

Inspection Report

22 July 2022



Limavady Community Development Initiative

Type of service: Day Care Setting
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Assurance, Challenge and Improvement in Health and Social Care

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1.0 Service information

<p>Organisation/Registered Provider: Limavady Community Development Initiative</p> <p>Responsible Individual: Mr. Jonathan Thomas Mc Shane (Awaiting Registration.)</p>	<p>Registered Manager: Mrs Gaynor Millar</p> <p>Date registered: 18 January 2018</p>
<p>Person in charge at the time of inspection: Mrs Gaynor Millar</p>	
<p>Brief description of the accommodation/how the service operates: Limavady Community Development Initiative provides day care for physically disabled adults aged 18-65 years. The centre serves the Borough of Limavady and is contracted by the Western Health and Social Services Trust (WHST) to provide care for 23 service users three days per week.</p>	

2.0 Inspection summary

An unannounced inspection was undertaken on 22 July 2022 between 09.00 a.m. and 12.00 p.m.

The inspection was conducted by a care inspector.

The inspection examined the day care setting's governance and management arrangements, reviewing areas such as staff recruitment, professional registrations, staff induction and training and adult safeguarding. The reporting and recording of accidents and incidents, complaints, whistleblowing, Deprivation of Liberty Safeguarding DoLS, Service user involvement, Restrictive practices, Dysphagia and Covid-19 guidance was also reviewed.

It was positive to note that service users benefited from a well led service. There was a clear leadership and management structure in place which helped to ensure staff were clear about their role and responsibilities. The service was well organised and had a range of systems in place to ensure its operation and to support good communication.

Good practice was identified in relation to service user involvement. Staff we spoke with demonstrated good caring values and a desire to provide service users with quality personalised care. Staff were familiar with the choices and preferences of individual service users and strove to deliver on these.

We noted some of the compliments received by the setting from various sources:

- “LCDI provided vital contact and activities during lockdown.”
- “It was lovely to see a friendly face each week.”
- “We would have been lost without the interaction.”
- “I looked forward to my packages each week.”

3.0 How we inspect.

In preparation for this inspection, a range of information about the service was reviewed. This included any previous areas for improvement identified, registration information, and any other written or verbal information received from service users, relatives, staff or the commissioning trust.

As a public-sector body RQIA has a duty to respect, protect and fulfil the rights that people have under the Human Rights Act 1998 when carrying out our functions. In our inspections of day care services, we are committed to ensuring that the rights of people who receive services are protected. This means we will be seeking assurances from providers that they take all reasonable steps to promote people’s rights. Users of day care settings have the right to expect their dignity and privacy to be respected and to have their independence and autonomy promoted.

Having reviewed the model “We Matter” Adult Learning Disability Model for NI 2020, the Vision states, we want individuals with a learning disability to be respected and empowered to lead a full and healthy life in their community.

Information was provided to service users, relatives, staff and other stakeholders on how they could provide feedback on the quality of services. This included easy read questionnaires and an electronic survey.

4.0 What did people tell us about the service?

During the inspection we spoke with a number of service users and staff members.

The information provided indicated that there were no concerns in relation to the day care setting.

Comments received included:

Service users’ comments:

- “A good centre.”
- “Lots of activities both inside and outside.”
- “We have no complaints.”
- “The staff are excellent.”
- “Very approachable staff.”
- “I can choose my activities.”

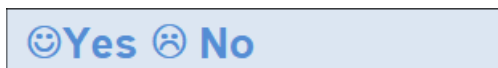
Staff comments:

- “Good staff communication.”
- “My supervision is one to one and regular.”
- “We promote independence with service users.”
- “A wide range of activities.”
- “A good relationship with families.”

- “Induction is comprehensive and prepares you for the role.”
- “The manager is excellent and very approachable.”
- “I’m aware of my role as a registrant of NISCC. I’m required to keep my training updated and to adhere to their codes of conduct.”

During the inspection we provided a number of easy read questionnaires for those supported to comment on the following areas of service quality and their lived experiences:

- Do you feel safe when you are at the Centre?
- Does your care protect you from harm?
- Is care effective – does your care work well for you?
- Is care compassionate – is your care given kindly with dignity and respect?
- Is the service well led – does the manager run the Centre in a good way?



Returned questionnaires show that those supported thought care and support was either excellent or good.

Comments from SU:

- “The centre is a great place to go and I see my friends.”
- “I like the manager and her team.”
- “Staff are very good and helpful.”
- “It’s good to get out and about and meet people.”
- “Very good socially and to meet people.”
- “I am now really happy here.”
- “The centre is a great place.”
- “Good friendly and treated well.”
- “The company and all the staff are great.”
- “I would be lost without the centre.”
- “I think the centre is great and I like the staff.”
- “I enjoy the centre and having a chat.”
- “The games are good it’s fantastic.”
- “The staff are very good.”
- “I love it and enjoy the chat.”
- “Staff are good to talk too and they listen.”
- “I love the garden activities.”
- “I like doing a bit of arts and crafts.”

A number of staff questionnaires were received prior to the issue of this report.

Comments included:

- “I enjoy working in the Centre and with the service users.”
- “I enjoy my employment within LCDI Adult Day Centre. The care that is provided is person centred, there is open communication and I feel valued as a member of the team.”
- “Feedback from service users is always welcomed and helps to inform our service.”
- “Excellent service that provides a warm, welcoming and homely environment that is loved by staff and service users alike.”

5.0 The inspection

5.1 What has this service done to meet any areas for improvement identified at or since last inspection?

The last care inspection of the day care setting was undertaken on 25 May 2021 by a care inspector. No areas for improvement were identified.

5.2 Inspection findings

5.2.1 Are there systems in place for identifying and addressing risks?

The day care setting's provision for the welfare, care and protection of service users was reviewed. The organisation's policy and procedures reflected information contained within the Department of Health's (DoH) regional policy 'Adult Safeguarding Prevention and Protection in Partnership' July 2015 and clearly outlined the procedure for staff in reporting concerns. The organisation had an identified Adult Safeguarding Champion (ASC).

Discussions with the manager established that they were knowledgeable in matters relating to adult safeguarding, the role of the ASC and the process for reporting and managing adult safeguarding concerns. An annual safeguarding champion was available for review and was satisfactory."

Staff were required to complete adult safeguarding training during induction and every two years thereafter. Staff who spoke with the inspector had a clear understanding of their responsibility in identifying and reporting any actual or suspected incidences of abuse and the process for reporting concerns. They could also describe their role in relation to reporting poor practice and their understanding of the day care setting's policy and procedure with regard to whistleblowing.

The day care setting retained records of any referrals made to the HSC Trust in relation to adult safeguarding. A review of records confirmed that no concerns had been received since the last inspection.

The day care setting had provided service users with information about keeping themselves safe and the details of the process for reporting any concerns.

Staff were provided with training appropriate to the requirements of their role. Where service users may require the use of specialised equipment to assist them with moving/lifting, this is included within the day care setting's mandatory training programme. A review of records confirmed that where the day care setting was unable to provide training in the use of specialised equipment, this is identified by the setting before care delivery commences and training is requested from the HSC Trust. The manager reported that no service users currently required the use of specialised equipment.

Care reviews are undertaken in keeping with the day care setting's policies and procedures, the agency must be commended for the work completed to ensure recent annual reviews. We have highlighted some of the comments received from reviews:

- "I like the centre and like coming in."
- "It meets my expectations."
- "I'm happy here."
- "I enjoy the skills and I'm happy with my placement."
- "I'm very happy with what I'm doing at the centre."
- "I'm very happy with the support in Daycare."

The Mental Capacity Act (MCA) provides a legal framework for making decisions on behalf of service users who may lack the mental capacity to do so for themselves. The MCA requires that, as far as possible, service users make their own decisions and are helped to do so when needed.

When service users lack mental capacity to take particular decisions, any made on their behalf must be in their best interests and as least restrictive as possible. Staff who spoke with the inspector demonstrated their understanding that service users who lack capacity to make decisions about aspects of their care and treatment have rights as outlined in the Mental Capacity Act (MCA).

It was positive to note that service users were supported to have maximum choice and control of their lives and staff supported them in the least restrictive way possible and in their best interests; the policies and systems in the setting supported this practice. Service users had the support of a team of staff who were suitably skilled and experienced to meet their assessed needs.

Staff had completed appropriate Deprivation of Liberty Safeguards DoLS training raining appropriate to their job roles. The manager reported that none of the current service users were subject to DoLS arrangements.

Records examined identified that a number of safety checks and audits had been undertaken including fire alarm tests. It was noted that the last full evacuation drill was undertaken on the 21 June 2022. Fire risk assessments for the centre were available for the inspection and had been completed in May 2021 and due for review May 2023. Staff fire training was completed the 2 February 2022. Fire exits were observed to be clear of clutter and obstruction.

5.2.2 What are the arrangements for promoting service user involvement?

From reviewing service users' care records and through discussions with service users, it was good to note that service users had an input into devising their own activities. The service users' care plans contained details about their likes and dislikes and the level of support they may require.

We found an effective quality assurance survey took place regularly; we reviewed the results and outcomes that were satisfactory. The service delivered had also been regularly reviewed through a range of internal and external audits.

The setting regularly sought a range of feedback from service users, which was consistently positive.

It was also positive to note that the day care setting held service user meetings on a regular basis which enabled the service users to discuss what they wanted from attending the setting and any activities they would like to become involved in. Some matters discussed included:

- Outings
- Activities
- Covid-19
- BBQs

Some service users comments included:

- “Everybody happy with everything
- “Zoom was good all the chat with others you don’t see.”
- “We enjoyed the break and time off.”
- “It’s good to look at other activities and themes.”

The day care setting had completed a quality survey with service users and relatives and sought feedback on a number of areas including:

- Environment
- Service
- Care

We noted a selection of the comments received:

- “I know the complaints procedure and I can speak with staff anytime.”
- “We have a meeting each month and decide what to do.”
- “I really look forward to coming to day care.”
- “The activities are great, we are always trying something different.”
- “I would never miss a day.”
- “There is plenty of space in day care and a lovely garden.”
- “Very helpful staff, I like it here.”
- “I like coming to LCDI, its lots of fun.”

Relative’s comments:

- “The service is excellent for our relative and they get a lot from being part of a group.”
- “As a family we appreciate all the staff do.”
- “Standard of care by staff is excellent.”
- “Treated with dignity and respect, by staff who are approachable and easy to talk to 100%.”

The day care setting had completed an annual review in relation to their practice which incorporated service user and their representatives’ feedback (Regulation 17). Some of the comments received included:

- “I cannot thank the staff enough for all their hard work especially over the last few years, which have been difficult for everyone. Even in days when Daycare was not open, they have been visiting with activities and always asking if there was anything else they could do to help.”
- “They go over and beyond their duties.”
- “I attended the Gala Ball on Thursday evening, and it was fantastic. Congratulations to the manager for all the hard work she put in organising it. It was great to speak to other parents and see just how happy they are and how attentive the staff are in ensuring that they all have

a great time. The staff are fantastic in Daycare and must be congratulated for all their hard work.”

5.2.3 Is there a system in place for identifying service users Dysphagia needs in partnership with the Speech and Language Therapist (SALT)?

New standards for thickening food and fluids were introduced in August 2018. This was called the International Dysphagia Diet Standardisation Initiative (IDDSI). No service users have been assessed by SALT or recommendations provided.

A review of training records confirmed that staff had completed training in Dysphagia and in relation to how to respond to choking incidents. Swallowing awareness was also completed by staff during First-Aid training. Staff demonstrated a good knowledge of service users' wishes, preferences and assessed needs.

5.2.4 What systems are in place for staff recruitment and are they robust?

A review of the day care setting's staff recruitment records confirmed that all pre-employment checks, including criminal record checks (Access NI), were completed and verified before staff members commenced employment and had direct engagement with service users. Checks were made to ensure that staff were appropriately registered with the Northern Ireland Social Care Council (NISCC) or any other relevant regulatory body.

There was a system in place for professional registrations to be monitored by the manager. Staff spoken with confirmed that they were aware of their responsibilities to keep their registrations up to date. One volunteer was working in the day care setting and the review of records show all relevant documentation was in place including Access NI, a comprehensive induction record overseen by the manager and other relevant checks.

5.2.5 What are the arrangements for staff induction and are they in accordance with NISCC Induction Standards for social care staff?

There was evidence that all newly appointed staff had completed a structured orientation and induction, having regard to NISCC's Induction Standards for new workers in social care, to ensure they were competent to carry out the duties of their job in line with the day care setting's policies and procedures.

There was a robust, structured, three day induction programme which also included shadowing of a more experienced staff member. Written records were retained by the day care setting of the person's capability and competency in relation to their job role.

A review of the records pertaining to Regulation 20 of The Day Care Settings Regulations (Northern Ireland) 2007 and Standard 21 of The Day Care Settings Minimum Standards 2021 relating to staff also identified that they had been recruited, inducted and trained in line with the regulations.

The day care setting had maintained a record for each member of staff of all training, including induction and professional development activities undertaken. The records included the names and signatures of those attending the training event, the date(s) of the training and the content

of the training programme. Staff were supported by a system of induction, training and supervision to ensure they were effective in their role.

All NISCC registrants must maintain their registration for as long as they are in practice. This includes renewing their registration and completing Post Registration Training and Learning.

5.2.6 What are the arrangements to ensure robust managerial oversight and governance?

The day care setting's registration certificate was up to date and displayed appropriately along with current certificates of public and employers' liability insurance

There were monthly monitoring arrangements in place in compliance with Regulation 28 of The Day Care Setting Regulations (Northern Ireland) 2007. A review of the reports of the day care setting's quality monitoring established that there was engagement with service users, service users' relatives, staff and HSC Trust representatives. The reports included details of a review of service user care records; accident/incidents; safeguarding matters; staff recruitment and training, and staffing arrangements. We noted some of the comments received during quality monitoring:

Service users:

- "I have made friends and enjoy the craft classes."
- "They help me to relax."
- "I have learned a lot with (Staff Member)."
- "We are always doing something different."

Staff:

- "Staff work together as a team."
- "I'm proud to be part of day care."
- "We all know our roles and responsibilities."
- "The manager is very approachable and full of new ideas."

Relatives:

- "Very happy with the service provided."
- "No issues with the staff or the centre."
- "The staff are very good and professional."
- "The activities are varied and interesting."

HSC Staff:

- "A good warm and caring atmosphere."
- "All service user's happy and well supported."
- "Staff are friendly and welcoming."
- "Service user families are happy with the centre and the staff."

No incidents had occurred that required investigation under the Serious Adverse Incidents (SAIs) or Significant Event Audits (SEAs) procedures.

The day care setting's registration certificate was up to date and displayed appropriately.

There was a system in place to ensure that complaints were managed in accordance with the day care setting's policy and procedure. No complaints had been received since the last inspection.

6.0 Conclusion

RQIA was satisfied that this day care setting was providing services in a safe, effective, caring and compassionate manner and the service was well led by the manager/management team.

7.0 Quality Improvement Plan/Areas for Improvement

This inspection resulted in no areas for improvement being identified. Findings of the inspection were discussed with the manager, as part of the inspection process and can be found in the main body of the report.



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