

Leopardstown Park Hospital



Designated Centre for Residential and Nursing Care Services

STATEMENT OF PURPOSE

Name: Leopardstown Park Hospital
Address: Foxrock, Dublin 18.
Telephone: 01 2955055
Fax: 01 2955957
Email: info@lph.ie

Title:	Statement of Purpose
Issue Date:	October 2010
Review Date:	September 2017
Next review date	September 2018
Author :	Ann Marie O'Grady, Nominated Person on behalf of the provider
Approved by:	Ann Marie O'Grady

Aim and Objectives: The Senior Management Team and the Board of Leopardstown Park Hospital, in partnership with the Interdisciplinary Team (IDT), strive to provide a fair and equitable service of excellence for all of its residents. We will achieve this by:

- Having quality focussed, personalised, resident driven, health care of the highest standard for all our residents.
- Recognising each member of staff has an essential role in providing personalised care and a comfortable and caring environment for our residents.
- Undertaking to implement local and national strategies and policies, using evidence based practice in consultation with staff, for the benefit of our residents.
- Working together to identify needs, and focus on solutions for positive change.
- Empower staff through a commitment to continued professional development.
- Ensuring effective communication, which will facilitate consultation and participation for all.
- Liaise closely with HSE (Health Service Executive), public health services, acute hospitals and other agencies to improve and develop our service to residents.
- Provide effective leadership, having a committed and united professional staff who share a common purpose.

Philosophy of Care:

Care will be provided to our residents and their families in a respectful caring manner, within a safe environment which promotes independence and individuality. Incorporating best practice, we will enhance the quality of life for our residents by providing a holistic service, which promotes empowerment and facilitates excellent resident outcomes.

History

Leopardstown Park Hospital was established in 1917, when Lady Gertrude Power Dunning donated her estate to the British Ministry of Pensions for use as a hospital for disabled ex-servicemen from the British armed forces. By the early seventies the number of residents had decreased to less than half of the total beds in use and access to services was opened to older persons from the local area. In 1979, discussions between Irish and British officials led to the Leopardstown Park Hospital Board (Establishment) Order (1979), where the running of the Hospital transferred to a newly established Board, whilst maintaining the principle that ex-servicemen would remain the principle beneficiaries of the Trust.

Since its establishment the Board has worked to develop and improve the facilities of the hospital and cater for its traditional role in the care and treatment of ex-service personnel. The early eighties saw the first female resident admitted to the hospital for residential care. The Hospital has expanded its range of services and has developed into a specialist Hospital for the care of older persons and provides a

broad range of services including sub-acute rehabilitation, respite care, residential care, welfare home (supported living for clients with low dependency needs) and day care services (general and dementia specific). The Hospital sits at the interface between the acute and community sectors and supports older persons and the two sectors in this context.

REGISTERED PROVIDER:

Leopardstown Park Hospital Board

Address of Registered Provider:

Leopardstown Park Hospital

Foxrock

Dublin 18,

D18 XH70.

Individual nominated by Registered Provider: Ms Ann Marie O'Grady, CEO

- Diploma in Leadership – Irish Management Institute - 2017
- Diploma in Executive and Leadership Coaching - 2015
- Office for Health Management Millennium Leadership Programme - 2002
- Extra Mural Certificate in Human Relations and Communications - 1995
- Bachelor of Physiotherapy (Hons) – (1st Class), University College Dublin – 1990

Relevant Experience

- Chief Executive, Leopardstown Park Hospital – 2015 to date
- Head of Clinical Services & Business Planning & Executive Director, St Joseph's Hospital Campus, Raheny - 2011 to 2015
- Nominee on behalf of the Provider, Raheny Community Nursing Unit - 2011 to 2013
- Head of Clinical Services, Beaumont Hospital - 2008 to 2011
- Physiotherapy Manager, Beaumont Hospital – 2003 to 2008
- Deputy Physiotherapy Manager, St James's Hospital – 2000 to 2003
- Senior Physiotherapist, St James's Hospital 1994 – 1997, 1998 – 2000
- Senior Physiotherapist, Good Health Wanganui, New Zealand 1997 to 1998.

PERSON IN CHARGE

Adrian Ahern

Address of Person in Charge:

Leopardstown Park Hospital

Foxrock

Dublin 18,

D18 XH70.

MA. Health Service Management – NUI - 2005

Higher Diploma in public Service management – NUI – 2004

B.Sc. (Hons) Econ. – LSE 1993

Dip. Economics – IPA 1989

Diploma in Health Services Admin. – HMI – 1985

Registered General Nurse - NMBI 1982

Registered Psychiatric Nurse – NMBI - 1980

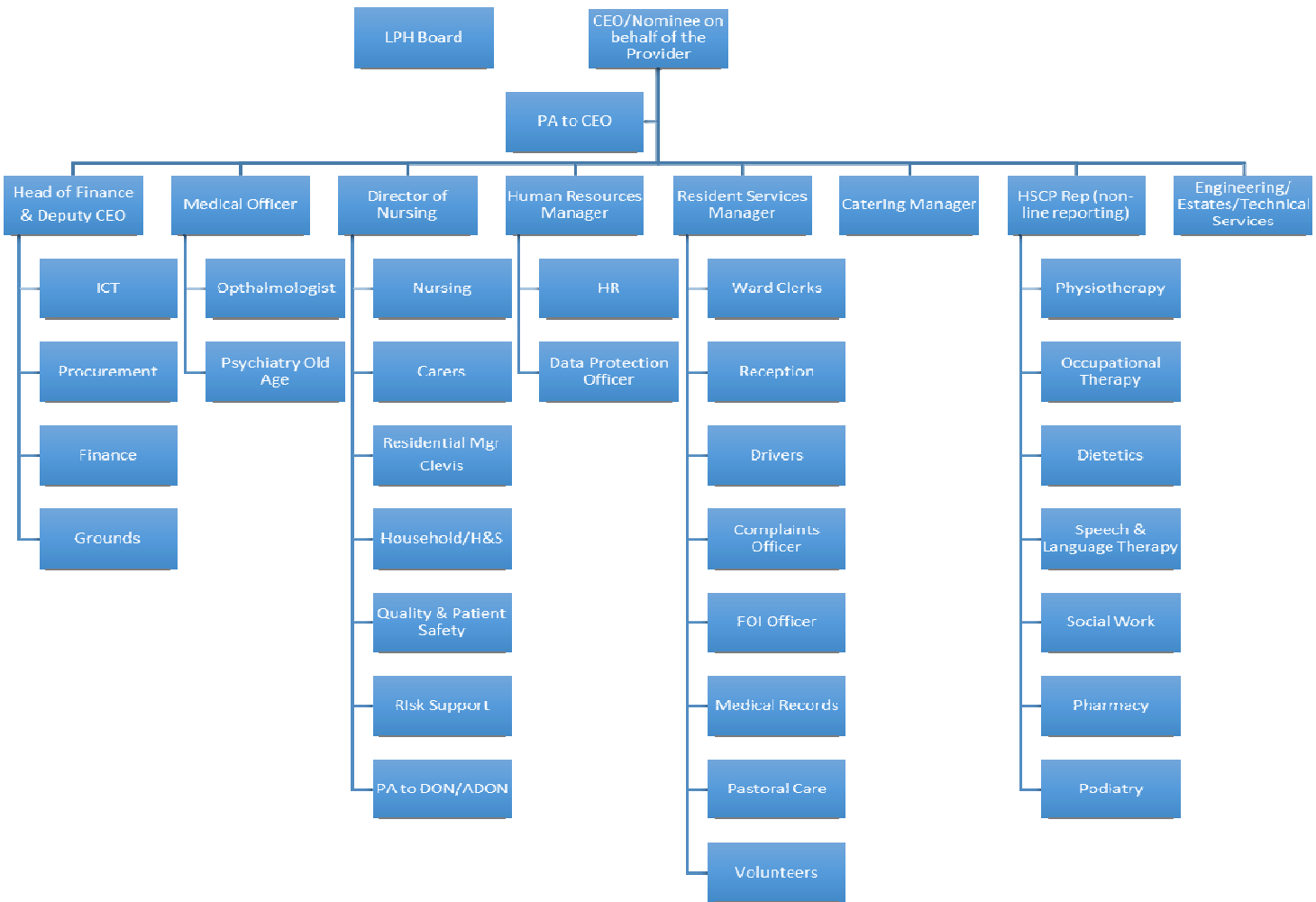
Relevant Experience:

- Director of Nursing- Leopardstown Park Hospital – September 2016 – to present
- Person in Charge - Ballinderry Nursing Home, Ballinasloe – Dec 15 – Sept 2016
- Operations Manager - Ballinderry Nursing Home, Ballinasloe – Aug 2013 – Dec 2015
- Staff Nurse - Ballinderry Nursing Home, Ballinasloe – April – August 2013
- General Manager Galway Mental Health Services – 2005 – 2012
- Manager Mental Health Services & Older People’s Services, WHB– 1996 – 2005

SENIOR MANAGEMENT TEAM

Chief Executive	Ms. Ann Marie O’Grady
Deputy Chief Executive/Finance Manager	Mr. Nicholas Kelly
Medical Officer	Dr. Joseph Yazbeck
Director of Nursing	Mr. Adrian Ahern
Assistant Director of Nursing	Ms. Louise Faherty
Health & Social Care Professional Representative	Ms. Ruth Lordan
Human Resources Manager	Mr. Jason Denman
Residents Services Manager	Ms. Paula Carraher

Organisational Chart



HOSPITAL REGISTRATION NUMBERDate of Registration: 3rd June 2011Expiry Date 2nd June 2017**Clinical Nurse Manager Overview**

Unit	No of Residents	Clinical Nurse Manager	Unit	No of Residents	Clinical Nurse Manager
Woodview	8	Jackie O'Shea CNM2	Enniskerry Ward	13	Pom Peralta – CNM 1 Ashmey Tojey – CNM2
Carman Day Centre	9 clients per day	Margaret Hegarty- CNM1 Elma Daly – CNM2	Kiltiernan Ward	14	Meryl Medina – A/CNM1 Emma Cristea – CNM2
Djouce	10	Jackie O'Shea- CNM2	Glencree Ward	27	Bianca Moise – CNM1 Emma Cristea CNM2
Glencairn Day Centre	25 day clients per day	Margaret Hegarty- CNM1 Elma Daly – CNM1	Glencullen Ward	27	Ansamma Joseph – CNM1 Ashmey Tojec – CNM2
Tibradden	12	Rajini Benish – CNM1 Melissa Dunleavy – CNM2	Kilgobbin Ward	13	Merlin Raji – CNM1 Melissa Dunleavy – CNM2
Clevis Welfare Home	29	Liz Cusack Clevis Manager	Welcare Dept:		Lucy Ann Gannon S/N
Infection Prevention & Control		Elma Daly CNM2	Quality and Patient Safety		Florence Hogan CNM2

SERVICES PROVIDED

Size of Rooms

<u>GLEN UNIT</u>					M2 per bed	Required M2
2 BED (4)	5.1	X	4.5	22.95		
Including Toilet	1.1	X	2.5	2.75		
Room size				20.2	10.1	7.4
4 BED (8)	5.8	X	5.8	33.64	8.41	7.4
Toilet	2.2	X	1.5	3.3		
1 Bed (14)	3.8	X	2.7	10.26	10.26	9.3
Toilet	3.1	X	1.5	4.65		

Nightingale Units

Single Rooms (9)	2.8	X	2.6	7.28	7.28	9.3
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Open Plan Units (4) accommodating following bed numbers per named unit: Kiltiernan (14, Kilgobbin & Enniskerry 13, Tibbradden 12)

Entrance	6.6	X	2	13.2		
Lobby	4.2	X	2.2	9.24		
Main area	7.3	X	22.7	165.71	11.05	7.4
Toilets	4.9	X	5.7	27.93		
	2.2	X	4.2	9.24		

Djouce

1 Bed	3.1	X	2.4	7.44	7.44	9.3
3 Bed	5.4	X	4.6	24.84	8.28	7.4
4 Bed	5.6	X	7.3	40.88		
	3.5	X	1.7	5.95		
				46.83	9.37	7.4
2 Bed	4.8	X	4.4	21.12	10.56	7.4

Woodview

1 Bed	2.9	X	2.9	8.41	8.41	9.3
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7 Bed							
Top Area	4.3	X	5.7	24.51			
Main area	9.1	X	4.3	39.13			
Clevis							
1 Bed (1)	4.65	X	2.65	12.3225			
	1.45	X	2	<u>2.9</u>			
				15.2225	7.62	7.4	
1 Bed (28)	3.05	X	3.2	9.76	9.76	9.3	

Categories of Care:

The hospital is currently registered for provide care for 153 dependent residents over the age of 18 years. Dementia care and frail elderly care are included but not exclusive to this category. There are 14 beds allocated to female elderly patients with cognitive impairment and/or dementia. The hospital also provides respite care, short term care, day care services and care for frail elderly and those with dementia.

All residents are assessed by senior nursing staff and are accepted based on our ability to meet the resident’s care needs.

Table 1. Current Bed Allocation (capacity)

Long Term Dependent Care	107
Respite	9
Clevis Welfare Home	29
Rehabilitation	8

BREAKDOWN OF SERVICES

NURSING

The Nursing Team is led by the Director of Nursing and comprises a range of qualified Nursing Staff and trained carers (HCA) provided over a 24 hour period.

Nursing staff and HCAs work together as a team to deliver holistic resident centred care. While each nurse may provide care for a number of residents he/she is the named Nurse for an allocated number of residents and as such is responsible for the Care Plans for those named residents.

Each resident’s needs are assessed pre admission and a decision is made based on the hospital’s ability to provide optimum care based on an individual needs assessment. An individualised Care Plan is developed based on this information and family input. Three monthly reviews of the resident’s care take place, during an Inter-Disciplinary Team meeting. Daily records are kept on each individual resident’s nursing care notes. As part of the nursing intervention, activities are incorporated by the qualified nursing staff and Health Care Assistant (HCA). Additional recreational, social and therapeutic activities are also provided by the Occupational Therapy Dept., Resident Services Department and Pastoral Care Team.

MEDICAL

Medical care is co-ordinated and provided by Dr. Joseph Yazbeck. Dr. Yazbeck attends Leopardstown Park Hospital Monday to Friday and an out of hours medical service is provided by Doctor on Call.

Access to Consultant medical care is provided by an Outreach Geriatric Consultant service led by Dr. Graham Hughes, Consultant Geriatrician, and Department of Gerontology in St. Vincent's University Hospital.

PHYSIOTHERAPY DEPARTMENT

The Physiotherapy Department provides a service to residents of Leopardstown Park Hospital and the Clevis Welfare Home as well as the Day Centre and Respite Clients.

A comprehensive assessment precedes individualised treatment.

Referrals can be made by the Medical Officer, Clinical Nurse Managers or Health & Social Care Professionals (HSCPs). This service is provided from 8.30am to 4pm Monday to Friday.

The Physiotherapy staff participate fully in Inter-Disciplinary Team Meetings and are active on various hospital committees.

The Department actively promotes and support education and Continuing Professional Development.

OCCUPATIONAL THERAPY DEPARTMENT

The Occupational Therapy (OT) Service is available to residents and day centre clients but is not available to clients admitted for Respite. Following assessment, OT intervention may be provided on an individual and/or group basis. The OT Department offer a range of therapeutic interventions which includes areas such as Activities of Daily Living, Splinting, Seating, Positioning and Pressure Care, Group based activities. Group activities may include baking, Wii, quiz, newspaper sessions, art, films, movement to music classes, gardening and multi-sensory therapy.

Activities: The Occupational Therapy Department work with residents and/or their families to identify areas of interest i.e. hobbies, past interests, by using a Leisure and Interest checklist and informal discussions. Activities are tailored to suit the residents' interests and abilities.

The Department promotes choice by offering a range of activities both individual and group e.g. art, baking, multi-sensory, film, and movement to music, discussion/newspaper, and computers. This includes seasonal activities e.g. gardening, Christmas events, and themed activities e.g. televising major events via big screen.

There are activity timetables available on each ward and other prominent locations in the hospital to promote and advertise the activities and any special events. These timetables are updated and reviewed regularly.

PHARMACY DEPARTMENT

The Pharmacy Department provides pharmaceutical care for residents. Our pharmacists provide advice and medicines information to Medical & Nursing colleagues as well as residents. The overall aim is to provide high quality, safe, rational and effective use of medicines.

The Department has evolved over the years to incorporate all aspects of medicines management from procurement to administration. The Department is committed to highest level of clinical governance and continuing professional development.

The Pharmacy staff participates fully in Inter-Disciplinary team meetings and various hospital committees.

Opening Hours:

8.30am to 4.30pm Monday – Friday

CHIROPODY/PODIATRY

The chiropody service for residents is provided on a needs basis and the podiatrist is in attendance twice weekly.

OPHTHALMIC SERVICE

Home Care Optical is requested on a referral basis by the Medical Officer for eye testing to be carried out on site and spectacles are supplied if required.

DIETICIAN

The Dietician provides a Nutrition and Dietetic service to the residents of Leopardstown on a part time basis, 5 days per week. The Dietician functions as a core member of the Inter-Disciplinary team; assessing and monitoring the nutritional status of LPH residents and identifying residents who require nutritional intervention. They implement specialised dietary care plans, based on nutritional assessment, to ensure that resident's specific needs are met. The Dietician works in close collaboration with the catering department to ensure that residents are provided with a nutritious, varied diet and that any specific therapeutic diets or client preferences are catered for. The Dietician also serves as a source of expertise and education for other LPH health professionals and to the catering department.

SOCIAL WORKER

Medical Social Work Department

The Medical Social Work Department is committed to providing a service which offers the opportunity to identify and deal with all aspects relating to the social, psychological and emotional impact of being admitted to long term care.

This service is also extended to those who avail of: Respite Services, Rehabilitation, or Day Care Centre Services in Leopardstown Park Hospital.

Social Work therapeutic interventions may include:

- Individual Support
- Individual intervention
- Bereavement support

- Crisis Intervention
- Care planning
- Advocacy, empowerment and mediation
- Networking with statutory and voluntary agencies to keep residents/families/clients /carers informed of their rights, entitlements as well as linking them with appropriate support services and groups
- Facilitation of family meetings

The Medical Social Work Department facilitates the Residents' Forum to give the residents a voice. This group meets bi-monthly to address issues that may arise.

The social work service is confidential and available to all who avail of a service in the hospital and their families. The Medical Social Work Department works as part of the Inter-Disciplinary team in the hospital.

WELCARE CENTRE:

The Welcare Centre was set up in January 2002 to assist the existing Nursing staff to provide 'individual person-centred care' for our long-term residents by enhancing the quality of their lives.

To achieve this level of care the Welcare Centre staff offer services which interact with both residents and their families to develop supportive relationships during their experiences of long-term care in our hospital.

Phlebotomy Service: monitors drug therapy and continual assessment of resident's general well-being.

Outside Networking: providing social contacts outside the care setting encourages old friendships to continue and new ones to develop. Shopping trips to familiar centres stimulates group interaction and communication while maintaining independence and choice. Theatre trips during summer and the Christmas season allows residents to enter the world of fantasy and make-believe.

Student Facilitation Service: profiles Care of the Older Person in Long-term by providing a four week placement during BSc Nursing Degree in both Trinity College and University College Dublin. Our residents benefit also by sharing their stories with eager young learners.

During the past nine years the ethos of the Welcare Centre to promote Well-being for our residents has extended to staff members, in the hope of achieving a good quality of life for all.

SPEECH & LANGUAGE THERAPY

The Speech & Language Therapy service provides assessment and management of difficulties with oral-motor function, speech clarity, and expressive and receptive language. The objective of intervention is to maximise a client's ability to understand what is communicated to them, and respond in a meaningful way. Speech & Language Therapy services also provide intervention for feeding, eating, drinking and swallowing difficulties. Following assessment, this may include modification of food or drink consistencies, exercises, postural changes, or specific techniques to ensure maximally safe swallowing. All recommendations are made with full liaison with relevant staff, including nursing and care staff, dietician, catering staff and

pharmacy. Referrals to the service are accepted in writing from any member of the MDT or nursing staff. The service is provided on a part-time basis, 3 days per week.

INFECTION CONTROL

Leopardstown Park Hospital employs a full time Infection Control Clinical Nurse Manager, who chairs the Infection Control Committee meeting bi monthly. The Infection Control Nurse liaises closely with the Health Protection and Surveillance Centre and Department of Public Health with respect to outbreak notifications. In addition regular reporting on IPC activity is made to the Hospital Board's Integrated Quality & Safety Subcommittee. The Infection Control Clinical Nurse Manager leads annually on the flu vaccination campaign

RESIDENT SERVICES

Resident Services encompasses; reception, security, porters, transport, medical records, clerical support, volunteers, resident events and activities, liaise with Veteran Support Groups and chaplaincy. Resident Services Manager is also the Hospital's Complaint Officer and Freedom of Information Office and an active participant of the Senior Management Team. Seven days a week there is at least one formalised activity in place but more often there is a choice. Weekly bus outings take place. Other outings are personalised for each resident e.g. zoo, cinema, NCH, pub etc. For those residents who are immobile we have specific activities geared to them. Each resident has received a copy of the weekly activities and has a personalised activity schedule

Table 2: WTE staff at Leopardstown Park Hospital

Grade	Whole Time Equivalent
CEO	1
Admin Grades: management, HR, Finance, clerical, Supplies, Engineering	18.86
DON	1
ADON	1
Clinical Nursing Managers 1&2	14.60
Registered General Nurse	47.72
Medical	1
Allied Health Professionals	10.27
Catering	17.85
Support staff HCA	81.17
Grounds /Maintenance	4.00
Porter	2.00
Cleaning staff	9.75
A.H.P Assistants	2.80
Welfare Home Supervisor	1
Laundry Staff	2.59
Drivers	3.15

Chaplains	1.25
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FACILITIES

Glencairn Day Centre

Mon - Fri

The objective of the day care service is to prevent isolation of clients by improving their quality of life and maximizing independence. The services provided may include limited nursing care, physiotherapy, (on the day the client attends, no additional sessions can be facilitated) occupational therapy, medical social work services, hairdressing, social activities and transport services. The transport service is available when the client has no other means of attending. There is a minimal charge for transport and lunch.

Sat – Sun

Social Day Care is also offered on Saturday and Sunday with transport also provided by the hospital if required. Referrals to the day care service are made through Consultants and the Public Health Department.

Carman Day Care Dementia Service

This is a specialized day service, which provides support to those who suffer from dementia and those who care for them. A secure and caring environment is provided in the Carman Centre on a day care basis. Limited respite care is also available for those who attend. (Female clients only.) Transport and lunch are provided at a minimal cost. In order to ensure a homely environment the maximum number of daily places are limited to nine. Referrals are made through Consultants and the Public Health Department.

OTHER FACILITIES

Religious Services - Mass is celebrated three times a week by the hospital Chaplin and the Church of Ireland minister holds a service on the first and third Friday of the month in the hospital. There is a Church with a mortuary on the grounds.

Laundry services – Services are available on site for the laundering of resident's personal clothing. Residents are advised to label their clothing so that items can be returned safely from laundry. Clothing may also be labelled in the hospital.

Smoke free environment – The hospital operates a smoke free environment and residents are encouraged not to smoke

Facilities for Families – The family of ill residents can be facilitated to stay overnight in a designated family room. We also provide chairs and blankets for relatives who may prefer to stay beside their loved one. Meals can be arranged in the staff restaurant.

Outdoor seating area - There are gardens outside Units where seating is provided for residents and their families. The sensory gardens are located outside Glencree ward.

The Residents' Forum:

This Group was established by the Social Work Department in 2007 supported by the Residents Services Department.

The purpose of the Residents' Forum is to create a forum in which the residents are given a voice regarding all aspects of living in long term care. The Forum also strives to help/assist the residents to make choices and take more control of their own life and help the residents in making the view and concerns heard and to make sure that their voices are listened to and answered. The Forum is not a referee in a dispute or argument nor does it take the control away from the residents by persuading them into a certain way of thinking.

The Residents' Forum is based on the following principles:

- Respect
- Trust
- Confidentiality (please refer to SW Dept. Manual on Policies and Procedures for a detailed account)
- Always act in the residents' interest
- Always act in accordance with the residents and instructions where possible
- Ensure the resident feels in control of the process
- Provide the residents with the necessary information and updates thus empowering them to make the decision they are most comfortable with.
- If a conflict of interest arises for the chair regarding a matter the chair will refer this matter to a third party such as Age Action.

Advocacy

All advocacy types are of equal value. What advocacy is used, and when, should depend on what is best suited to the person who seeks it. A individual may ask for different types of advocacy support at different times in their life.

What is common to all types of advocacy is that the person who it is for is always at the centre of the advocacy process. It is all about what that person wants, and finding the best way of getting that across to the people who need to know.

In the event that any resident wishes to have an independent advocate, Leopardstown Park Hospital has a Memorandum of Understanding with SAGE, who would provide and independent advocate should a resident wish to access one

Complaints Procedure

Information of complaints procedure is available to all, in the resident's information display units at various prominent locations around the hospital. The complaints policy outlines the various steps in the procedure and all staff members have been trained and are familiar with the policy.

Initial, minor complaints may be dealt with at ward level. More serious complaints are referred to the Complaints Officer (Resident Services Manager). All complaints

are viewed in a constructive manner and are dealt with promptly and emerging suggestions are utilised to inform policies and practices.

All complainants are kept informed of any investigation arising from the complaint or concern. The Hospital also records if the complainant was satisfied with the outcome of any investigation. The complaints procedure also provides details of individuals who are independent of the complaints process so that the complainant can appeal if they are not satisfied with the outcome of the investigation.

Visiting times - There is an open visiting policy at Leopardstown Park Hospital, however visitors are requested to respect the Unit Managers instructions. Visiting hours end at 8.30 pm in order to provide a quiet environment for residents to settle down to sleep. Exceptions are made in special circumstances.

Family day – Annually in July, there is a Garden Party day where relatives are encouraged to visit and join in celebrations. We also hold a Garden Fete in August of each year.

On special occasions such as birthdays and Christmas family members are invited to participate in the celebration and refreshments are supplied.

Visits to Home/family- Daily and/or overnight home visits to family and friends are encouraged and facilitated, as far as possible, when the resident's condition allow.

Catering – All meals are 'home made' on the premises by qualified chefs. Choice of meals is offered and suggestions are welcome from residents and staff.

BREAKDOWN OF RESIDENTIAL UNITS.

Residential areas of the hospital are divided into units.

Tibradden

Accommodates 12 female residents. There are 2 side rooms. There is a communal lounge/dining room and a number of break out spaces for residents. There is direct access to a landscaped enclosed garden

Kilgobbin

Accommodates 13 long term male residents. There are 2 side rooms, a communal lounge/dining room and a kitchenette for the provision of light refreshments and a number of break out spaces for residents. There is direct access to a landscaped enclosed garden

Kiltiernan

Can accommodate 14 residents. One bed is utilised for respite care. There are 3 side rooms. There is a communal sitting room/ dining area and a number of break out spaces for residents. There is direct access to a landscaped enclosed garden

Enniskerry

Accommodates 13 female residents. There are 2 side rooms. There is a communal sitting room/ dining area and a number of break out spaces for residents. There is direct access to a landscaped enclosed garden

Woodview

Can accommodate 8 respite/rehabilitation residents. There is one single side room. There is also an area which is used as communal dining and sitting room.

Djouce:

Currently accommodates 10 residents. It comprises of 1 single room, 1 two bedded bay, 1 three bedded bay and 1 five bedded bay. There is a communal dining and sitting room.

Glencree:

Glencree ward accommodates 27 residents with 7 single rooms. It consists of 4 four bedded bays and 2 two bedded bays. The residents have access to a sensory garden with seating facilities. There is a communal dining and sitting room and a small kitchenette to accommodate the serving of resident meals.

Glencullen

Glencullen ward accommodates 27 residents. The accommodation consists of 7 single rooms, 2 twin rooms and 4 four bed bays. There is a communal dining and sitting room and a small kitchenette to facilitate the serving of resident meals.

LAYOUT OF RESIDENTIAL CARE AREAS.

The breakdown of beds into wards/rooms in Tibradden is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1
- Bedroom 3 = 10

The breakdown of beds into wards/rooms currently in Kilgobbin Unit is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1
- Bedroom 3 = 11

The breakdown of beds into wards/rooms in Kiltiernan is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1
- Bedroom 3 = 1
- Bedroom 4 = 11

The breakdown of beds into wards/rooms in Enniskerry is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1

- Bedroom 3 =11

The breakdown of beds into wards/rooms in Glencree is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1
- Bedroom 3 = 1
- Bedroom 4 = 1
- Bedroom 5 = 1
- Bedroom 6 = 1
- Bedroom 7 = 1
- Bedroom 8 = 2
- Bedroom 9 = 4
- Bedroom 10 = 4
- Bedroom 11 = 4
- Bedroom 12 = 4
- Bedroom 13 = 2

The breakdown of beds into wards/rooms in Glencullen is as follows

- Bedroom 1 = 1
- Bedroom 2 = 1
- Bedroom 3 = 1
- Bedroom 4 = 1
- Bedroom 5 = 1
- Bedroom 6 = 1
- Bedroom 7 = 1
- Bedroom 8 = 2
- Bedroom 9 = 4
- Bedroom 10 = 4
- Bedroom 11 = 4
- Bedroom 12 = 4
- Bedroom 13 = 2

The breakdown of beds into wards/rooms in Woodview are as follows

- Bedroom 1 = 1
- Bedroom 2 = 7

The breakdown of beds into wards/rooms in Djouce are as follows

- Bedroom 1 = 1
- Bedroom 2 = 2
- Bedroom 3 = 3
- Bedroom 4 = 4

Breakdown of beds in each ward/room is illustrated on table 3 below.

Tibradden	No of beds in Unit	No of beds in Each room/Ward	Ward size	Comments
	12	10 -Bedded	As outlined previously	
		1-Bedded		
		1- Bedded		

<u>Kilgobbin</u>	<i>No of beds in Unit</i>	<i>No of beds in Each room</i>	<i>Ward size</i>	<i>Comments</i>
	13	11- Bedded	As outlined previously	
		1- Bedded		
		1- Bedded		

<u>Kiltiernan</u>	<i>No of beds in Unit</i>	<i>No of beds in Each room</i>	<i>Ward size</i>	<i>Comments</i>
	14	11- Bedded	As outlined previously	
		1- Bedded		
		1- Bedded		
		1- Bedded		

<u>Enniskerry</u>	<i>No of beds in Unit</i>	<i>No of beds in Each room</i>	<i>Ward size</i>	<i>Comments</i>
	13	11- Bedded	As outlined previously	
		1- Bedded		
		1- Bedded		

<i>Unit</i>	<i>No of beds in Unit</i>	<i>No of beds in Each room</i>	<i>Ward size</i>	<i>Comments</i>
Glenree Ward	27	2 four Bedded units 2 four bedded units 2 two bedded rooms 7 single rooms	As previously outlined	
Glencullen Ward	27	7 single rooms 4 four bedded units 2 twin rooms	As previously outlined	
Djouce	10	1 one bed room 1 two bedded room 1 three bedded room 1 four bedded room	As previously outlined	
Woodview	8	1 one bed unit 1 seven bed unit	As previously outlined	

PRIVACY & DIGNITY

Promotion of privacy and dignity underpins all activities affecting residents in the Hospital. There is a robust policy to be followed by all staff in relation to this. Although the physical environment does not allow for all residents to have single

rooms every effort is made to provide an environment and culture which allows for privacy and dignity as follows:

1. Environment

Screens/curtains are provided in each unit and used when personal/intimate care is given.

Assessment and care giving is conducted in a private area to prevent intrusion

Notices are posted on all bathrooms and toilets to alert others that the room is occupied.

When a resident wishes to share a private conversation with family member, religious minister etc. a private room is provided.

A locked area can be provided on request.

Personal notes are locked securely at ward level.

2. Work Culture and Care Practices

Staff communicate in a manner that is respectful and meets the individual resident's needs.

Consent is sought for all care as well as information sharing.

Staff promote autonomy and an enabling environment

Attitudes and behaviour of staff ensure residents feel they matter at all times.

Residents are afforded choice in relation to recreational activities, personal clothing and all activities of daily living preferences.

CRITERIA FOR ADMISSION

LONG TERM RESIDENTIAL CARE A placement panel is in operation for the "placement" of people requiring long term care. This is facilitated by the completion of a Common Summary Assessment Report (CSAR) since the introduction of Fair Deal in October 2009. Following the receipt of the CSAR, Nursing Administration conduct a clinical assessment of the resident's activities of daily living to ensure that the hospital can accommodate the individual needs of the resident. The Inter-Disciplinary team are then involved prior to the admission of the resident.

RESPITE

Respite referrals are received on "Respite referral form" from PHN (Public Health Nurse) and SW (Social Worker) working in the Community. Priority on the respite list is based on assessment of needs.

EMERGENCY RESPITE/EMERGENCY ADMISSIONS.

In exceptional cases an older person may be admitted into respite care in case of emergency for example.

If the older person is deemed to be at immediate and unanticipated risk at home and there is an available bed.

In situations where there is sudden and temporary loss of the care giver and replacement care is not available.

FIRE SAFETY GUIDELINES

A fire safety procedure is included in the Safety Statement and has been developed to ensure, so far as reasonably practicable, that the risk from fire will be managed in compliance with the fire services Act 1981.

Staff training – Training is carried out on a monthly basis and it is mandatory for staff to attend annually.

Health & Safety meetings are held bi-monthly and any issues of concern are discussed and addressed.

At ward level weekly fire safety checks are undertaken and recorded to ensure the fire alarm and fire doors are operating correctly.

Fire orders are displayed in all work areas.

Smoke alarms are in place in all resident areas and a maintenance contract is in place to service the system on a quarterly basis.

List of Key Policies that Inform Practice in Leopardstown Park Hospital

Personal/Intimate care

Medication Management

Protection and Management of Abuse

Nutrition for Older People

Admissions, Discharges and Transfers

Communication Policy

Consent and Advocacy Policy

Palliative care/ End of Life Care

Resuscitation Policy

Last Offices

Pressure Area Care

Pain Management

Wound Management

Incident, Serious Untoward Incident and Near Miss Policy

Moving and Handling Policy

Automated External Defibrillation Policy

Care Planning and Assessment Policy

Management of Cognitive Impairment Policy

Continence Care Policy

Urinary catheterisation Policy

PEG Management Policy

Oral Health

Syringe Driver Policy

Use of Restraints

Missing Resident Policy

Safety statement

Terms and Conditions of the Contract of Care at Leopardstown Park Hospital

- The contract of care to the Resident or his/ her Representative must be signed.
- The Resident or his/her Representative are involved in discussing the contract.
- The contract will be signed by the Resident or his/ her representative and the registered Person in Charge.
- Where the resident or his/her representative is unable to sign, this is recorded in the residents' financial notes.
- The contract will include:
 - The room to be occupied.
 - The overall care and services covered by the fee.

- Any additional health, personal and social care services to be paid for over and above those included in the fee.
- The fees payable and by whom.
- The rights, obligations and liability of the resident or his/her representative and the registered provider.
- The terms and conditions relating to the period of occupancy including the period of notice to leave.
- The circumstances under which the resident can be discharged or the contract terminated.
- A clear outline of the policy on absences by the resident from the hospital.