

# Unannounced Care Inspection Report 29 September 2016



## Belfast Health and Social Care Trust Community Stroke Team

Type of service: Domiciliary Care Agency  
Address: c/o Shankill Centre, 83 Shankill Road, Belfast, BT13 1PQ  
Tel No: 02895 040325  
Inspector: Amanda Jackson

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Assurance, Challenge and Improvement in Health and Social Care

## 1.0 Summary

An unannounced inspection of Community Stroke Team took place on 29 September 2016 from 14.30 to 16.00 hours.

The inspection sought to assess progress with any issues raised during and since the previous inspection and to determine if the agency was delivering safe, effective and compassionate care and if the service was well led.

### **Is care safe?**

On the day of the inspection the agency was found to be delivering safe care. The agency operates a staff recruitment system and induction training programme to ensure sufficient supply of appropriately trained staff at all times. The welfare, care and protection of service users is supported through the identification of safeguarding issues, implementation of safeguarding procedures and working in partnership with the Health and Social Care (HSC) Trust.

No areas for quality improvement were identified.

### **Is care effective?**

On the day of the inspection the agency was found to be delivering effective care. The agency responds appropriately to the needs of service users through the development and review of rehabilitation and support plans. The agency's systems of quality monitoring have been implemented consistently in line with regulations and standards, providing continuous review of services in conjunction with service users and their representatives.

No areas for quality improvement were identified.

### **Is care compassionate?**

On the day of the inspection the agency was found to be delivering compassionate care. The agency's daily operation includes communicating with, listening to and valuing the views and wishes of service users and their representatives.

No areas for quality improvement were identified.

### **Is the service well led?**

On the day of the inspection the agency was found to be well led. The management had supportive structures to guide staff. Staff working within the agency had a clear understanding of their roles and responsibilities within the management structure, and had confidence in the lines of accountability. Service users and their representatives were provided with information on the organisational structure and how to contact the agency as necessary. The inspector reviewed evidence of effective communication by the agency with the HSC Trust regarding changes in service users' needs.

No areas for quality improvement were identified.

This inspection was underpinned by the Domiciliary Care Agencies Regulations (Northern Ireland) 2007 and the Domiciliary Care Agencies Minimum Standards.

### 1.1 Inspection outcome

	Requirements	Recommendations
<b>Total number of requirements and recommendations made at this inspection</b>	0	0

This inspection resulted in no requirements or recommendations being made. Findings of the inspection were discussed with Mrs Karen Davison, registered manager as part of the inspection process and can be found in the main body of the report.

Enforcement action did not result from the findings of this inspection.

### 1.2 Actions/enforcement taken following the most recent care inspection

Other than those actions detailed in the QIP there were no further actions required to be taken following the most recent inspection on 08 December 2015.

### 2.0 Service details

<b>Registered organisation/registered person:</b> Belfast HSC Trust/Mr Martin Joseph Dillon	<b>Registered manager:</b> Mrs Karen Lucille Davison
<b>Person in charge of the agency at the time of inspection:</b> Mrs Karen Lucille Davison	<b>Date manager registered:</b> 09 March 2015

### 3.0 Methods/processes

Prior to inspection the inspector analysed the following records:

- Previous inspection report
- Previous quality improvement plan (QIP)
- Record of notifiable events for 2015/2016
- Record of complaints notified to the agency.

Specific methods/processes used in this inspection include the following:

- Discussion with the registered manager
- Consultation with four staff;
- Examination of records
- File audits
- Evaluation and feedback.

The Belfast Trust's Community Stroke Team provides assistance with personal care, physiotherapy, occupational therapy, speech and language, social work and nursing input to a small number of stroke sufferers following discharge from hospital. Prior to the inspection the User consultation officer (UCO) spoke with three relatives, by telephone, on 23 and 25 August 2016 to obtain their views of the service.

On the day of inspection the inspector met with four rehabilitation assistants to discuss their views regarding care and support provided by the agency, staff training and staffs general knowledge in respect of the agency. Staff feedback is contained within the body of this report.

The registered manager was provided with six questionnaires to distribute to randomly selected staff members for their completion. The questionnaires asked for staff views regarding the service, and requesting their return to RQIA. No staff questionnaires were returned to RQIA.

The following records were examined during the inspection:

- Recruitment policy and procedure
- Two recently recruited staff members records
- Induction policy and procedure, programme of induction and supporting templates
- Two recently recruited staff members induction and training records
- Training and development policy and procedure
- Supervision policy and procedure
- Five long term staff members quality monitoring, supervision and appraisal records
- Five long term staff members training records
- Three staff duty rotas
- Vulnerable adults policy and procedure
- Whistleblowing policy and procedure
- Six new service user records regarding referral, assessment, care planning and review
- Records management policy and procedure
- The agency's service user guide/agreement
- The agency's statement of purpose
- Six service users home recording records
- Three monthly monitoring reports completed by the registered manager and the Stroke services manager
- 2016 Annual quality report
- Five compliments
- Two staff meeting minutes
- Two emails to trust professionals/keyworkers regarding changes to service users care
- Confidentiality policy and procedure
- Complaints policy and procedure
- Policy on reporting adverse incidents and untoward incidents.

## **4.0 The inspection**

### **4.1 Review of requirements and recommendations from the most recent inspection dated 08 December 2015**

The most recent inspection of the agency was an unannounced care inspection. The completed QIP was returned and approved by the care inspector.

#### 4.2 Review of requirements and recommendations from the last care inspection dated 08 December 2015

Last care inspection statutory requirements		Validation of compliance
<b>Requirement 1</b>  <b>Ref:</b> Regulation 16(2)(a)  <b>Stated:</b> First time	The registered person shall ensure that each employee of the agency  (a) Receives training and appraisal which are appropriate for the work he is to perform.  Refers to two members of staff who require updates in Safeguarding Vulnerable Adults.	<b>Met</b>
	<b>Action taken as confirmed during the inspection:</b> Review of two staff records required for review at the previous inspection confirmed the required safeguarding training had been updated.  Review of five staff members training records confirmed compliance with mandatory training and a range of additional training in line with the agency training matrix.	
Last care inspection recommendations		Validation of compliance
<b>Recommendation 1</b>  <b>Ref:</b> Standard 8.11  <b>Stated:</b> First time	The registered person is recommended to monitor the quality of services and complete a monitoring report on a monthly basis. This report should summarise views of service users and/or their representatives and actions taken to ensure the organisation is being managed in accordance with minimum standards.	<b>Met</b>
	<b>Action taken as confirmed during the inspection:</b> Review of monthly quality monitoring reports for June, July and August 2016 evidenced compliance with standard 8.11.	

### 4.3 Is care safe?

The agency currently provides services to 12 service users living in their own homes. A range of policies and procedures were reviewed relating to staff recruitment and induction training. The inspector found these policies to be up to date and compliant with related regulations and standards.

Two files were discussed relating to recently appointed staff. The registered manager verified all the pre-employment information and documents had been obtained as required. An induction programme had been completed with each staff member and incorporated elements of the Northern Ireland Social Care Council (NISCC) induction standards. All staff have registered with NISCC and this was evidenced within two staff files reviewed. Two of the four rehabilitation assistants interviewed during the inspection day, had commenced employment within the previous few years. These staff described their recruitment and induction training processes in line with those found within the agency procedures and records.

The UCO was advised by all of the relatives interviewed that there were no concerns regarding the safety of care being provided by the Belfast Trust's Community Stroke Team. No issues regarding the carers' training were raised with the UCO by the relatives.

All of the relatives interviewed confirmed that they could approach the carers if they had any concerns. Examples of some of the comments made by the relatives are listed below:

- "Very, very good."
- "Have developed a great rapport with them."
- "The help is invaluable."

The agency's policies and procedures in relation to safeguarding vulnerable adults and whistleblowing were reviewed. The Safeguarding policy and procedure provided information and guidance in accordance to the required standards. The policy requires updating in line the Department of Health, Social Services and Public Safety Northern Ireland (DHSSPSNI) updated vulnerable adults guidance issued in July 2015 ('Adult Safeguarding Prevention and Protection in Partnership'). The registered manager provided assurances the policy would be updated accordingly. The agency's whistleblowing policy and procedure was found to be satisfactory but also requires updating by the Belfast Health and Social Care Trust (BHSCT) in line with regulation timeframes.

Staff training records viewed for 2015/2016 confirmed all rehabilitation assistants had completed the required mandatory update training programme. The training plan for 2016 was viewed and contained each of the required mandatory training subject areas along with other training relevant to service users care and support needs including 'Pressure sore management, speech and language and care planning' training. Training is facilitated mainly within the BHSCT with additional training sourced externally as required. Discussion during inspection with rehabilitation staff confirmed satisfaction with the quality of training offered.

Records reviewed for five long term staff members evidenced mandatory training, quality monitoring, supervision and appraisal as compliant with agency policy timeframes. Staff spoken with during the inspection confirmed the availability of continuous ongoing update training.

Safeguarding was discussed during inspection; the registered manager confirmed no matters had arisen since the previous inspection. The registered manager presented appropriate knowledge in managing matters when they arise.

Each of the four rehabilitation assistants interviewed had a clear understanding of their role and responsibility to identify and report actual or suspected abuse. They also described their role in relation to reporting poor practice and their understanding of the agency's policy and procedure on whistleblowing.

A sample of six service user files confirmed that the agency management had carried out ongoing review of services with service users/representatives. The registered manager confirmed that the agency implement an ongoing quality monitoring process as part of their review of the rehabilitation programme and this was evident during review of three service users' records. The registered manager confirmed that additional trust representatives outside of the multi-disciplinary rehabilitation team were contactable when required and good communication between the agency and trust professionals was reviewed during inspection.

Service users spoken with by the UCO, staff spoken with during the inspection and review of agency rotas suggested the agency have appropriate staffing levels in various roles to meet the needs of their service user group.

Review of records management arrangements within the agency supported appropriate storage and data protection measures were being maintained.

### Areas for improvement

No areas for improvement were identified during the inspection.

<b>Number of requirements</b>	<b>0</b>	<b>Number of recommendations:</b>	<b>0</b>
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### 4.4 Is care effective?

The UCO was informed by the relatives interviewed that there were no concerns regarding carers' timekeeping or that care has been rushed. The relatives interviewed also advised that they had not experienced any missed calls from the agency.

One relative felt that communication between carers regarding changes in care needs could be improved. All of the relatives advised that home visits had taken place to ensure their satisfaction with the care and one relative was able to confirm that a questionnaire was received from the service.

Examples of some of the comments made by service users or their relatives are listed below:

- "Very attentive."
- "Carers very knowledgeable about strokes and provided great support to the family."
- "Things have gone very well."

The agency's recording policy and associated procedures on 'Records management' had been revised in 2015. The agency maintained recording templates in each service user's home file on which rehabilitation assistants and professional staff recorded their visits. The inspector

reviewed six completed records returned from service user's homes, which confirmed appropriate procedures in place.

Staff interviewed demonstrated an awareness of the importance of accurate, timely record keeping and their reporting procedure to their manager or professionals/therapists if any changes to service users' needs are identified. Staff interviewed confirmed ongoing quality monitoring is completed by the professionals/therapists and manager to ensure effective service delivery.

The registered manager confirmed discussion of records management during staff team meetings as necessary and during training updates. Discussion with four staff during the inspection supported review of this topic as necessary. Minutes of staff meetings and emails reviewed during inspection evidenced discussions and communications with staff on the area of recording.

Service user records viewed included referral information received from the HSC Trust and contained information regarding service user and/or representatives. The referrals detailed the services being commissioned and included relevant risk assessments by a range of professionals. The professional assessments completed by the agency on an ongoing basis evidence that service users and/or representative's views are obtained and where possible incorporated. The service user guide issued to service users at commencement of the care package includes details regarding advocacy services should service users require support in reviewing their care package or making a complaint. The agency have not been requested to provide the guide in an alternative format but confirmed they would accommodate this should the need arise to ensure appropriate communication and equality to all service users. An alternative speech assessment template was reviewed during inspection in support of alternative format assessments the agency use as required.

Service user records evidenced that the agency carried out ongoing reviews with service users regarding their rehabilitation and treatment plan during the course of their time with the service. Questionnaires are provided for service users to give feedback when the service is complete. Evidence of this process was reviewed during inspection in terms of those received by the agency. Service user files reviewed during inspection contained evidence of communications between the service users, relatives and professionals where changing needs were identified and reassessments resulted in amended care plans. Feedback from one relative did however suggest that communication between carers could be improved and this was shared with the registered manager during inspection. The agency maintains a system for providing updates to other trust professionals and evidence of this process was reviewed during inspection.

The agency had completed their annual quality report for 2016, with a summary of findings and improvements planned. The registered manager confirmed the report is not provided to service users due to the nature of the service and the fact services users have left the service when the report is compiled. The registered manager informed the inspector that feedback from the annual quality review process is not currently shared with staff but confirmed the six monthly review of feedback is shared with staff; this was evidenced during inspection. The inspector recommended including a summary of the annual report within new service users home files and this was agreed by the manager.

Staff interviewed on the day of inspection confirmed that they were provided with details of care planned for each new service user. Staff also stated they were kept informed regarding

changes to existing service user care plans. Staff described aspects of care provision which reflected their understanding of service user's choice, dignity, and respect.

### Areas for improvement

No areas for improvement were identified during the inspection.

<b>Number of requirements</b>	<b>0</b>	<b>Number of recommendations:</b>	<b>0</b>
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#### 4.5 Is care compassionate?

All of the relatives interviewed by the UCO felt that care was compassionate. The relatives advised that carers treat them with dignity and respect, and care has not been rushed. Service users, as far as possible, are given their choice in regards to personal care.

Views of service users and relatives have been sought through home visits and questionnaires to ensure satisfaction with the care that has been provided by the Belfast Trust's Community Stroke team. Examples of some of the comments made by relatives are listed below:

- "They have been unbelievable."
- "XXX was anxious at the start but the carers put them at ease."
- "No complaints with the girls."

Records viewed in the agency office and discussions with staff confirmed that direct observation of staff practice was carried out within service users' homes on a regular basis. Records reviewed by the inspector highlighted no concerns regarding staff practice during spot checks/monitoring visits.

Staff spoken with during the inspection presented appropriate knowledge around the area of compassionate care and described practices supporting individual service user's wishes, dignity and respect. Staff also demonstrated a clear understanding regarding service user confidentiality in line with the agency policy.

The agency implement service user quality monitoring practices on an ongoing basis through home visits by the professional therapist staff. Records reviewed during inspection support ongoing review of service user's needs with evidence of revised care and support plans and rehabilitation programmes. Quality monitoring from service user visits alongside monthly quality reports and the annual quality review of services evidenced positive feedback from service users and their family members. Compliments reviewed during inspection provided the following information in support of compassionate care:

- 'Thanks for all your care and attention' (Thank you card from a service user)
- 'Thank you very much for the help and assistance you gave my late husband' (Thank you card from a service users relative)
- 'To all the girls who helped me so much, thanks for everything' (Thank you card from a service user)
- 'You are an amazing team' (Thank you card from a service user and relative)
- 'Good emotional support' (Thank you card from a service users relative)

## Areas for improvement

No areas for improvement were identified during the inspection.

<b>Number of requirements</b>	<b>0</b>	<b>Number of recommendations:</b>	<b>0</b>
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### 4.6 Is the service well led?

The RQIA registration certificate was up to date and displayed appropriately. Under the direction of the registered person Mr Martin Dillon and registered manager Mrs Karen Davison the agency provide domiciliary care to 12 people living in their own homes.

Discussion with the registered manager and staff evidenced that there was a clear organisational structure within the agency. Staff were able to describe their roles and responsibilities.

The Statement of Purpose and Service Users Guide were reviewed and found to be appropriately detailed regarding the nature and range of services provided.

The policy and procedure manual was reviewed and contents discussed with the registered manager. Staff confirmed that they had access to the agency's policies and procedures. The arrangements for policies and procedures to be reviewed at least every three years was found to have been implemented consistently with exception to the trust policies on staff induction and whistleblowing. This matter was discussed with the registered manager for attention.

All of the relatives interviewed confirmed that they are aware of whom they should contact if they have any concerns regarding the service. No concerns regarding the management of the agency were raised during the interviews.

The agency's complaints information viewed within the service user guide was found to be appropriately detailed, including the contact information of independent advocacy services.

The complaints log was viewed for 2015 and 2016 to date, with no complaints arising. Monthly quality monitoring reports included a section for complaints review ongoing as necessary.

Discussion with the registered manager supported that systems were in place to ensure that notifiable events were investigated and reported to RQIA or other relevant bodies appropriately. No reportable incident had occurred since the previous inspection.

The inspector reviewed the monthly monitoring reports for June, July and August 2016. These reports evidenced that the registered manager and the Stroke services manager had been monitoring the quality of service provided in accordance with minimum standards. Reports are reviewed and signed off ongoing by the Stroke services manager and evidence of this process was confirmed during inspection.

The four rehabilitation assistants interviewed indicated that they felt supported by senior staff that were described as extremely supportive and always available for discussions. Staff discussed quality monitoring, supervision, team meetings, annual appraisal and training processes as supportive and informative in providing quality care to service users.

Staff supported that current staffing arrangements are appropriate in meeting service users' needs.

Ongoing electronic and written communications with trust professionals/commissioners was presented during inspection and supported an open and transparent communication system between the agency and the commissioning trust.

### Areas for improvement

No areas for improvement were identified during the inspection.

<b>Number of requirements</b>	<b>0</b>	<b>Number of recommendations:</b>	<b>0</b>
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### 5.0 Quality improvement plan

There were no issues identified during this inspection, and a QIP is neither required, nor included, as part of this inspection report.

It should be noted that this inspection report should not be regarded as a comprehensive review of all strengths and areas for improvement that exist in the service. The findings reported on are those which came to the attention of RQIA during the course of this inspection. The findings contained within this report do not exempt the registered provider from their responsibility for maintaining compliance with the regulations and standards.



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