



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

St Joseph's Hospital,
Trim,
Co. Meath

Telephone No: 046 9431229
Fax No: 046 9437454

Residential and Respite Care Unit for Older Adults



WELCOME:

The staff of St Joseph's would like to extend a very warm welcome to you. We hope that by working together, you and the team will achieve the best possible care. We also want to maintain and restore as much of your independence as possible. Please feel free to ask any questions about any aspect of your care and remember that all staff will be happy to meet with you and/or your family to discuss any aspect of your treatment and progress.

St. Joseph's provides a range of care options:- assessment, rehabilitation, continuing care, respite and care of the dying. St Josephs is spilt into six units.

TARA SUITE Telephone number	Unit 1 Female Unit, 046-9481510
LACKANASH SUITE Telephone number	Unit 2 Female Unit, 046-9481511
CAMILIUS SUITE Telephone number	Unit 3 Male Unit, (6 Female beds) 046-9481512
SYCAMORE SUITE Telephone number	Unit 4 Male Unit, 046-9481513
BUTTERSTREAM SUITE Telephone number	Unit 5 Male/Female Unit, 046-9481514
Day Hospital, Telephone number	046-9481515

Unit 5

This is a 26-bedded male and female unit providing assessment, continuing and respite care. Unit 5 is a complete unit caring for the needs of residents with Alzheimer's and Dementia. All residents have access to all the services of the hospital, as appropriate.

Day Hospital

The Day Hospital provides the professional care of nursing, physiotherapy, occupational therapy and podiatry to assist the older client to live independently at home for as long as possible in the community. Referrals for the Day Hospital are via the local public health nurse, GP, or any other health professionals.

The purpose of this booklet is to:

- Introduce you to the our services
- Introduce and explain who the team members are
- Tell you about our approach to your care
- Familiarise you with our facilities

Aims of Our Service

To provide a quality service that is equitable, accountable and appropriate to each resident's needs and delivered in a holistic manner through the multidisciplinary team and care planning.

Vision Statement

We believe our ultimate purpose is to provide care taking into consideration the personal needs, values and beliefs and choices of individual residents, staff and family members. This can be achieved by working in partnership, together, to promote and embrace a culture of understanding, openness, trust, commitment, sensitivity and respect towards each other. We will actively encourage the resident/client to express their individuality in all aspects of their life.

We will strive to provide an environment that promotes well-being to enhance quality of life for all in a safe and stress free environment. The factors that enable us to achieve our purpose are our commitment and our accountability to develop our skills and knowledge about each other, to set and achieve standards, and to meet the changing needs of our service.

These factors can be enabled by actively encouraging and involving residents, families and staff to participate and share decisions about the care we provide.

Brief History

St Joseph's Hospital Trim was established in Meath in 1841. In 1884 the Sisters of Mercy were placed in charge of the facility at the request of the Poor Law Guardians, and this work of Mercy was continued for many years. A Convent was erected for the use of the Sisters and was dedicated to "St Michael the Archangel".

The management of the facility was taken over by Meath County Council in 1921 and was then known as the County Home. The building was gradually upgraded and more suitable accommodation provided for the sick and poor, it was then known as St Joseph's Home.

When the Health Boards were established in 1970, major improvements gradually took place under the direction of the North Eastern Health Board. St Joseph's Home was later named St Joseph's Hospital.

How to Access the Service

Referrals for Care in St. Joseph's

Referrals for residential, respite and day hospital/care services are accepted from General Practitioners, Public Health Nurses and from Acute Hospitals through the Liaison Nurse. All referrals are discussed at fortnightly meetings by a multidisciplinary team and a decision is made on a needs basis.

Once the referral has been accepted the potential resident is written to offering them the opportunity to visit the hospital and their willingness to be added to the waiting list.

If your circumstances change and you no longer wish to avail of a bed in St Josephs we would ask that you inform the nursing management.

Admission to St. Joseph's Hospital Trim

When a bed becomes available you or your relatives will be contacted offering you the bed. Admissions occur from Monday to Friday and before 3.00 p.m, excluding bank holidays.

On admission persons are asked to take in the following: toilet bag and requisites, towels and face cloths, pyjamas, night dresses and dressing gown, a supply of underwear, clothing and stockings and male residents should also include shaving requisites. Residents and their families are advised that valuables and jewellery especially loose rings and wedding rings are best taken home for safe-keeping.

Respite Care

We provide Respite Care to support the dependant elderly living at home either alone or with family. We also provide respite for residents suffering from Alzheimer's disease or other Dementias in Unit 5.

Respite is defined as a "Break" and is unique as it serves both the person and their caregiver. It is usually for a period of 2 weeks, this period of time can be altered in response to the dynamics of the home situation and the demands upon the service.

All referrals for Respite Care are processed by the local Public Health Nurse following requests from the person, family or local GP. The Hospital Liaison Nurse in the acute hospitals may also request Respite following discharge as part of a discharge package of care.

All enquiries regarding respite care in St Joseph's should be referred to the Nursing Management Office. When you have availed of respite you will always avail of respite in the same unit and you should contact the unit directly for advice and bookings.

Discharge of Residents

St. Joseph's Hospital upholds the right for everyone to live for as long as possible in their own home.

All residents admitted to St. Joseph's for:

Slow Steam Rehabilitation

Assess & Review

Will be fully assessed and their initial progress monitored by the multidisciplinary team for a period of 1-2 months to determine the resident's potential to return to their home.

There is a continuous on going review of individual's progress

When planning for discharge:

The following is taken into consideration

- Resident's own wishes.
- Resident's progress.
- Family and the Community Support Network.

Professional Care

Each unit is led by a Clinical Nurse Manager 2 and a Clinical Nurse Manager 1.

Within each unit there are a team of nurses, health care assistants, catering attendants and housekeeping attendants trained to provide care to the residents and cater for their needs.

UNIFORMS:

CNM	Navy Tunics and Navy trousers
Staff Nurse	White Tunics and Navy trousers
Health Care Assistant	Light Mint Green Tunics, Navy trim and Navy trousers
Catering Assistant	Light Blue Tunics, Navy trim and Navy trousers
House Keeping Assistants	Lilac Tunics, Navy trim and Navy trousers

We occasionally have to employ temporary agency nursing and care staff.

The nursing team have access to:

- Dental
- Dietician
- Hairdresser and Barber
- Ophthalmology
- Pharmacist
- Physiotherapy
- Podiatrist / Chiropodist
- Social worker for elder abuse

When necessary referrals to Occupational Therapy and Speech and Language Therapist can be made.

Medical Officer

On admission to St. Joseph's, the Medical Officer assumes responsibility for the medical management of each resident in consultation with the multidisciplinary team and the resident's family. After 5pm at weekends and on public holidays, the Medical Officer is not available on site and we access the Doctor On Call Service for Co. Meath. Residents may be transferred to the acute service if treatments / investigations cannot be offered in St Joseph's.

Care Planning

This is achieved by the holistic assessment of each individual resident identifying their needs, likes and dislikes. This assessment will assist the multidisciplinary team develop a care plan in consultation with the resident and their family. The care plan will be implemented by the staff in St Joseph's and reviewed on an ongoing basis by the multidisciplinary team and their primary nurse.

Primary Nursing

Each resident will be allocated a qualified nurse who is responsible for the ongoing assessment and evaluation of specific resident's needs and progress. They have a responsibility to request appropriate referrals and liaise with all members of the multidisciplinary team and family on an ongoing basis. We would request that your family where possible contact the primary nurse when on duty to discuss resident's care.

Life stories

Each resident will be offered the opportunity to develop their own life story. This book is an opportunity to capture the resident's individuality and life history. Life stories will assist the staff in building therapeutic relationships with residents and assist in developing the care plan.

Diversional Therapy

Residents are encouraged to join in the Activities Programme usually twice a week. A variety of activities are offered such as gentle exercise, quizzes, craftwork, sing-along's, board games and bingo. These gatherings are an opportunity to meet, chat and be entertained. We also have regular visits from musicians and occasional outings. Residents who are bed bound are visited on a one to one basis by the Activities Nurse.

Religion

We have a number of masses held in the chapel during the week which are televised to the units and mass on a daily basis in the hospital chapel. Our Church of Ireland chaplain arranges services to suit local needs. Pastoral Care is provided by the parish clergy. The rosary is broadcast daily via the PA System.

Other services

Catering

St Joseph's has on site catering facilities and we will always attempt to cater for resident's likes and dietary requirements. There are daily menus which have been developed to incorporate the nutritional requirement of the residents in an appealing way. All residents will have a full nutritional assessment following admission and a referral to the dietician can be made for advice as required. The resident's dining room opens for the main meal at 12.30 and super at 16.30 hrs and we encourage residents to use this facility. We encourage resident's families to visit at mealtime as this is an important social occasion. Family assistance at mealtimes is valued. We value the resident's input and this is currently promoted through an Essence of Care Framework

Laundry

Facilities are available on site for laundering of personal clothing. We do encourage families to launder their relatives own clothing, and we can arrange for clothing to be placed in clearly identifiable bags for this purpose. Families must provide a labelled laundry bag.

Clothing

Residents must supply their own personal clothing, such as daywear, night attire, footwear and toiletries and are encouraged to wear their own clothing. We advise that personal clothing is clearly marked with resident's name to avoid loss. New items of clothing should be handed in for marking prior to wearing. We are restricted in space so we cannot store a large amount of individual clothing. Residents and their families should ensure there is adequate clothing and footwear made available.

Shopping Facilities

There is a shop on site, selling toiletries, sweets and soft drinks.

10.00am – 1.00pm Monday to Saturday.

10.00am - 12.00pm midday on Sundays.

A shop trolley is taken around the wards every day on a rotational basis.

Items may be ordered, e.g. weekly and daily newspapers or magazines.

Visiting Hours

The Hospital practices 'Open Visiting', and visitors are always welcomed, their contribution to the happiness and well-being of the residents is recognised and acknowledged. Good practice and resident's care may necessitate some regulation of visiting, and visitors are normally expected to leave the hospital by 9:00 p.m. During mealtimes only one visitor is permitted who will assist the resident to eat. All other visitors are requested to leave.

Family Room

Relatives of residents who are very ill may avail of the family room facility, where there is a tea-making facility, and a place to rest if staying overnight. The Clinical Nurse Manager or nurse in charge should be asked about the use of this facility. They are always available to answer queries, and to provide counselling and support in times of worry or crisis regarding a patient.

Smoking

In compliance with smoking regulations, St Joseph's is a smoke free environment. (see local policy). We ask that if this affects you that you discuss this with staff prior to your admission.

Administration Office

This is open from 9.30 a.m. – 5.00 p.m. Monday – Friday.
Not open during lunch hour 1-2 p.m.

All queries relating to resident's accounts and bed charges should be directed to this office 046-9431229.

Hospital Charges

Charges for hospital are based upon a legal framework and a financial assessment and this will be discussed with you individually by the Resident's Accounts Officer.

Valuables

We aim to provide a homely environment and to achieve this residents are welcome to bring in some personal belonging such as pictures and throws. Space is limited so large items can not be accommodated. Use of personal electrical equipment must be checked onsite for safety reasons. Please consult with the staff with regard to this issue.

St. Joseph's Hospital cannot accept responsibility for loss, damage or theft of personal items, including money, jewellery or clothing.

Legal Affairs

The staff of St. Joseph's do not get directly involved in any aspect of the legal affairs of any resident or user of the service. If you wish to review your legal affairs while staying in St. Joseph's, please talk directly with your Primary Nurse or the Clinical Nurse Manager for advice.

Quality and Risk

Quality and Accreditation

The staff in St Joseph's strive for the highest standards. Internally there are committees established to support this process which oversee the implementation of quality initiatives. These include the Residential Care Standards and the Hygiene standards, which are monitored by the Health Information and Quality Authority (HIQA) which is an independent body. We are developing a person centred care ethos within St Joseph's. Please ask a member of staff for more information on these and other initiatives.

Independence and Risk

Residents will always be expected to try and do things by themselves, if they can. This might include such activities as dressing, going to the bathroom alone or using a wheelchair or other aids. These activities are not without risk as there is always a danger of falls, slips, and trips. Falls among older people are common and are a major cause of injury among elderly and debilitated residents. While falls can never be fully prevented, the risks can be reduced. Prevention of falls is a priority. On admission, you will have a multidisciplinary falls risk assessment. The team may recommend suitable footwear, mobility aids, hip protectors, bed-side rails, sensor alarms attached to a chair or bed which alert the nurse to movement. Your consent is required for the use of any equipment, so please consider the team's recommendations to maintain your safety. It is essential you and your family and/or carers follow staff instructions about moving, walking or not walking, at all times. In the event of advice and recommendations not being adhered to, you will be at an increased risk of injury.

Hygiene and Infections

The staff strive to maintain a clean homely environment and we ask that you and your visitors support us in this and inform us if you identify any areas that require attention. To manage and prevent the spread of infections residents may be screened for infection, e.g. MRSA. In the case of outbreaks, like the "Winter Vomiting Virus", visiting restrictions may be in effect from time to time. Residents may also be moved, if necessary. Such measures are always in the best interest of residents. Please note that alcohol gels and foams for hand sanitisation are located throughout the facility and we request that visitors wash their hands before entering and on leaving a ward area.

Health and Safety

The Health and Safety of residents, visitors and staff is of paramount importance. We would request that everybody is vigilant when within the facility and report any concerns to a staff member.

Children or vulnerable persons should not be left unsupervised during visiting times.

Communication

We would request that families ring the units and preferably between 11.00am and 20.00pm each day as this will not distract staff from providing vital care to the residents. In special circumstances families can ring at any time.

Resident's Committee

A Resident's Committee was established in 2005 and meets monthly to discuss issues ranging from activities, the hospital environment, the service provided and other issues as they occur. This committee is independent of staff or management and offers residents and relatives an opportunity to speak freely on any issues. The committee have developed a news letter which is published every 3 months which will keep the residents and their visitors informed of developments and significant events. The committee welcome new membership and if you wish to become involved in this committee please speak to the Clinical Nurse Manager who will put you in contact with a member of the committee. There are notice boards on each unit which will also keep residents informed of developments and activities.

Residents Records

The resident's care records are stored at unit level and residents can request access to their records at any time in the presence of a staff member. The individual nursing care plans are stored at the end of each resident's bed and are for residents to read and to be involved in their developments and ongoing review.

Financial records are stored in a locked central area and the resident or named designate can seek access to these.

Comments and Feedback

We welcome any comments that residents and visitors may wish to make and a comment box is available on all units for same. Relatives or visitors of residents in St. Joseph's who wish to complain or seek more information are encouraged to do so by speaking with the Nurse in Charge on the unit at that time or alternatively contacting the Director of Nursing or Nursing Management.

HAVE YOUR SAY The HSE welcome and invites you to have your say about our services. It is now easier for you to make a comment, a complaint or pay staff a compliment. Leaflets are displayed giving you information on how you can have your say. **Ask any member of staff to help you.** You may also choose to email the HSE directly at yoursay@hse.ie be assured that they read comments and complaints every day. We will respond to you quickly. When local investigation is required you will understand that this takes time but we will always do our best to act quickly and efficiently and we will keep you updated regularly on progress. Please help us to improve the process for you by giving us feedback.