

## **JOB DESCRIPTION (Dec '09)**

- Job Title:** Chaplain
- Department:** Across all hospice services
- Grade:** Band 6/7
- Responsible to:** Director of Nursing
- Accountable to:** Director of Nursing
- Job Purpose:** To promote and provide high quality spiritual care for patients, their relatives or carers, staff and volunteers within the Hospice services
- Key Responsibilities:**
- To be a skilled practitioner providing and/or co-ordinating appropriate spiritual and religious care for all patients, visitors, staff and volunteers regardless of faith or life stance. To be able to work with spirituality across a full spectrum from the secular to formal religious belief.
  - To be a resource offering expert advice to other ministers, health and social work professionals and voluntary groups working with patients with palliative care needs.
  - To be a facilitator by influencing policy at management level and in the wider community.
  - To be an educator optimising opportunities informally and formally to increase the knowledge and skills of professional and non-professional staff in the spiritual care of palliative care patients and their families.
  - To liaise with ministers and other key spiritual leaders in the community creating a resource for the patients in whichever setting they require spiritual care.
  - To manage the chaplaincy service including a small team of spiritual care workers, ensuring the availability of services for patients and families in crisis, 24 hours a day, seven days a week.

**Role Profile  
Ministry:**

Provide an informal, ethical, theological, spiritual and pastoral resource for individuals, patients relatives or staff

Ensure that all patients using the Inpatient and Day Hospice facilities are visited by the chaplaincy team and have regular access to expert spiritual care and access to sacramental and non-sacramental ministry.

Provide specialist spiritual and pastoral care for patients, carers, staff and volunteers establishing effective and supportive relationships.

Liaise with members of the clinical team to identify patients with spiritual and religious needs.

Assess, plan, implement and evaluate spiritual care interventions maintaining accurate records in accordance with local and national policies.

Offer and deliver opportunities for worship and/or reflection for individual patients, or groups of patients, carers, staff and volunteers. Lead such activities as appropriate.

Support the clinical team and enable them to develop the delivery of spiritual care.

Actively contribute to multi-disciplinary team meetings.

Liaise and collaborate with other community ministers/hospital chaplains as appropriate to ensure ongoing support for patients and families.

Ensure that when unable to deliver the care required, arrangements are made to employ the services of others (e.g. where there are alternative belief systems).

Collaborate with the Bereavement Service Co-ordinator to ensure appropriate literature and support is available for the bereaved.

**Management:**

Ensure that there is a 24 hour rota of chaplain availability that is up to date and accessible to the Inpatient staff.

Develop and maintain links with other ministers/faiths/groups to ensure an accessible resource is available for staff, patients and relatives to meet a range of needs.

Manage own time effectively to ensure that visits to the Hospice are at the agreed regular hours, but with flexibility be able to prioritise according to need and urgent request.

Ensure publicity and delivery of regular acts of worship for patients, relatives, staff and volunteers.

Maintain the chapel and dedicated spiritual space such as the chapel garden, (with support of facilities staff), to ensure that the areas are available and conducive for private contemplation and prayer between events/services and that they are well stocked with necessary and appropriate resources.

Organise and lead, in collaboration with bereavement and fundraising staff, the annual thanksgiving and remembrance service for bereaved relatives (Lights of Love).

Organise other appropriate spiritual activities/services to celebrate events or to support staff and volunteers or hospice users as the need arises.

Ensure the chaplaincy service meets nationally recognised 'Standards for Hospice & Palliative Care Chaplaincy'.

Represent the Hospice as required at relevant local or national events e.g. Network/PCT meetings.

Lead and manage other members of the chaplaincy team to include keeping them informed of hospice activity and conducting meetings and annual appraisals.

Establish good working relationships with the teams across the hospice, in particular with the clinical team and the Bereavement Service Co-ordinator.

Promote the development of the Hospice as a supportive and cohesive community.

Actively contribute to the overall management of the hospice by participating in key meetings, discussions and projects.

Lead on audit activity of the chaplaincy services.

Maintain accurate and legible records in accordance with local and national policies.

Be familiar with and adhere to all Hospice policies.

**Education:**

Facilitate the development of professional colleagues through collaborative ministry. Optimise opportunities to provide mentorship and supervision and provide expert guidance to students and colleagues.

In collaboration with senior clinical colleagues identify training and development needs of staff.

Initiate, deliver and evaluate informal and formal events that increase the knowledge and skills of professionals and non-professionals both within and outside the Hospice, in the delivery of spiritual care.

Actively contribute to the Hospice education programme.

Contribute to local and national debate regarding spiritual care within palliative care delivery.

**Personal Development:**

Ensure membership of the Association of Hospice and Palliative Care Chaplains (AHPCC) is established and maintained.

Keep up to date with current knowledge and evidence based practice in the realm of spiritual care and world faiths.

Keep up to date as relevant with developments in palliative care.

Develop personal and professional knowledge and skills through study, care delivery, critical self-appraisal and supervision.

Participate in annual performance review, to include the identification of personal development needs, against own job description.

Acknowledge the potential effects of the role on self. Be aware of available support and know how to access such support appropriately.

This job description is not exhaustive. It is an interpretation of the proposed responsibilities of the post. It can be amended to meet changing priorities at any time following discussion with the post holder.