



**Health  
Information  
and Quality  
Authority**

An tÚdarás Um Fhaisnéis  
agus Cáilíocht Sláinte

Regulation and Monitoring  
of Social Care Services

# Frequently-asked questions from webinar on “Being Application Ready”

December 2023

*Safer Better Care*

## **About this guide**

This short frequently-asked questions document has been compiled in response to queries received during the course of the "Being Application Ready" webinar which was hosted by the Health Information and Quality Authority (HIQA) on 19 September 2023.

## **Important Documents**

[Health Act 2007 \(irishstatutebook.ie\)](http://irishstatutebook.ie)

[HEALTH ACT 2007 \(CARE AND SUPPORT OF RESIDENTS IN DESIGNATED CENTRES FOR PERSONS \(CHILDREN AND ADULTS\) WITH DISABILITIES\) REGULATIONS 2013](#)

[S.I. No. 366/2013 - Health Act 2007 \(Registration of Designated Centres for Persons \(Children and Adults\) with Disabilities\) Regulations 2013. \(irishstatutebook.ie\)](#)

[Registration handbook: Guidance on making applications, providing prescribed information and submitting registration notifications \(hiqa.ie\)](#)

[Statement of Purpose guidance DCD \(hiqa.ie\)](#)

[Regulation Handbook V2.1 July 2022 \(hiqa.ie\)](#)

## **Statement of Purpose and Function**

### **1. Are you required to submit the Statement of Purpose and Function and Residents' Guide when it is reviewed or just at application or renewal stage?**

The Statement of Purpose is an important document which is required in order to register or renew the registration of a designated centre. The regulations require providers to compile a written statement of purpose for designated centres and to submit it as part of the registration process. A registered provider must at all times operate strictly in line with the Statement of Purpose. The Chief Inspector considers the Statement of Purpose to be one of the most important documents that a registered provider is required to have in relation to its services.

The document describes the purpose and function of a designated centre and underpins the delivery of safe, high-quality care in the designated centre. When applying to renew registration or register, providers must submit a copy of their statement of purpose. This document should clearly state the name of the designated centre or proposed centre and the date of the document.

The regulations require the provider to review and update the Statement of Purpose at least once a year. However, any changes to the Statement of Purpose must remain within any conditions attached to the certificate of registration. If there is any uncertainty regarding the status of any potential change, the provider should clarify the intended change with their assigned inspector. Providers are not required to submit the Statement of Purpose to the Chief Inspector each time they make an update. For example, if the staffing or management

changes, you should update the statement of purpose and ensure the up-to-date version is available to residents and inspectors during an inspection. There is no need to send the updated version to the Chief Inspector. Providers are required to send the most up to date version:

- as part of an application to register
- as part of an application to renew
- as part of an application to vary or remove a condition of registration if the change in condition will change the statement of purpose.

HIQA has published guidance on the Statement of Purpose and supporting templates to assist registered or intending providers in updating or devising their service's Statement of Purpose. You can find that guidance here [Statement of Purpose guidance DCD \(hiqa.ie\)](https://www.hiqa.ie/Statement-of-Purpose-guidance-DCD).

### **Floor plans**

#### **2. Do the en-suite bathrooms need to be outlined in blue?**

Resident bedrooms must be outlined distinctively in blue on floor plans, and if an en-suite is part of a resident bedroom it should also be outlined in blue.

#### **3. Should floor plans be submitted in the Statement of Purpose or on their own?**

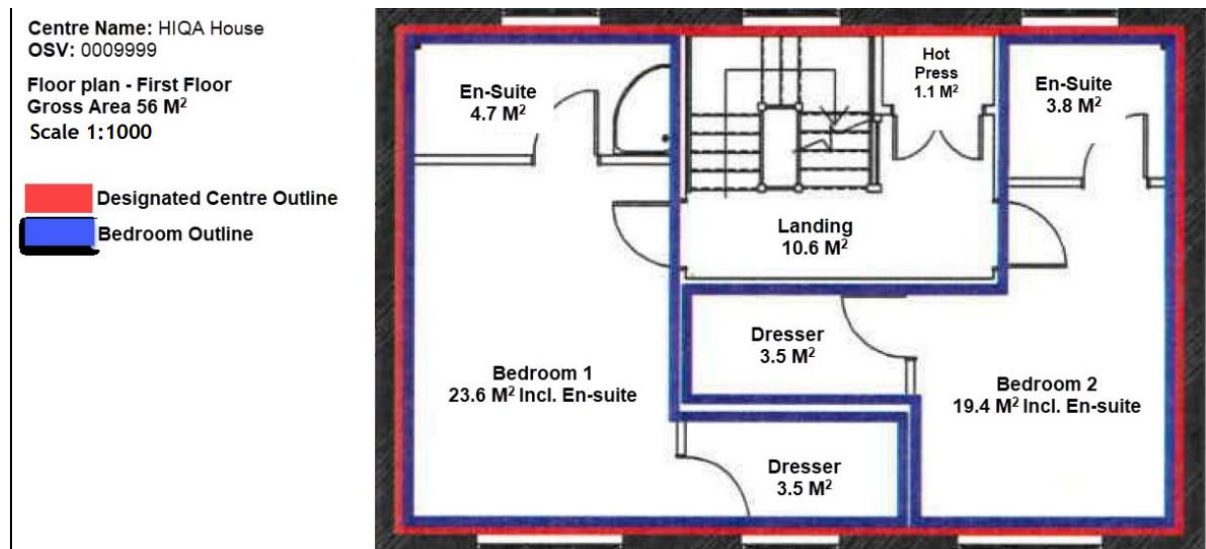
A complete set of floor plans must be submitted for the designated centre. Floor plans must meet HIQA's floor plan criteria and be sent separate to the Statement of Purpose.

Regulation 3 of the Care and Support of Residents 2013, as amended, also outlines the requirement of the provider "to include a description (either in narrative form or a floor plan) of the rooms in the designated centre including their size and primary function".

#### **4. With regard to floor plans, it states that ALL bedrooms be outlined in blue. However, we have been told that only clients' bedrooms are outlined in blue and not staff bedrooms.**

You are not required to have the floor plans drawn up by an architect or other qualified person, however, they must be accurate, clear, legible and to scale. Floor plans submitted must meet the following criteria:

1. All areas on the floor plan must be clearly labelled (text must be clear).
2. All rooms must have dimensions within that room.
3. A clear scale, for example, 1:100, 1:250 and so on.
4. Have all parts of the designated centre outlined in red.
5. Have all overnight accommodation (bedrooms) outlined distinctively in blue as outlined below.



6. Be in PDF format which permits zooming into detail without losing quality (for soft copy).
7. Permits printing in larger paper size without losing quality, for example, page size 'A0'.
8. Each page of a floor plan needs to state the OSV and building or unit name or floor number (as appropriate).
9. All bedrooms must include a room number.

**5. Should the red outline include the grounds of the designated centre or just the buildings?**

All parts of the designated centre must be outlined in red on the floor plans. This includes any external buildings that are used for storage or recreation for example. See above graphic for reference.

**Application**

**6. When submitting an application to vary a condition, does the updated Statement of Purpose and Function need to accompany the application or can it be submitted afterwards when a decision to accept the application is received?**

An updated Statement of Purpose and Function setting out the arrangements that will be in place should the application be granted must accompany the application to vary a condition.

**7. What if you are applying to register a converted garage as a standalone unit and the new requirements requested i.e. compliance with local planning authority etc. Do you have clear guidance for these applications?**

The provider must be able to demonstrate compliance with planning requirements and adherence to building and fire requirements for any building that is being registered, whether it be through a new application or an application to vary. Evidence that the building is insured must also be provided.

**8. How long before the registration period end date does an application for renewal need to be submitted?**

The Health Act 2007, as amended, requires the provider to submit an application for renewal at least six months in advance of the registration end date.

**Qualifications**

**9. If evidence of qualifications has been provided in a previous registration, does this need to be given when renewing registration?**

The registration regulations require providers to submit documentary evidence of any relevant qualifications or accredited training in respect of the person in charge and each person participating in management (PPIM). If all up-to-date qualifications have been previously submitted, you will not be required to resubmit them.

**10. If person in charge qualifications, references etc., have already been submitted in the past 12 months, is there a need to resubmit?**

If you have previously submitted documentary evidence for the person in charge's role in the designated centre and this has not changed, you do not have to resubmit the forms. In such cases, you should tick the 'recently submitted' checkbox in the prescribed information checklist.

**Birth certificates**

**11. What happens to the copy of the birth certificate once it has been submitted with an application?**

The registration regulations require applicants and registered providers for designated centres for people with disabilities to submit a copy of a birth certificate for the person in charge and each person participating in management. This document is uploaded to the relevant stakeholder folder, on a secure server.

Once they are uploaded to the secure server, hard copies are destroyed securely.

### **Medical declaration**

#### **12. Do persons in charge and PPIMs need to complete another medical after a certain period of time?**

A medical declaration is valid for three years from the date of the medical certificate **or** declaration of physical and mental fitness, **unless** the person changes provider organisation.

### **References**

#### **13. In what instance would a third reference be requested or required?**

The Registration Regulations require providers to submit two references for PPIMs and persons in charge.

- One HIQA reference form must be completed by the person's previous employer or line manager.
- One HIQA reference form must be completed by the person's current line manager.
- These must be submitted in the format of the HIQA reference form.

Where a third reference is requested this may be due to the following reasons:

- Two reference forms may have been submitted but they are both for the person's current employer, the inspector may request a third reference because they are seeking a previous employer reference.
- A third reference may be requested if one submitted has been completed by a friend, relative, resident or relative of a resident.
- Finally, a third reference may be requested if a HIQA reference form has not been used as is required.

#### **Please Note:**

If you are unable to obtain a reference from the person's last employer or line manager, we will accept a declaration stating the reason(s) why you cannot obtain this reference, in addition to a HIQA reference form completed by the person's current line manager or the person's previous line manager in their current employer.

Further information in relation to this matter is set out in Chapter 2 of the Registration Handbook.

## **Persons Participating in Management**

### **14. Who qualifies as a person participating in management?**

Section 50 of the Health Act 2007, as amended, requires that persons participating in the management of the designated centre must be fit. The Act refers to the 'person', this is the legal person. In the case of a person participating in the management of the centre, this means the individual or legal person who the provider has identified and who meets the definition as outlined in Assessing Fitness Guidance.

"Each person who shall participate in the management" will vary from centre to centre, and will be determined by the governance structures and management arrangements within each designated centre. It is the provider's responsibility to determine who is participating in the management of the centre. The fitness of those participating in the management of the centre will be restricted to the areas of responsibility they hold."



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