is not on duty, there are currently two other complaints officers onsite as nominated by the Health Service Executive and also an independent designated complaints officer, Eimear Hickey.

All written complaints, will be acknowledged in writing and will be recorded in our complaints Management System. Complaints are investigated and concluded as soon as possible but no later than 30 days informing the complainant whether or not their complaint has been upheld, the reasons for the decision and any improvements recommended along with details of the review process.

Should the complainant not be satisfied with the response to their complaint they may appeal to the review officer Emma Gonoud. This appeal will be reviewed and responded to within 20 days.

Emma Gonoud is responsible for the appointment of an independent complaint investigator as per S.I. No. 628/2022 - Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) (Amendment) Regulations 2022.

If any person remains unsatisfied with the decision on your complaint, you may contact the Office of the Ombudsman. The Ombudsman provides an impartial, independent and free service. By law, the Ombudsman can examine complaints about any of our administrative actions or procedures as well as delays or inaction in our dealings with you.

THE OFFICE OF THE OMBUDSMAN

6 Earlsfort Terrace,
Dublin 2.
D02 W773
Phone: (01) 639 5600

You can make a complaint online using the online complaint form at www.ombudsman.ie

If you do not wish to use the on-line complaints form you can request a hard copy of the complaints form from the Office of the Ombudsman and one will be posted to you

Service users and their families are advised that complaints may be made openly or anonymously and that complaints will be dealt with thoroughly and sensitively. All complaints are dealt with and documented through a Point of Contact Complaint Resolution or if not resolved then through a Point of Contact Escalation Process. There are guidelines displayed throughout the Centre on the procedure involved in making a complaint, comments or compliments. A Comments/Compliments Complaints Box is provided in different areas of The Village Residence in order to help residents and their representatives provide any Comments, Compliment and Complaints.

See Advocacy above

Fire precautions and emergency procedures.

The Village Residence has a full safety statement and risk assessment in compliance with Health and Safety at Work Act (2005). The risk assessments are reviewed on an annual basis or as new risks are identified. A Personal Evacuation Egress Plan is in place for each Resident. A safety committee is in operation and the site is supported by the Regional Fire and Safety officers and designated safety representatives. The Centre has an overarching fire safety statement agreed with the General Manager.

- The Centre has a Fire Plan in force. The Village Residence and has a fire alarm and warning system which is connected to all main fire alert panels within The Village Residence.
- Fire emergency services visit the site on a yearly basis
- All doors are fire retardant.
- There are heat and smoke detectors throughout
- The Village Residence is compartmentalised and zoned in relation to Fire Safety.
- Fire instructions are clearly displayed throughout the Centre.
- All fire Exits are clearly marked and fire extinguishers are situated throughout the centre. A horizontal evacuation pattern is employed as standard. The use of sledge evacuation and bed evacuation is in place, and staff are trained in their usage.
- Fire exits are clearly marked

- All staff have yearly fire training to include the use of extinguishers and control and evacuation techniques.
- Evacuation locations are agreed and managed in the Fire Policy
- Fire detection and firefighting equipment is on a scheduled maintenance system.
- Residents and relatives are invited to take part in simulated fire evacuations
- Gas and oxygen cut off points are displayed
- Any item purchased by the centre is of a flame-retardant nature. Resident's personal belongings must also comply where possible.
- Electrical, plumbing and heating contractors are available on a twenty four hour basis.

DETECTION OF FIRES

Anyone detecting smoke or a smell of burning should investigate immediately and decide on the action below to be followed. RESIDENTS RING BELL AND SHOUT FOR HELP

The following actions sequence must be decided by any person discovering a fire:

- (a) Staff Attack the fire, if safe to do so, with the appropriate extinguisher.
- (b) Evacuate Residents/Staff/Visitors/Others from immediate danger to another compartment.
- (c) Raise the Alarm by the nearest fire alarm manual break glass call point.
- (d) Contain the fire by closing doors / windows where possible. Follow RACES
- (e) Call out Fire Brigade.

Any one of the above can be done first depending on the circumstances of the fire and the person involved.

2 STAFF: ON HEARING THE FIRE ALARM:

The Fire Marshall on duty shall organise staff to:

- Check your COMPARTMENT AND THE ROOM NUMBER area first for evidence of fire.
- One staff from each area to proceed to the nearest Fire Alarm Panel to identify the area of the fire.
- The Senior Person should take charge, and puts order on the event.

3 The Fire Marshall present at the time of the fire should:

- (1) Select a crew of people,
 - (2) Nominate one member of the crew to report back with relevant information.
 - (3) Ensure that the Fire Brigade are called out to any major outbreak of fire.
 - (4) Send a person to meet and direct the Fire Brigade to the exact location of the fire.
 - (5) Have staff prevent visitors/others from entering a dangerous building by other entry points.
 - (6) Liaise with Senior Fire Officer.
 - (7) Account for all USING RESIDENT, STAFF AND VISITOR Roll Call.
4. Staff should study this notice and know what to do.
- (1) Ensure that you are familiar with all means of escape.
 - (2) BE familiar with the Compartment/Zone you work in and follow the evacuation direction
 - (3) Ensure that means of escape, are kept free from obstruction at all times, and ensure that the view through fire doors are not hindered.
- Signage outside pointing to the direction of assembly points is in place.
- (4) Know the safe use of all fire fighting equipment provided and its location throughout the building.
 - (6) Know the location of your nearest fire alarm panel and procedures to be followed in the event of fires AND KNOW GAS AND OXYGEN CUT OFF POINTS
 - (7) Prevent any possible cause of fire and attend fire lectures / drills each calendar year.
- 6 THE FIRE ASSEMBLY POINT is located at the Disability Car Park and at two points along the main avenue.
- Person in Charge Michael McCaul Fiona Flood FIRE PREVENTION OFFICE HSE – NORTH EAST AREA.
- August 2023**

Emergency Accommodation Arrangements.

In the event of a Fire or other evacuation the following procedure will apply for Meadowview and Sunnyside.

- Five Residents who are in immediate danger such as wandering off or getting cold quickly, move to Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage to The Village Square. Staff members will be allocated with residents to this building.
- Currently, Residents also at risk of immediate danger will be transferred to Boyne View House sitting room and dining room. In an emergency up to 10 residents can transfer to here immediately. Staff will accompany any of the residents.
- 15 Residents can be immediately transferred to the Cottage Day Hospital and the frailest residents can be transferred to the Cottage Hospital.

In the event of a Fire or other evacuation the following procedure will apply for the Village Residence for residents living in The Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage

- Fifteen Residents who are in immediate danger such as wandering off or getting cold quickly, move to Meadowview and Sunnyside .Staff members will be allocated with residents to this building.
- Residents also at risk of immediate danger will be transferred to Boyne View House sitting room and dining room. In an emergency up to 10 residents can transfer to here immediately. Staff will accompany any of the residents.
- 5 Residents can be immediately transferred to St Mary's Residence across from the main door of Meadowview and Sunnyside and the frailest residents can be transferred to the Cottage Hospital.
- There are three fire assembly points, one is in car park opposite both CAMHS building.
- The other two are along the avenue heading for the old Dublin Road.
- A personal emergency egress plan is in place for all residents

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Approval Status
Effective date
Review date



7. Appendices

(Appendix 1): Registration details.

Based on Certificate of Registration which is affixed at the entrance to the Centre.

Registration Number: REG-0034565

Certificate of Registration

Section 50 of the Health Act 2007

Health Act 2007 (Registration of Designated Centres for Older People) Regulations 2015.

Name of Designated Centre: St. Mary's Hospital.

Telephone No: 041 9893203

Address: Dublin Road, Drogheda Co. Louth. A92X862

Registered Provider: Health Service Executive

Principal Tel No: 045- 880400

Principal Address. Oak House, Millenium Park, Naas, Kildare


Date of Registration: 27/06/2021.

Expiry Date: 26/06/2024.

"This is to certify that St. Mary's Hospital is registered with the Office of the Chief Inspector of Social Services as a designated centre for the period noted above, with Health Service Executive as its registered provider and subject to the conditions of registration, specified below."

Management of the Centre:

Person in Charge/Director of Nursing: Michael Seamus McCaul.

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Telephone Number: 041 9893203

Names and Positions of other person(s) participating in the management of the centre:

Maximum Number of Residents who can be accommodated at the Centre: 30.

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 and shall only provide the services as set out in its Statement of Purpose within the footprint of the designated centre on the floor plan dated 23/02/2021. The registered provider shall only provide for the specific care and support needs, and services, within the facilities as set out in the Statement of Purpose, as agreed with the Chief Inspector at the time of the 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: 30.

Pursuant to Section 56 of the Health Act 2007, the Registered Provider must ensure that this Certificate is affixed in a conspicuous place at the centre.


Issued by the:

Office of the Chief Inspector

Health Information and Quality Authority

Unit 1301, City Gate, Mahon, Cork, T12 Y2XT.


Telephone: 021 2409300. www.hiqa.ie

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Appendix 2: Regulation 3: schedule 1 (4)

A description in narrative form of the rooms in the designated centre including their size and primary function -to supplement the floor plan submitted.


Room number	Room function/purpose	Facilities/full en-suite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
Entrance Foyer				
Room 3	IT ROOM	Main IT room for the centre	15.84m2	
Room 4	PIC Office	Office of the person in charge containing three work stations.	22.76m2	
Room 4 Store	PIC Office	Shelving for office stationary.	1.6 m2	
Room 2	Administration Office	Reception and administration office for two staff.	12.2m2	
Entrance Hall of room 2,3 and 4	Main Entrance Hall to Centre	Relaxation area. Main entrance hall to centre. Doors are on key pad. Wheelchair accessible with assistance. Can be used to receive visitors or quiet area to sit. General Administration office Room's 2, 3 and 4 is located within the entrance	34.4m2	9.44m TO TOILET

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Meadowview				
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom* m*
Room 5	Single Bedroom	Large single room looking out onto main entrance set down area. Contains Wash hand sink.	19.5m2	8.22 m
Room 6	Single Bedroom	Second single room Contains wash hand basin	9.63m2	7.01 m
Room 7	Single Bedroom	Third single room Contains wash hand basin	9.8 m2	2.13 m
Room 8	Single Bedroom	Fourth single room Contains wash hand basin	9.67 m2	2.13 m
Room 9	Bedroom	Three bedded room with ensuite which contains toilet and wash hand basin.	41.6m 2	
Room 10	Toilet Ensuite for room 9	Ensuite toilet with sink	3.17m2	
Room 12	Bedroom	Two bedded room. Ensuite	37.5 m2	*
Room 11	Toilet Ensuite for room 12	Ensuite toilet with sink toilet and shower for room 12	6.77m2	

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Room 18	Room to receive visitors in private	Armchairs and tea making facilities	9.3 m2	8.53 m
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
Meadowview Sitting room	Residents Sitting Room	Sitting room styled room containing armchairs, fireplace televisions and small tables with sideboards with filtered water unit.	39.2 m2	Three metres
Room 16	Bedroom	Three bedded room, with ensuite	41.9 m2	
Room 17	Ensuite toilet for room 16	Ensuite toilet with sink for room 16	3.12 m2	
Room 23	Bedroom	Three bedded room, with ensuite	41.4 m2	2 metres
Room 22	Ensuite toilet for room 23	Ensuite toilet with sink for room	3.18m2.	
Room 21	WC	Toilet with hand hygiene sink	3.1 m2	
Room 14	WC/Shower	Shower and sink and toilet	8.77 m2	Infection Control if resident had transmissible infection
Room 13	WC/Shower	Shower and sink and toilet	8.79 m2	
Room 15	Electrical panel room	Small room with electrical panel and fuse boards.	0.72 m2	

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Room 15A	Hand Hygiene Sink		0.72m2	
Services corridor				
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
Room 28	Hygiene/cleaning Services	Storage Room for Domestic services. Contains storage press and washing machines for cleaning of mops. Also contains cleaning equipment and buckets	10.9 m2	
Room 26	Sluice Utility Room	Sluicing Facility with bedpan washer and waste disposal unit	9.2 m2	For use by Meadowview unit.
Room 28 A	Linen Storage	Storage Facility for Linen	1 m2	Shelved
Room 28 B	Linen Storage	Storage Facility for Linen	1 m2	Shelved
Room 28 C	Trolley press	Storage trolley for drinks Meadowview	0.88 m2	
Room 28D	Trolley press	Storage shop trolley sweets/etc Meadowview	0.88 m2	
Room 28 E	Residents Clothes Storage	Storage Facility for resident belongings	0.88 m2	
Room 28 F	Residents Clothes Storage	Storage Facility for resident belongings	0.88 m2	
Room 27	Wash room	Contains washing machine and tumble	3.56 m2	

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		dryer for emergency usage only		
Room 25	Store room	General Storage Room	18.1m2	
Room 29	Clinical Store	Clinical Store	12m2	
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
Room 30	Store.	Contains activities equipment that is used on units	3.6m2	
Room 33	Assisted Bathroom	Assisted Bath facility and toilet and vanity sink.	12m2	
Sunnyside				
Room 34	Single Bedroom	Single room with wash hand basin	19.7m2	7.31 M
Room 35	Single Bedroom	Single room with wash hand basin.	10 m2	5.79 m
Room 36	Single Bedroom	Single room with wash hand basin	9.89 m2	2.13 m
Room 37	Single Bedroom	Single room with wash hand basin	9.86 m2	2.43m
Room38	Bedroom	Three bedded room and wash hand basin.	42m2	2 metres
Room 39	Ensuite facility for Room 38	Contains toilet and hand washing sink	3.1m2	Contains toilet.
Room 31	Sluice Room	Sluicing Facility with bedpan washer and waste disposal unit.	9.2 m2	Used for Sunnyside Unit
Room 32	Spiritual Room	Multi denominational spiritual room.	18.2 m2	
Room 45	Bedroom	Three bedded room	42m2	2 metres
Room 46	Ensuite toilet for room 45	Contains toilet and hand washing sink	3.4 m2	Contains toilet

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Room 41	Two Bedded Room	Two bedded room, with sink.	37.5m2	2 metres
Room 40	Ensuite toilet for room 41	Contains toilet and hand washing sink and shower	6.77 m2	Contains toilet.
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
Room 52	Bedroom	Three bedded room and wash hand basin.	42.1m2	Two Metres
Room 51	Ensuite toilet for room 52	Contains toilet and hand washing sink	3.18 m2	Contains Toilet.
Room 47	CNM Office	Office of the clinical nurse manager.	9.3 m2	
Sunnyside Sitting Room	Residents Sitting Room	Sitting room styled room	40.4 m2	Three metres
Room 42	WC/Shower	Shower and sink and toilet.	8.77 m2	Infection Control
Room 43	WC/Shower	Shower and sink and toilet	8.79m2	
Room 44	Hand hygiene sink		0.72	.
Room 44 A	Electric	Small room with electrical panel and fuse boards.	0.72	
Room 50	Resident WC	Toilet, wash hand basin	3.1m2	Contains Toilet
Room 57	WC	Toilet and wash sink	2.2m2	Contains toilet
Catering area				
Room 58	Cold Store	Freezers and chiller fridges Shelving Dry goods food storage area	15 m2	Two metres
Room 59	Main Kitchen	Main Kitchen and cold room for centre	46.7 m2	Two metres

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		Gas cooking Steam oven Wash facilities Food preparation areas Crockery cleaning area.		
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
Room Oxygen Storage Shed	Oxygen Storage Shed	Piped Oxygen Shed containing Oxygen Cylinders for piped oxygen and oxygen panel containing visual display for oxygen usage	11.6 m2	
Room 60	Catering Laundry	Laundering facility for catering staff only	3.99 m2	
Room 53	Dried Goods Store	Storage room for the use of catering dry goods	16.1m2	
Room 63	Dining Room	Dining Room used by residents for main meals	115m2	7.62 m
Room 64	Communal coffee dock area.	Coffee dock area for residents, visitors and staff	24.5 m2	3 metres
Room 65	WC	Staff /relatives/residents toilet	3.15m2	Contains toilet
Room 66	Staff WC/Staff shower	Staff /relatives/residents toilet	5.87m2	Contains Toilet
External Services				
Room 19	Electrical Plant Room	Main electrical plant room for the facility	6.84 m2	

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Room 11	Boiler plant room	Contains four boilers for hot water and for heating systems.	16.9 m2	
Container storage 1	Storage facility for cleaning products	Storage area for cleaning products	19.2 m2	
Container storage 2	Storage facility for incontinence products	Storage area for incontinence products.	19.2 m2	
Container storage 3	Storage area for equipment	Storage area for equipment	19.2 m2	
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
Container storage 4	Storage area for equipment	Proposed Storage area for equipment	19.2 m2	
Container storage 5	Storage area for equipment	Proposed Storage area for equipment	19.2 m2	
Container storage 6	Storage area for equipment	Proposed Storage area for equipment	9.6M2	
Old Mortuary	Male Changing area	Proposed area for locker room for male staff		
Butterfly Cottage, Red Robin Cottage, Forget me Not Cottage				
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
CP7-3	Reception	Reception Area, Information Point	12.71m ²	Assisted toilet in this area
CP7-2	Foyer	Lobby Area	33.75 m ²	Assisted toilet in this area
CP7-11	Roof Access	Store Room with access to roof	4.89m ²	

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CP7-17	Visitors WC	Visitors Toilet and wash hand basin	5.3 m ²	Contains toilet
CP7-10	Clean Utility	Medical Store Room	12.19m ²	
CP7-9	IT Room	IT Control Room	No Measurements#	
CP7-8	Staff WC	Staff Toilet and wash hand basin	2.47m ²	Contains toilet
CP7-7	Staff WC	Staff Toilet and wash hand basin	2.47m ²	Contains toilet
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom*
CP7-4	Director of Nursing Office	Office of the Director of Nursing	13.11m ²	
CP7-5	The Village Clinic	Treatment Room	14.78m ²	
CP3-8	Communal Foyer 1	Lobby Area outside Butterfly Cottage	51.41m ²	
CP3-9	Therapy Room (The Village Spa)	Contains Hairdressers Sink and Chairs	16.22m ²	
CP3-10	Cleaners Store	Main Cleaners Store Room	6.87m ²	
CP3-7	Circulation 1	Corridor through central area	26.92m ²	
CP3-4	Communal Foyer 2	Lobby Area outside The Village Square	31.10m ²	
CP3-2	The Village Square	Multi-purpose Room	62.57m ²	Assisted toilet beside room
CP3-1	DocM WC	Assisted Bathroom, Bath, Toilet and wash and basin	5.15 m ²	
CP3-5	Roof Access	Store room with access to roof	4.21 m ²	
CP3-6	Kitchen Cleaners Store	Cleaners Store Room for kitchen staff only	2.88 m ²	

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CP2-5	Single Bedroom	Single Bedroom	17.01 m ²	Ensuite Facilities
CP2-9	Storage	Under floor heating Storage		
CP2-8	Storage	Under floor heating Storage		
CP2-5A	Ensuite	Toilet facility for bedroom CP2-5. Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
CP2-4	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP2-4A	Ensuite	Toilet facility for bedroom CP2-4 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP2-3	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP2-3A	Ensuite	Toilet facility for bedroom CP2-3 Toilet, shower, Wash Hand Basin	6.06 m ²	Contains Toilet
CP2-1	Single Bedroom	Single Bedroom	17.65 m ²	Ensuite Facilities
CP2-1A	Ensuite	Toilet facility for bedroom CP2-1 Toilet, shower, Wash Hand Basin	6.06 m ²	Contains Toilet
CP2-2	Switch Electrical	Contains Electrical switch board	1.62 m ²	
CP2-6	Circulation 4	Corridor through Butterfly Cottage	39.97 m ²	
CP1-1	Single Bedroom	Bariatric Bedroom	20.22 m ²	Ensuite Facilities
CP1-1A	Ensuite	Toilet facility for bedroom CP1-1	6.08 m ²	Contains Toilet

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		Toilet, shower, Wash Hand Basin		
CP1-2	Store	Store room	1.62 m ²	
CP1-3	Single Bedroom	Single Bedroom	18.06 m ²	Ensuite Facilities
CP1-3A	Ensuite	Toilet facility for bedroom CP1-3 Toilet, shower, Wash Hand Basin.	6.08 m ²	Contains Toilet
Room number	Room function/purpose	Facilities/full en- suite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroo m*
CP1-4	Single Bedroom	Single Bedroom	18.06 m ²	Ensuite Facilities
CP1-4A	Ensuite	Toilet facility for bedroom CP1-4 Toilet, shower, Wash Hand Basin	5.93 m ²	Contains Toilet
CP1-5	Single Bedroom	Single Bedroom	18.07 m ²	Ensuite Facilities
CP1-5A	Ensuite	Toilet facility for bedroom CP1-5 Toilet, shower, Wash Hand Basin	5.93 m ²	Contains Toilet
CP1-6	Single Bedroom	Single Bedroom	18.07 m ²	Ensuite Facilities
CP1-6A	Ensuite	Toilet facility for bedroom CP1-6 Toilet, shower, Wash Hand Basin	5.92 m ²	Contains Toilet
CP1-7	Single Bedroom	Single Bedroom	18.11 m ²	Ensuite Facilities
CP1-7A	Ensuite	Toilet facility for bedroom CP1-7 Toilet, shower, Wash Hand Basin	5.93 m ²	Contains Toilet
CP1-8	Circulation 3	Corridor in Butterfly Cottage	90.48 m ²	

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CP1-9	Staff Break out Space	Staff Hub – Butterfly Cottage	8.17 m ²	
CP1-10	Quiet Room	Relaxing Sitting Room	10.94 m ²	3m
CP1-11	Utility Room	Sluice and hand hygiene sink	8.78 m ²	
CP1-12	Assisted Bathroom	Overhead hoist, lifting equipment, sink and assisted bath	15.48 m ²	Contains toilet
CP1-13	The Village Lounge		10.87 m ²	
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom* m*
CP1-14	Circulation 2	Corridor in Butterfly Cottage	26.69 m ²	
CP1-15	Circulation 1	Corridor in Butterfly Cottage	11.97 m ²	
CP1-16	Kitchen Cleaners Store	Cleaners store room for kitchen staff	0.93 m ²	
CP1-17	Assisted WC	Toilet, wash hand basin	4.45 m ²	Contains toilet
CP1-18	Staff WC	Toilet, wash hand basin	4.53 m ²	Contains toilet
CP1-19	Store 1		6.17 m ²	
CP2-7C	Living/Kitchen/Dining	Resident sitting room, kitchenette and dining area	80.37 m ²	Assisted toilet facilities next to this room 2 metres
CP4-1	Single Bedroom	Single Bedroom	17.96#	Ensuite Facilities
CP4-1A	Ensuite	Toilet facility for bedroom CP4-1 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP4-2	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities

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CP4-2A	Ensuite	Toilet facility for bedroom CP4-2 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP4-3	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP4-3A	Ensuite	Toilet facility for bedroom CP4-3 Toilet, shower, Wash Hand Basin	6.08 m ²	Contains Toilet
CP4-4	Single Bedroom	Single Bedroom	17.65 m ²	Ensuite Facilities
Room number	Room function/purpose	Facilities/full en- suite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroo m*
CP4-4A	Ensuite	Toilet facility for bedroom CP4-4 Toilet, shower, Wash Hand Basin	6.08 m ²	Contains Toilet
CP4-5	Electrical Switch	Contains Electrical panel	1.61 m ²	
CP4-6	Circulation 3	Corridor in Red Robin Cottage	43.41 m ²	
CP4-7	Store		7.00 m ²	
CP4-8	The Galley	Living/Kitchen/Dining	85.54 m ²	Assisted Toilet beside room
CP5-1	Circulation 2	Corridor on Red Robin Cottage	104.15 m ²	
CP5-2	Single Bedroom	Bariatric Bedroom	20.43 m ²	Ensuite Facilities
CP5-2A	Ensuite	Toilet facility for bedroom CP5-2 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP5-3	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP5-3A	Ensuite	Toilet facility for bedroom CP5-3	5.91 m ²	Contains Toilet

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		Toilet, shower, Wash Hand Basin		
CP5-4	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP5-4A	Ensuite	Toilet facility for bedroom CP54 Toilet, shower, Wash Hand Basin	5.88 m ²	Contains Toilet
CP5-5	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
Room number	Room function/purpose	Facilities/full en- suite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroo m*
CP5-5A	Ensuite	Toilet facility for bedroom CP5-5 Toilet, shower, Wash Hand Basin	5.95 m ²	Contains Toilet
CP5-6	Single Bedroom	Single Bedroom	17.77 m ²	Ensuite Facilities
CP5-6A	Ensuite	Toilet facility for bedroom CP5-6 Toilet, shower, Wash Hand Basin	6.08 m ²	Contains Toilet
CP5-7	Single Bedroom	Single Bedroom	17.91 m ²	Ensuite Facilities
CP5-7A	Ensuite	Toilet facility for bedroom CP5-7 Toilet, shower, Wash Hand Basin	6.08 m ²	Contains Toilet
CP5-8	Store Room	Store Room	1.62 m ²	
CP5-9	Staff Breakout Space	Staff Hub	13.97 m ²	
CP5-10	The Snug	Relaxing Sitting Room	11.94 m ²	
CP5-11	Assisted Bathroom	Bath, toilet, wash hand basin	18.73 m ²	

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CP5-12	Circulation 1	Corridor in Red Robin Cottage	22.81 m ²	
CP5-13	Store Room		1.49 m ²	
CP5-14	Staff WC	Staff Toilet	2.98 m ²	
CP5-15	Assisted WC	Assisted Toilet	4.35 m ²	
CP6-1	Circulation 1	Corridor	Not Enclosed #	
CP6-2	Bariatric Bedroom	Single Bedroom	20.44 m ²	Ensuite Facilities
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
CP6-2A	Ensuite	Toilet facility for bedroom CP6-2 Toilet, shower, Wash Hand Basin	5.92 m ²	Contains Toilet
CP6-3	Single Bedroom	Single Bedroom	18.04 m ²	
CP6-3A	Ensuite	Toilet facility for bedroom CP6-3 Toilet, shower, Wash Hand Basin	5.92 m ²	Contains Toilet
CP6-4	Single Bedroom	Single Bedroom	18.04 m ²	Ensuite Facilities
CP6-4A	Ensuite	Toilet facility for bedroom CP6-4 Toilet, shower, Wash Hand Basin	6.10 m ²	Contains Toilet
CP6-5	Store		1.62 m ²	
CP6-6	Single Bedroom	Single Bedroom	17.92 m ²	Ensuite Facilities
CP6-6A	Ensuite	Toilet facility for bedroom CP6-6 Toilet, shower, Wash Hand Basin	6.10 m ²	Contains Toilet

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CP6-7	Single Bedroom	Single Bedroom	17.92 m ²	Ensuite Facilities
CP6-7A	Ensuite	Toilet facility for bedroom CP6-7 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP6-8	Single Bedroom	Single Bedroom	18.12 m ²	Ensuite Facilities
CP6-8A	Ensuite	Toilet facility for bedroom CP6-8 Toilet, shower, Wash Hand Basin	5.92 m ²	Contains Toilet
CP6-9	Assisted Bathroom	Assisted Bathroom	14.02 m ²	Contains Toilet
CP6-10	Utility Room	Utility Room	12.35 m ²	
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
CP5-18	The Galley	Living/Kitchen/Dining	78.00 m ²	Assisted toilet beside room
CP7-14	Kitchen Cleaners Store	Cleaners store room for kitchen staff	4.04 m ²	
CP7-12	Hygiene Store	Store room for Hygiene staff	6.36 m ²	
CP7-15	Assisted WC	Assisted Toilet	4.08 m ²	Contains Toilet
CP7-13	Circulation 1	Corridor in Forget-Me-Not Cottage	20.82 m ²	
CP7-18	Store Room	Linen Storage Area	2.55 m ²	
CP7-19	Circulation 2	Corridor in Forget-Me-Not Cottage	60.1 m ²	
CP7-20	Staff WC	Staff Toilet, shower, Wash Hand Basin	3.57 m ²	
CP7-21	The Snug	Relaxing Sitting Room	13.52 m ²	
CP7-22	Staff Break Out Space	Staff Hub	12.27 m ²	
CP7-23	Bedroom	Single Bedroom	17.97 m ²	Ensuite Facilities

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CP7-23A	Ensuite	Toilet facility for bedroom CP7-23 Toilet, shower, Wash Hand Basin	6.09 m ²	Contains Toilet
CP7-24	Single Bedroom	Single Bedroom	18.05 m ²	Ensuite Facilities
CP7-24A	Ensuite	Toilet facility for bedroom CP7-24 Toilet, shower, Wash Hand Basin	6.09 m ²	Contains Toilet
CP7-25	Single Bedroom	Single Bedroom	18.05 m ²	Ensuite Facilities
Room number	Room function/purpose	Facilities/full ensuite (shower, wash hand basin and toilet)	Size	Distance from bedroom if not ensuite and from communal room to Toilet/bathroom m*
CP7-25A	Ensuite	Toilet facility for bedroom CP7-25 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP7-26	Single Bedroom	Single Bedroom	17.97 m ²	Ensuite Facilities
CP7-26A	Ensuite	Toilet facility for bedroom CP7-26 Toilet, shower, Wash Hand Basin	5.91 m ²	Contains Toilet
CP8-9	Store Room	Electrical fuse Board	2.55 m ²	
CP8-8	Water Tank Store	Storage Space for Water Tank	10.39 m ²	
CP8-10	Electrical Plant Room	Main control points for all electrical		
CP8-7	Plant Room	Plant Room	24.89 m ²	
CP8-6	Staff Circulation 1	Corridor in Staff Area	34.29 m ²	
CP8-6A	Staff Trolley Store	Storage Area	3.85 m ²	

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CP8-4	Staff Changing Room	Changing Rooms	20.50 m ²	
CP8-4A	Staff Shower 1	Shower Room	2.99 m ²	
CP8-4B	Staff Shower 2	Shower Room	2.99 m ²	
CP8-4C	Staff Accessible Shower	Assisted Shower Room	6.64 m ²	
CP8-3	Staff DocM WC	Staff Assisted Toilet	3.55 m ²	
CP8-2	Staff Meeting Room	Conference Room	16.91 m ²	
CP8-1	Staff Relax Room	Staff Canteen	26.30 m ²	

8. Document Version History		
Version Number	Version update comment	Effective date
VR:2023/01	<ul style="list-style-type: none"> Applications for New Development Updated Change of Name Updated 	00/00/2023
Old Version Number		