



Policy Title	Statement of Purpose and Function
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Contributors	Quality, Compliance & Training Department
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## Version Control

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1.0	Quality, Compliance & Training Manager	Review	SMT



### **1.0 POLICY:**

The Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults with Disabilities) Regulations 2013 requires all Sunbeam House designated centres to have A Statement of Purpose and Function document in place that describes the purpose and function of each designated centre.

### **2.0 SCOPE:**

This policy applies to all Sunbeam House Service designated centres under the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults with Disabilities) Regulations 2013

### **3.0 ROLES & RESPONSIBILITIES:**

The Client Service Manager in each designated centre has the responsibility to compile a written Statement of Purpose. The elements required in the statement under Regulation 3 Schedule 5 of The Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults with Disabilities) Regulations 2013 are as follows;

1. Information set out in the Certificate of Registration.
2. The specific care and support needs that the designated centre is intended to meet.
3. The facilities which are to be provided by Sunbeam House Services.
4. The services which are to be provided by Sunbeam House Services to meet the care needs of the residents
5. Criteria used for admission to the designated centre, including policy and procedures (if any) for emergency admissions.
6. The number, age range and gender of the residents.
7. A description (either in narrative form or floor plan) of the rooms in including their size and primary function.
8. Any separate facilities for day care.
9. The total staffing compliment, in full-time equivalents with management and staff complements as required in Regulations 14 and 15.
10. The organisational structure of the designated centre.
11. The arrangements made for dealing with reviews and development of a resident's personal plan.
12. Details of any therapeutic techniques used in the designated centre and arrangements made for their supervision.
13. Arrangements made for respecting the privacy and dignity or residents.
14. The arrangements made for residents to engage in social activities, hobbies and leisure interests.
15. The arrangements made for residents to access education, training and employment.
16. The arrangements made for consultation with, and participation by, residents in the operation of the house



17. The arrangements made for residents to attend religious services of their choice.
18. The arrangements made for contact between residents and their relatives, friends, representatives and the local community.
19. The arrangements made for dealing with complaints (part 10 of the Health Act 2007 Regulations 2013)
20. The fire precautions and associated emergency procedures in the designated centre.

The Client Service Manager is responsible for ensuring that the information contained in the statement is accurate and up to date.

The Quality Compliance and Training team will forward The Statement of Purpose and Function to The Health, Information and Quality Authority (HIQA) on request.