

Freedom to	Speak Up Bi	-Annual Repo	ort Q1 &	Q2 2022/2023		
Meeting	Board of Directors					
Date	14/12/2022 Agenda Item 16					
Lead Director	Nick Cross, Me	Nick Cross, Medical Director				
Author(s)	Alison Jones, F	Alison Jones, Freedom To Speak Up Guardian				
Action required (pleas	e select the appr	opriate box)				
To Approve 🛛	To Disc	uss 🗆	To As	ssure 🛛		
Purpose						
The purpose of this bi-a activity and learning du	-	-				
-	The report details the numbers of concerns reported, themes of concerns, actions taken to resolve concerns, learning for the Trust and achievements					
Executive Summary						
Executive Summary This bi-annual report provides an overview of Freedom to Speak Up (FTSU) activity during the first two quarters of 2022/23. It covers the following areas: • Summary of Concerns Reported • Concerns Reported by Service • Predominant Themes identified • Outcomes and Learning • Achievements • Recent promotional material in support of Speaking Up Risks and opportunities: Whilst this does not link to any specific risk, the existence of a healthy speaking up culture remains pivotal to ensure a strong focus on safe, effective practice for both staff and people accessing services						
Quality/inclusion cons	iderations:					
Quality & Equality Impact Assessment completed and attached No.						
1						

This is an assurance report detailing active and current position on Freedom To Speak Up concerns reported in the last two quarters. The Speaking Up policy, which supports the governance and process of speaking up, contains the Quality & Equality Impact Assessment

Financial/resource implications:

None identified

The Trust Vision – To be a population health focused organisation specialising in supporting people to live independent and healthy lives. The Trust Objectives are:

- Populations We will support our populations to thrive by optimising wellbeing and independence
- People We will support our people to create a place they are proud and excited to work
- Place We will deliver sustainable health and care services within our communities enabling the creation of healthy places

Please select the top three Trust Strategic Objectives and underpinning goals that this report relates to, from the drop-down boxes below.

People - Improve the	Populations - Safe care and	People - Better employee
wellbeing of our employees	support every time	experience to attract and
		retain talent

The Trust Social Value Intentions

Does this report align with the Trust social value intentions? Yes.

If Yes, please select all of the social value themes that apply:

Community engagement and support \Box

Purchasing and investing locally for social benefit $\ \square$

Representative workforce and access to quality work \boxtimes

Increasing wellbeing and health equity 🛛

Reducing environmental impact \Box

Board of Directors is asked to consider the following action

The Board of Directors is asked to be assured by the Freedom To Speak Up Bi-Annual Report Q1 & Q2 2022/2023.

Report history (Please include details of the last meeting that received this paper, including the title of the meeting, the date, and a summary of the outcome)

Submitted to	Date	Brief summary of outcome

Quality and Safety	09/11/2022	Committee were assured
Committee		





Freedom To Speak Up Bi-Annual Report April – September 2022

Quality and Safety Committee November 2022 Presented at Board December 2022

Alison Jones, Freedom To Speak Up Guardian



Summary Of Concerns Reported



14 Concerns were reported in Q1 and Q2 2022/23

- 7 of the concerns (50%) were reported openly by staff members who were kept updated and provided with support and direct feedback
- 3 (21%) of the concerns were reported confidentially via the FTSU Guardian who provided updates and support
- 4 (29 %) of the concerns were reported anonymously



Number concerns reported in August 2022

- Correlates with other sources of data. Highest number of staffing incidents was reported in July 2022 resulting in increased pressure on teams. This was addressed and decreased in August and September
- Two of the concerns reported were from the same team and relating to the same concern, reported separately by two different staff members
- 13 concerns were reported in Q1 & Q2 2021/22 and 17 were reported in Q1 & Q2 2020/21



Comparison Data for Q1 and Q2



Comparing numbers of concerns year on year for Q1 & Q2 is showing consistency, with an average over the last 6 years of 13.5 for the two quarters in total



Concerns Reported Q1 and Q2 by Service







Concerns Reported by CICC

- Highest number of concerns were reported by Community Intermediate Care Centre (CICC)
- First concern, reported anonymously, related to an IT error that was quickly rectified. No feedback could be provided to the reporter
- A concern reported by a FTSU Champion for CICC highlighted some communication issues with handover information being shared with Clinical Support Workers
- A student nurse reported alleged poor practice relating to a qualified nurse on working on CICC. The student was supported by both Chester University and the Trust and the case was onward reported to HR for management under the managing allegations policy
- A ward manager highlighted delays in obtaining smart cards for temporary staff members. The resolution to this was supported by the Information Governance and Data Security Group who developed a smoother process that still met our data security requirements

Concerns by Theme



*Individual concerns can have multiple themes

- Examples of the theme Systems and Process would be:
 - Policy update required
 - IT Process not followed
 - Suggested improvement to allocation of visits
 - Recording documentation
 - Process for allocation of smartcards
- Examples of the theme of Behavioural/Relationship would be:
 - Communication issues
 - Behaviours withing teams



Outcomes and Learning

- Staff members offered support during an investigation including signposting to wellbeing services
- Change in process to ensure communication reaches all team members
- Increasing the number of FTSU Champions in teams where a concern has been reported to promote and support ongoing communication
- Collaboration with Chester University and support for students to feel comfortable raising concerns
- Improvements made to the process for allocating smartcards to temporary workers
- Team building session with teams to support open, respectful communication



Outcomes and Learning Continued

- Collaborative working with HR and Staff Network Groups to ensure staff members who report a concern are supported in the most appropriate way
- Concern prompted a record keeping audit which identified points of learning which were addressed
- Policy review and update to include increased wellbeing calls to staff members redeployed
- Collaborative working with Wirral University Teaching Hospital where services are system wide
- New process adopted to manage home visits and support staff to decrease miles and fuel used



Feedback From Satisfaction Questionnaires

100% of surveys that were returned stated that the reporter would speak up again and some provided feedback:









Speak Up Month Highlights





Next Steps

- Data from staff survey results to be reviewed and compared against last year to gauge improvements in awareness and confidence
- Focus on supporting managers to respond effectively when team members speak up via promotion of "Listen Up" on line training package provided by the National Guardians Office
- Non-Executive Director to work with the Board re FTSU Self Review Tool and promote "Follow Up" on line training for all board members
- Updated Speak Up Policy to be embedded and used across the Trust



Meeting	Board	Board of Directors			
Date	14/12	14/12/2022 Agenda Item 17			
Lead Director	Nick (Nick Cross, Medical Director			
Author(s)	Nick (Nick Cross, Medical Director			
Action required (plea	ase selec	t the appropriate	box)		
To Approve 🛛		To Discuss 🗆		To As	sure 🛛
Purpose					
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Quality & Equality Impact Assessment completed and attached No.

A QIA and EIA is not applicable in this case

Financial/resource implications:

None identified

The Trust Vision – To be a population health focused organisation specialising in supporting people to live independent and healthy lives. The Trust Objectives are:

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Please select the top three Trust Strategic Objectives and underpinning goals that this report relates to, from the drop-down boxes below.

Populations - Safe care and	Place - Improve the health of	Populations - People and
support every time	our population and actively	communities guiding care
	contribute to tackle health	
	inequalities	

The Trust Social Value Intentions

Does this report align with the Trust social value intentions? Not applicable

If Yes, please select all of the social value themes that apply:

Community engagement and support \Box

Purchasing and investing locally for social benefit \Box

Representative workforce and access to quality work \square

Increasing wellbeing and health equity \Box

Reducing environmental impact \Box

Board of Directors is asked to consider the following action

The Board of Directors is asked to be assured by the report and approve report (Appendix 1) to be published on the public website

Report history (Please include details of the last meeting that received this paper, including the title of the meeting, the date, and a summary of the outcome)

Submitted to	Date	Brief summary of outcome



Quality and Safety Committee	09/11/2022	Assurance provided and approval given for report to progress of Board of
		Directors





Mortality Report: Learning from Deaths Quarter 2: 01 July 2022 – 30 September 2022

Purpose

1. The purpose of this paper is to provide assurance to the members of the Quality and Safety Committee in relation to the implementation of the Learning from Deaths framework.

Executive Summary

- 2. Wirral Community Health and Care NHS Foundation Trust (WCHC) Board recognises that effective implementation of the Learning from deaths framework (National Quality Board, March 2017), is an integral component of the Trusts' learning culture, driving continuous quality improvement to support the delivery of high-quality sustainable services to patients and service users.
- 3. In December 2016, the Care Quality Commission (CQC) published its report: Learning, candour and accountability: A review of the way NHS trusts review and investigate the deaths of patients in England. The recommendations of this report were accepted by the Secretary of State and incorporated into a Learning from Deaths framework by the National Quality Board (NQB) in March 2017.
- 4. The Learning from Deaths framework aims to address the key findings of the CQC report, ensuring a consistent approach to learning from deaths across the NHS, assuring a transparent culture of learning by delivering a commitment to continuous quality improvement, particularly in relation to the care of vulnerable people.
- 5. The key findings of the CQC report were as follows:
 - Families and carers are not treated consistently well when someone they care about dies.
 - There is variation and inconsistency in the way that system partners become aware of deaths in their care.
 - Trusts are inconsistent in the approach they use to determine when to investigate deaths.
 - The quality of investigations into deaths is variable and generally poor.
 - There are no consistent frameworks that require boards to keep deaths in their care under review and share learning from these.
- 6. This quarterly report provides evidence that learning from deaths is firmly embedded as a priority across the Trust, ensuring full adherence to the NQB Learning from deaths framework.
- 7. WCHC compliance with the NQB framework has been self-assessed by an internal review of the Board Leadership requirements as outlined in the National Guidance on Learning from Deaths (NQB, March 2017). The RAG rating for this process has been included in the inaugural Learning from Deaths report.

WCHC Learning from deaths governance framework

8. All reported deaths which have occurred in a place where we are commissioned to deliver services, are discussed at both the Quality and Governance Multi-disciplinary Safety Huddle and at the weekly Clinical Risk Management Group (CRMG). Further investigations are commissioned on the basis of the events surrounding the death and on the results of the Mortality Screening Tool. The principles around Duty of Candour are also overseen within this group.

- 9. Pending investigations are monitored against progress and timelines and expediated where necessary. Any reports (i.e., Root Cause Analysis RCA) and associated action plans are quality assured at CRMG. This includes cases which are under investigation by the coroner.
- 10. Lessons learnt and learning themes from Learning from Deaths cases are reviewed at the Trust's quarterly Mortality Review Group which is chaired by the Executive Medical Director and who is responsible for the Learning from Deaths agenda.
- 11. Minutes from the Mortality Review Group are submitted to the Standards Assurance Framework for Excellence (SAFE) Steering Group, which in turn reports directly to the Quality and Safety Committee and finally to the Board.
- 12. A report is produced which summarises the details of the unexpected deaths which have occurred within the preceding quarter, along with details of any thematic learning. This is ratified by the Quality and Safety Committee prior to being presented to Public Board, again on a quarterly basis.
- 13. In accordance with the Learning from Deaths framework, the Trust ratified and published a Learning from Deaths Policy during September 2017.
- 14. The policy provides a framework for how the Trust will evaluate those deaths that from part of our mortality review process, the criteria for review and quarterly and annual reporting mechanisms.
- 15. The Trust's Datix incident reporting system has been aligned to the Learning from Deaths Policy to ensure prompt communication to the Executive Medical Director, Director and Deputy Director of Nursing for all reported unexpected deaths. This includes integrating the Mortality Screening Tool with Datix.
- 16. The Incident Management Policy GP08 has been updated and cross references the newly implemented Learning from Deaths Policy, ensuring a consistent approach to implementation. The revised policy contains arrangements for staff to follow in the event of an unexpected death of an adult and in the event of an unexpected death of a child.
- 17. The Trust continues to work with our system partners to devise systems whereby Learning from Deaths can take place in a consistent way across all major health and social care providers. This includes working with the UK Health Security Agency and the Local Authority to analyse the effect of COVID-19 by utilising a population-based approach to identify areas of inequality and its association with deaths due to this disease.
- 18. The Learning from Deaths report is based on the template devised by the National Quality Board. This report will be published on the Trust's website in keeping with our statutory obligations.

Bereaved Families

- 19. Families will be treated as equal partners following a bereavement and will always receive a clear, honest, compassionate and sensitive response in a supportive environment and receive a high standard of bereavement care which respects confidentiality, values, culture and beliefs, including being offered appropriate support.
- 20. Families are informed of their right to raise concerns about the quality of care provided to their loved one and their views help to inform decisions about whether a review or investigation is needed.
- 21. Families will receive timely, responsive contact and support in all aspects of an investigation process, in line with duty of candour and with a single point of contact and liaison.
- 22. Families are partners in an investigation to the extent, and at whichever stages, that they wish to be involved and voice their experiences of the death of their loved one, as they offer a unique and equally valid source of information and evidence that can better inform investigations; bereaved families and carers who have experienced the investigation process help us to embed the learning to continually improve patient safety.

Q2 2022/23 WCHC Reported deaths (Datix incident reporting)

- 23. During Q2 there were a total of 8 reported deaths none of which were within scope for reporting.
- 24. During Q2 there were 0 deaths which met the criteria for StEIS reporting.

Structured Judgement Reviews:		
Total Number of Deaths in scope	0	
July – 0		
August – 0		
September – 0		
There are no outstanding cases from th	e previous quarter (Q1)	
Total Number of Deaths considered	0	
to have more than 50% chance of		
being avoidable		
LeDeR reviews: - Please note that the		ntal health trust
Total Number of Deaths in scope	0	
Total Deaths reviewed through	0	
LeDeR methodology		
Total Number of deaths considered to	0	
have been potentially avoidable		
SUDIC reviews:		
Total Number of Child Deaths	1	
Total Deaths reviewed through	1	
SUDiC methodology		

Summary of Thematic Learning

- 25. Each unexpected death reported during Q2 has been analysed and investigated appropriately, to identify if care provided by the Trust resulted in harm or contributed to the death, and if any relevant learning exists for the Trust and the wider health and social care system.
- 26. Of the total deaths reported in Q2, after investigation, none of these were within scope of this report and consequently there were no lessons identified which the Trust and system partners could learn from.

Recommendations

- 27. The Quality and Safety Committee is asked to be assured that quality governance systems are in place to ensure continuous monitoring and learning from deaths in accordance with Trust policy.
- 28. The Quality and Safety Committee is asked to be assured the Trust is actively involved in supporting the system-wide development of processes reporting and learning from deaths.
- 30. The Quality and Safety Committee is asked to approve Appendix 1 to proceed through to Public Board

Dr Nick Cross Executive Medical Director 4 November 2022

Appendix 1

Learning from Deaths Q2 22/23 Report

The following data represents the high-level reporting of deaths which occurred within our services over the period of Quarter 2 2022/23.

A more detailed report has been ratified and approved by the Quality and Safety Committee as per the Learning from Deaths Policy.

There were 8 deaths reported to the Trust and all have been reviewed in accordance with Trust policy. On this occasion, none of the deaths were within scope of this report during this period. This is because the deaths were not associated with any care delivered or harm caused by services provided by the Trust. Duty of Candour was not applicable to any of these cases.

There was one child death reported during this quarter, which followed the appropriate investigation processes and there was no learning specific to the Trust.

We continue to promote shared learning across the health and care sectors and work collaboratively with our system partnership to identify and address the impact of Covid-19 within all the communities in which we provide services, focusing on addressing health inequalities on a population-based approach.

Dr Nick Cross Executive Medical Director Wirral Community Health and Care NHS Foundation Trust

4 November 2022



CQC Statement of Purpose – Annual Review 2022					
Meeting	Board of Directors				
Date	14/12/	14/12/2022 Agenda Item 18			
Lead Director	Paula	Paula Simpson, Chief Nurse			
Author(s)	Claire	Claire Wedge, Deputy Chief Nurse			
Action required (pleas	e selec	t the appropriate	box)		
To Approve 🛛		To Discuss 🗆		To Assure □	
Purpose					
Purpose The purpose of this paper is to present an updated CQC statement of purpose to the Board of Directors for approval. The CQC statement of purpose is a legally required document that includes a standard set of information about a provider's service. The information contained within the document must always be accurate and up to date and is therefore subject to annual review. Executive Summary The Trust's CQC Statement of Purpose was last approved by the Board of Directors on 08 December 2021. The document has recently undergone an annual review and the following amendments have been made. • Update of the grammatical tense, confirming that the Trust has provided the 0-19 Healthy Child Programme (HCP) in Knowsley since 1 February 2022 – page 4 • Inclusion of revised strategic vision and objectives – page 4 • Inclusion of the Community Integrated Response Team, including Home First Service, Urgent Community Response and Virtual Wards – page 6 • Inclusion of the Community Eye Clinic – page 6 • Inclusion of the St Catherine's location if required – page 6 • Inclusion of the St Catherine's location if required – page 6 • Risks and opportunities: None identified None identified					

Quality/inclusion considerations:

Quality & Equality Impact Assessment completed and attached No.

The quality impact assessments and equality impact assessments are undertaken through the work streams that underpin the Quality Strategy.

Financial/resource implications:

None identified.

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Populations - Safe care and	People - Better employee	Place - Improve the health of
support every time	experience to attract and	our population and actively
	retain talent	contribute to tackle health
		inequalities

The Trust Social Value Intentions

Does this report align with the Trust social value intentions? Not applicable

If Yes, please select all of the social value themes that apply:

Community engagement and support □

Purchasing and investing locally for social benefit \Box

Representative workforce and access to quality work \square

Increasing wellbeing and health equity \Box

Reducing environmental impact \Box

Board of Directors is asked to consider the following action

To approve the updated CQC Statement of Purpose.

Report history (Please include details of the last meeting that received this paper, including the title of the meeting, the date, and a summary of the outcome)

Submitted to	Date	Brief summary of outcome
Board of Directors	08/12/2021	Approved
Board of Directors	04/08/2021	Approved



Board of Directors	03/02/2021	Approved
Board of Directors	09/12/2020	Approved (virtual e-approval)





Statement of Purpose Health and Social Care Act 2008

Wirral Community Health and Care NHS Foundation Trust (RY7)

14 December 2022

The Statement of Purpose is a document which includes a standard required set of information defined by the Care Quality Commission, about the services the Trust provides.

This information includes;

- Part 1: Provider's name, address and legal status.
- Part 2: Aims and objectives in providing the regulated activities and locations within the trust
- Part 3. Information per location (6):
 - o St Catherine's
 - o Victoria Central Health Centre
 - o Arrowe Park Hospital
 - o Eastham clinic
 - o Leasowe Primary care centre
 - Clatterbridge Hospital

The following pages outline the specific services the Trust provides, the locations of these services, the population they serve and which regulated service/s applies to them.

To ensure the accuracy of the document the Statement of Purpose it is reviewed annually or sooner if changes occur.

Statement of purpose, Part 1

Health and Social Care Act 2008, Regulation 12, schedule 3

The provider's business contact details, including address for service of notices and other documents, in accordance with Sections 93 and 94 of the Health and Social Care Act 2008

1. Provider's name and legal status						
Full name ¹	Wirral Comm	Wirral Community Health and Care NHS Foundation Trust				
CQC provider ID	RY7					
Legal status ¹	Individual		Partnership		Organisation	\square

2. Provider's address, including for service of notices and other documents			
Business address ²	St Catherine's Health Centre Church Road		
Town/city	Birkenhead		
County	Wirral		
Post code	CH42 0LQ		
Business telephone	0151 514 2160		
Electronic mail (email) ³	ail) ³ paula.simpson8@nhs.net		

By submitting this statement of purpose you are confirming your willingness for CQC to use the **email address** supplied at Section 2 above for service of documents and for sending all other correspondence to you. Email ensures fast and efficient delivery of important information. If you do not want to receive documents by email please check or tick the box below. We will not share this email address with anyone else.

I/we do NOT wish to receive notices and other documents from CQC by email

¹ Where the provider is a partnership please fill in the partnership's name at 'Full name' in Section 1 above. Where the partnership does not have a name, please fill in the names of all the partners at Section 3 below

² Where you do not agree to service of notices and other documents by email they will be sent by post to the business address shown in Section 2. This includes draft and final inspection reports. This postal business address will be included on the CQC website.

³ Where you agree to service of notices and other documents by email your copies will be sent to the email address shown in Section 2. This includes draft and final inspection reports.

Statement of purpose, Part 2

Aims and objectives in providing the regulated activities and locations within the trust

Located in Wirral in North-West England, we provide high-quality primary, community and public health services to the population of Wirral and parts of Cheshire and Merseyside.

On 1 June 2017 the trust formally began to provide integrated adult health and social care services for patients and service users in their local communities. This demonstrates the trusts' continued commitment to transforming public services responding to the needs of the communities we serve.

We play a key role in the local health and social care economy as a high performing organisation with an excellent clinical reputation. Our expert teams provide a diverse range of community health care services, seeing and treating people right through their lives both at home and close to home.

Our commitment to quality underpins our determination to achieve and demonstrate the sustainability, efficiency and effectiveness of our organisation. At the heart of this we will retain our focus on delivering and developing demonstrably safe, effective and high-quality services.

Our common purpose recognises the important role we play in delivering integrated care with partners in the local health economy.

Our common purpose is:

Together...we will support you and your community to live well

Our values will help us to achieve our vision:

Compassion: supportive and caring, listening to others

Open: communicating openly, honestly and sharing ideas

Trust: trusted to deliver, feeling valued and safe

Our services are local and community-based, provided from around 50 sites across Wirral, including our main clinical bases, St Catherine's Health Centre in Birkenhead and Victoria Central Health Centre in Wallasey.

We also provide integrated 0-19 services in Cheshire East comprising health visiting, school nursing, family nurse partnership and breastfeeding support services from 13 bases.

From 1 September 2021 the Trust has provided the 0-19 Healthy Child Programme (HCP) in St Helens. The HCP is the early intervention and prevention public health programme that lies at the heart of universal services for children, young people and families at a crucial stage of life.

The service is delivered in individual's homes and in community venues such as health centres, children's centres and schools. We work with our locality partners to co-deliver services, working closely with GPs, midwives, hospitals, early years services, schools, partner agencies and voluntary services. The service is delivered from four core bases included Haydock Medical Centre, Moss Bank Children's Centre, Billinge Health Centre and Station House Children's Centre. In addition, from the 1 February 2022, the Trust has delivered the 0-25 Healthy Child Programme in Knowsley.

The Knowsley HCP consists of services for children and young people aged 0-25 and their families, and is delivered by a team of Health Visitors, School Nurses, Public Health Nurses, Nursery Nurses, an Infant feeding team and screeners who will provide expert information, assessment and interventions.

The service also includes an Enhancing Families Service, who deliver a targeted programme of support to vulnerable parents-to-be and parents, as a targeted aspect of the HCP. There are also specialist roles, supporting Special Educational Needs and/or Disabilities (SEND), Mental Health, Early Help and Youth Offending.

The service is delivered in individuals' homes and in community venues such as health centres, children's centres and education settings.

The main service delivery base is North Huyton Primary Care Resource Centre.

The Trust are commissioned to provide inpatient beds for the purpose of rehabilitation and reablement; this service is delivered at the Clatterbridge Hospital site.

Strategic vision and objectives

The Trust vision is to be a population health focused organisation specialising in supporting people to live independent and healthy lives.

The Trust Objectives are:

- Populations We will support our populations to thrive by optimising wellbeing and independence
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Name of location	St Catherine's Health Centre
Address	Church Road Birkenhead Wirral Merseyside
Postcode	CH42 0LQ
Telephone	0151 514 2160
Email	paula.simpson8@nhs.net

Description of the location

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

St Catherine's Hospital is located in Birkenhead and provides services to all age groups.

It is specifically regulated for 'Treatment for disease, disorder or injury', which provides cover for all healthcare provision for the following community services:

- Community Nursing,
- Community Integrated Response Team including Home First, Urgent Community Response and Virtual Wards
- 0-19 services: Wirral, Cheshire East, St Helens and the 0-25 Healthy Child Programme in Knowsley,
- Community Rehabilitation Services
- Community Cardiology Service
- Dental Service
- Community Eye Clinic and
- GP out of hours (GPOOH)

The site is also registered for 'Surgical procedures' which covers delivery of our dental service and minor eye surgical procedures provided by the Community Eye Clinic.

Registration for the site also covers 'Diagnostic and screening procedures' for our dental and community health services, including community nursing. The GPOOH service may also be provided from this site on a Saturday, Sunday and Bank Holidays, as part of the service business continuity plan.

'Transport services, triage and medical advice provided remotely' covers delivery of GPOOH.

In addition, the site is registered to deliver 'Family planning services' to cover our sexual health service delivery of inter-uterine coil devices (IUCD) fitting.

No of approved places / overnight beds (not NHS)

CQC service user bands						
The people that will use this loca	ation ('The whole population'	mea	ns everyone).		
Adults aged 18-65		Adults aged 65+				
Mental health		Sensory impairment				
Physical disability		People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol				
People with an eating disorder		Learning difficulties or autistic disorder				
Children aged 0 – 3 years		Children aged 4-12 Children aged 13-18				
The whole population	\boxtimes	Other (please specify below)				

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	\square
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	
Doctors consultation service (DCS)	
Doctors treatment service (DTS)	
Mobile doctor service (MBS)	
Dental service (DEN)	
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	\square
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		T
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require nursing or personal care		Γ
Registered Manager(s) for this regulated activity:	<u>.</u>	
Accommodation for persons who require treatment for substance abuse		Ī
Registered Manager(s) for this regulated activity:		
Accommodation and nursing or personal care in the further education sector		Ī
Registered Manager(s) for this regulated activity:		
Treatment of disease, disorder or injury		Ι
Registered Manager(s) for this regulated activity: Paula Simpson	<u>.</u>	
Assessment or medical treatment for persons detained under the Mental Health Act		Ī
Registered Manager(s) for this regulated activity:	<u>.</u>	
Surgical procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Diagnostic and screening procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:	<u>.</u>	
Transport services, triage and medical advice provided remotely	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:		
Termination of pregnancies		
Registered Manager(s) for this regulated activity:		
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		
Nursing care		
Registered Manager(s) for this regulated activity:	-	
Family planning service		
Registered Manager(s) for this regulated activity: Paula Simpson		

The information below is for location no.:	2	of a total of:	6	locations
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Name of location	Victoria Central Health Centre
Address	Mill Lane Wallasey
Postcode	Ch44 5UF
Telephone	0151 514 2160
Email	paula.simpson8@nhs.net

Description of the location

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Victoria Central Health Centre is located in Wallasey and provides services to all age groups.

It is specifically regulated for 'Treatment for disease, disorder or injury, which provides cover for all healthcare professional and provision for a wide range of community services, including community nursing, 0-19 services and community rehabilitation services. Urgent care services including our walk-in centre and minor injuries unit and Doctor's consultation services including GP out of hours (GPOOH). Our dental service is also covered by this regulated activity.

'Transport services, triage and medical advice provided remotely' covers delivery of GPOOH.

The site is also registered for 'Surgical procedures' which covers delivery of our dental service.

Registration for the site also covers 'Diagnostic and screening procedures' for our dental service, walk-in centre, GPOOH and community health services.

In addition, the site is registered to deliver 'Family planning services' to cover our sexual health service delivery of inter-uterine coil devices (IUCD) fitting.

No of approved places / overnight beds (not NHS)
CQC service user bands							
The people that will use this location ('The whole population' means everyone).							
Adults aged 18-65		Adults aged 65+	Adults aged 65+				
Mental health		Sensory impairment					
Physical disability		People detained unde	People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol					
People with an eating disorder		Learning difficulties of	r autis	stic disorder			
Children aged 0 – 3 years		Children aged 4-12		Children aged 13-18			
The whole population	\square	Other (please specify below)					

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	\boxtimes
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	\boxtimes
Doctors consultation service (DCS)	\boxtimes
Doctors treatment service (DTS)	\boxtimes
Mobile doctor service (MBS)	
Dental service (DEN)	\boxtimes
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	\boxtimes
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		T
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require nursing or personal care		Ī
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require treatment for substance abuse		Γ
Registered Manager(s) for this regulated activity:	<u>.</u>	
Accommodation and nursing or personal care in the further education sector		Ī
Registered Manager(s) for this regulated activity:	<u>.</u>	
Treatment of disease, disorder or injury		
Registered Manager(s) for this regulated activity: Paula Simpson	<u>.</u>	
Assessment or medical treatment for persons detained under the Mental Health Act		
Registered Manager(s) for this regulated activity:	<u>.</u>	
Surgical procedures		
Registered Manager(s) for this regulated activity: Paula Simpson	<u>.</u>	
Diagnostic and screening procedures		
Registered Manager(s) for this regulated activity: Paula Simpson	<u>.</u>	
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:		
Transport services, triage and medical advice provided remotely	\square	
Registered Manager(s) for this regulated activity: Paula Simpson	<u>.</u>	
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:	<u>.</u>	
Termination of pregnancies		
Registered Manager(s) for this regulated activity:	<u>.</u>	
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		
Nursing care		
Registered Manager(s) for this regulated activity:	-	
Family planning service		
Registered Manager(s) for this regulated activity: Paula Simpson		

The information below is for location no.:	3	of a total of:	6	locations
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Name of location	Arrowe Park hospital
Address	Arrowe Park Road Upton Merseyside
Postcode	CH49 5PE
Telephone	0151 514 2160
Email	paula.simpson8@nhs.net

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Arrowe Park Hospital is located in Upton and provides services to all age groups.

It is specifically regulated for 'Treatment for disease, disorder or injury, which provides cover for all healthcare professional and provision for a wide range of community services, including community nursing, 0-19 services and community rehabilitation services. Urgent care services including our urgent treatment centre (previously a walk-in centre) and Doctor's consultation services including GP out of hours (GPOOH). Our dental service is also covered by this regulated activity.

'Transport services, triage and medical advice provided remotely' covers delivery of GPOOH.

The site is also registered for 'Surgical procedures' which covers delivery of our dental service.

Registration for the site also covers 'Diagnostic and screening procedures' for our dental, urgent treatment centre, GPOOH and community health services, including community nursing.

In addition, the site is registered to deliver 'Family planning services' as part of our sexual health service delivery.

CQC service user bands							
The people that will use this location ('The whole population' means everyone).							
Adults aged 18-65		Adults aged 65+	Adults aged 65+				
Mental health		Sensory impairment					
Physical disability		People detained unde	People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol					
People with an eating disorder		Learning difficulties of	r autis	stic disorder			
Children aged 0 – 3 years		Children aged 4-12		Children aged 13-18			
The whole population	\square	Other (please specify below)					

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	\boxtimes
Doctors consultation service (DCS)	\boxtimes
Doctors treatment service (DTS)	\boxtimes
Mobile doctor service (MBS)	
Dental service (DEN)	\boxtimes
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	\boxtimes
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		Τ
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require nursing or personal care		
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require treatment for substance abuse		
Registered Manager(s) for this regulated activity:		
Accommodation and nursing or personal care in the further education sector		
Registered Manager(s) for this regulated activity:		
Treatment of disease, disorder or injury		
Registered Manager(s) for this regulated activity: Paula Simpson		
Assessment or medical treatment for persons detained under the Mental Health Act		
Registered Manager(s) for this regulated activity:		
Surgical procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Diagnostic and screening procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:		
Transport services, triage and medical advice provided remotely	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:		
Termination of pregnancies		
Registered Manager(s) for this regulated activity:		
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		<u> </u>
Nursing care		
Registered Manager(s) for this regulated activity:		
Family planning service		
Registered Manager(s) for this regulated activity:	-	

The information below is for location no.:	4	of a total of:	6	locations
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Name of location	Eastham Clinic
Address	31 Eastham Rake Eastham
Postcode	CH62 9AN
Telephone	0151 514 2160
Email	paula.simpson8@nhs.net

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Eastham Clinic is located in South Wirral and provides services to all age groups.

It is specifically regulated for 'Treatment for disease, disorder or injury, which provides cover for all healthcare professional and provision for a wide range of community services, including community nursing, 0-19 services and community rehabilitation services. Urgent care services including our walk-in centre.

Registration for the site also covers 'Diagnostic and screening procedures' for our walk-in centre and community health services, including community nursing.

CQC service user bands							
The people that will use this location ('The whole population' means everyone).							
Adults aged 18-65		Adults aged 65+	Adults aged 65+				
Mental health		Sensory impairment					
Physical disability		People detained unde	People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol					
People with an eating disorder		Learning difficulties of	r autis	stic disorder			
Children aged 0 – 3 years		Children aged 4-12		Children aged 13-18			
The whole population	\square	Other (please specify below)					

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	\boxtimes
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	\boxtimes
Doctors consultation service (DCS)	
Doctors treatment service (DTS)	
Mobile doctor service (MBS)	
Dental service (DEN)	
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		T
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require nursing or personal care		T
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require treatment for substance abuse		
Registered Manager(s) for this regulated activity:		
Accommodation and nursing or personal care in the further education sector		Ī
Registered Manager(s) for this regulated activity:		
Treatment of disease, disorder or injury		
Registered Manager(s) for this regulated activity: Paula Simpson		
Assessment or medical treatment for persons detained under the Mental Health Act		
Registered Manager(s) for this regulated activity:	1	_
Surgical procedures		
Registered Manager(s) for this regulated activity:	1	_
Diagnostic and screening procedures		
Registered Manager(s) for this regulated activity: Paula Simpson		
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:		
Transport services, triage and medical advice provided remotely		
Registered Manager(s) for this regulated activity:	1	_
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:		
Termination of pregnancies		
Registered Manager(s) for this regulated activity:		
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		
Nursing care		
Registered Manager(s) for this regulated activity:	-	_
Family planning service		
Registered Manager(s) for this regulated activity:		_

The information below is for location no.:	5	of a total of:	6	locations
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Name of location	Leasowe Primary Care Centre	
Address	2 Hudson Road Wirral	
Postcode	CH46 2QQ	
Telephone	0151 514 2160	
Email	paula.simpson8@nhs.net	

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Leasowe primary care centre is located in north Wirral.

It is specifically regulated for 'Treatment for disease, disorder or injury, which provides cover for our dental service.

The site is also registered for 'Surgical procedures' which covers delivery of our dental service.

Registration for the site also covers 'Diagnostic and screening procedures' for our dental service.

CQC service user bands						
The people that will use this location ('The whole population' means everyone).						
Adults aged 18-65		Adults aged 65+				
Mental health		Sensory impairment				
Physical disability		People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol				
People with an eating disorder		Learning difficulties or	r autis	stic disorder		
Children aged 0 – 3 years		Children aged 4-12		Children aged 13-18		
The whole population	\square	Other (please specify	belov	v)		

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	
Doctors consultation service (DCS)	
Doctors treatment service (DTS)	
Mobile doctor service (MBS)	
Dental service (DEN)	\boxtimes
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		T
Registered Manager(s) for this regulated activity:	1	
Accommodation for persons who require nursing or personal care		
Registered Manager(s) for this regulated activity:	•	
Accommodation for persons who require treatment for substance abuse		
Registered Manager(s) for this regulated activity:		
Accommodation and nursing or personal care in the further education sector		
Registered Manager(s) for this regulated activity:		
Treatment of disease, disorder or injury		
Registered Manager(s) for this regulated activity: Paula Simpson		
Assessment or medical treatment for persons detained under the Mental Health Act		Ī
Registered Manager(s) for this regulated activity:		
Surgical procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Diagnostic and screening procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:		
Transport services, triage and medical advice provided remotely		
Registered Manager(s) for this regulated activity:		
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:		
Termination of pregnancies		
Registered Manager(s) for this regulated activity:		
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		
Nursing care		
Registered Manager(s) for this regulated activity:		
Family planning service		
Registered Manager(s) for this regulated activity:		

The information below is for location no.:	6	of a total of:	6	locations
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Name of location	Clatterbridge Hospital	
Address	Clatterbridge Road, Wirral	
Postcode	CH63 4JY	
Telephone	0151 514 2160	
Email	paula.simpson8@nhs.net	

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Clatterbridge Hospital is located in mid Wirral.

It is specifically regulated for 'Treatment for disease, disorder or injury' and 'Diagnostic and screening procedures', to provide a Community Intermediate Care Centre (CICC) across three wards accommodating up to 73 people.

The CICC will be primarily be used to support frail and older people with rehabilitation needs that cannot be managed within their own home environment.

CQC service user bands						
The people that will use this location ('The whole population' means everyone).						
Adults aged 18-65	\boxtimes	Adults aged 65+			\boxtimes	
Mental health		Sensory impairment				
Physical disability		People detained under the Mental Health Act				
Dementia		People who misuse drugs or alcohol				
People with an eating disorder		Learning difficulties or autistic disorder				
Children aged 0 – 3 years		Children aged 4-12 Children aged 13-18				
The whole population		Other (please specify	belov	v)		

The CQC service type(s) provided at this location	
Acute services (ACS)	
Prison healthcare services (PHS)	
Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS)	
Hospice services (HPS)	
Rehabilitation services (RHS)	\boxtimes
Long-term conditions services (LTC)	
Residential substance misuse treatment and/or rehabilitation service (RSM)	
Hyperbaric chamber (HBC)	
Community healthcare service (CHC)	
Community-based services for people with mental health needs (MHC)	
Community-based services for people with a learning disability (LDC)	
Community-based services for people who misuse substances (SMC)	
Urgent care services (UCS)	
Doctors consultation service (DCS)	
Doctors treatment service (DTS)	
Mobile doctor service (MBS)	
Dental service (DEN)	
Diagnostic and or screening service (DSS)	
Care home service without nursing (CHS)	
Care home service with nursing (CHN)	
Specialist college service (SPC)	
Domiciliary care service (DCC)	
Supported living service (SLS)	
Shared Lives (SHL)	
Extra Care housing services (EXC)	
Ambulance service (AMB)	
Remote clinical advice service (RCA)	
Blood and Transplant service (BTS)	

Regulated activity(ies) carried on at this location		
Personal care		Τ
Registered Manager(s) for this regulated activity:		
Accommodation for persons who require nursing or personal care		
Registered Manager(s) for this regulated activity:		_
Accommodation for persons who require treatment for substance abuse		
Registered Manager(s) for this regulated activity:	<u>.</u>	-
Accommodation and nursing or personal care in the further education sector		
Registered Manager(s) for this regulated activity:	<u>.</u>	-
Treatment of disease, disorder or injury		Ī
Registered Manager(s) for this regulated activity: Paula Simpson		_
Assessment or medical treatment for persons detained under the Mental Health Act		Ī
Registered Manager(s) for this regulated activity:	<u>.</u>	-
Surgical procedures		
Registered Manager(s) for this regulated activity:		<u>.</u>
Diagnostic and screening procedures	\square	
Registered Manager(s) for this regulated activity: Paula Simpson		<u>.</u>
Management of supply of blood and blood derived products etc		
Registered Manager(s) for this regulated activity:		
Transport services, triage and medical advice provided remotely		
Registered Manager(s) for this regulated activity:		
Maternity and midwifery services		
Registered Manager(s) for this regulated activity:		
Termination of pregnancies		
Registered Manager(s) for this regulated activity:		
Services in slimming clinics		
Registered Manager(s) for this regulated activity:		
Nursing care		
Registered Manager(s) for this regulated activity:		
Family planning service		
Registered Manager(s) for this regulated activity:		

Statement of purpose, Part 4

Registered manager details

Including address for service of notices and other documents

The information below is for manager number:	of a total of:	Managers working for the provider shown in part 1
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1. Manager's full name

Mrs Paula Simpson

2. Manager's contact details		
Business address	St Catherine's Health Centre	
Town/city	Church Road	
County	Birkenhead	
Post code	Wirral	
Business telephone	CH42 0LQ	
Manager's email address ¹		
paula.simpson8@nhs.net		

¹ Where the manager has agreed to service of notices and other documents by email they will be sent to this email address. This includes draft and final inspection reports on all locations where they manage regulated activities.

Where the manager does not agree to service of notices and other documents by email they will be sent by post to the provider postal business address shown in Part 1 of the statement of purpose. This includes draft and final inspection reports on all locations.

Please note: CQC can deem notices sent to manager(s) at the relevant email or postal address for service in this statement of purpose as having been served, as described in Sections 93 and 94 of the Health and Social Care Act 2008. The address supplied must therefore be accurate, up to date, and able to ensure prompt delivery of these important documents to registered managers.

3. Locations managed by the registered manager at 1 above

(Please see part 3 of this statement of purpose for full details of the location(s))

Name(s) of location(s) (list)

Percentage of time spent at this location

4. Regulated activity(ies) managed by this manager			
Personal care			
Accommodation for persons who require nursing or personal care			
Accommodation for persons who require treatment for substance abuse			
Accommodation and nursing or personal care in the further education sector			
Treatment of disease, disorder or injury			
Assessment or medical treatment for persons detained under the Mental Health Act			
Surgical procedures			
Diagnostic and screening procedures			
Management of supply of blood and blood derived products etc			
Transport services, triage and medical advice provided remotely			
Maternity and midwifery services			
Termination of pregnancies			
Services in slimming clinics			
Nursing care			
Family planning service			

5. Locations, regulated activities and job shares

Where this manager does not manage all of the regulated activities ticked / checked at 4 above at all of the locations listed at 3 above, please describe which regulated activities they manage at which locations below.

Please also describe below any job share arrangements that include or affect this manager.

N/A