



Lindsey Lodge Hospice and Healthcare

Chaplaincy Policy

Hospice Policy on Chaplaincy

AIMS

The aims of the Chaplaincy Team are:

- To provide for the spiritual and religious needs and wellbeing of patients and those close to them and Hospice staff as requested
- To respect and meet the needs of all patients irrespective of faith.

Spiritual and religious care will be patient led and focused on the needs of the individual and their family.

This responsibility will be shared by the members of the team.

CHAPLAIN coordinator

The Chaplain coordinator will be appointed by the Chief Executive and Volunteer Coordinator.

The Chaplain coordinator will:

- act as a point of reference for the Chaplaincy Team members
- co-ordinate the Chaplaincy Team members
- facilitate team meetings
- ensure representation at the MDT meetings if appropriate
- liaise with the Chief Executive/ Deputy Chief executive and Volunteer coordinator on all matters relating to the Chaplaincy Team.

The Chaplain coordinator is directly responsible and accountable to the Volunteer Coordinator who will act as Line Manager.

STRUCTURE

A Chaplain is a key member of the Multi-Disciplinary Palliative Care Team.

Lindsey Lodge Hospice Chaplains are directly responsible and accountable to the Chaplain coordinator who will act as Line Manager.

The members of the team will be:-

- Licensed or Commissioned within the main stream denominations of the Christian Church.
- acceptable to the Chaplain coordinator, Volunteer Coordinator and Chief Executive.

Chaplains will maintain confidentiality at all times and abide by all Lindsey Lodge Hospice policies and protocols.

It is important for Chaplains to pass information of concern at the earliest convenience should a patient divulge a serious concern during a visit. The patient must be informed that this information is being passed to the Nursing team in order to ensure the safety and ongoing care of that patient

Chaplains will attend Team Meetings as appropriate and where possible.

It is desirable that the Chaplaincy Team is regularly represented at meetings of the Council of Management.

Chaplains will receive no remuneration though travel expenses on hospice duties at the current Hospice rate may be claimed on the hospice claim form.

RESPONSIBILITIES

Chaplains will:

- be available to all members of staff, patients and relatives to give support and help as required.
- refer where necessary a person to another agency or counselling service, but only after consultation with a senior member of the hospice staff.

There will be limits on the time available by Chaplains for their work, dependent upon commitments to other duties which may have priority.

There will be information given or advertised to patients about the availability of chaplaincy services in the Hospice and of contacts with other ministers outside.

SPECIFIC DUTIES

The Chaplaincy Team will ensure that there is a regular visit to the hospice on weekdays and a facility for contact at other times.

It is expected that the chaplains will each cover one day visit per week.

Provision will be made for a chaplain to be available to staff, patients or relatives at other times where the circumstances dictate.

Provision will be made to meet the needs of those of other faiths or of no religious allegiance.

A pattern of services and visits will be established in co-operation with the hospice nursing staff so that both the patients and accommodation for such gatherings are available.

The chaplaincy team will be aware of the roles of other members in the Palliative Care Team and ensure effective communication and sharing the responsibility of maintaining all aspects of good teamwork.

OCCASIONAL DUTIES-EXPECTATIONS

Team members will make efforts to be available for special events and for advice on spiritual issues.

TRAINING

Opportunities for training of team members will be provided.

Members of the team will be available wherever possible to give input to relevant training sessions for other hospice staff.

REFERENCES:				
ISSUE DATE July 2000 Review 3 yearly				
TO BE REVIEWED	REVIEW COMPLETED	BY	APPROVED BY	CIRCULATION
2003	JAN 2003	AT/JG	SMG	Policy Books
JAN 2006	01/03/06	AT/JG	SMG	Policy Books
01/03/09	20/07/07	AT	SMG	Policy Books
July 2010	16/07/10	AT	SMG	Policy Books
16/07/13	20/02/10	LG/AT	SMG	Policy Books
20/02/15	12/03/13	LG/SH/MB/AT	SMG	Policy Books
12/03/16	19/09/16	MB	SMT	Policy Books
19/09/2019	May 2020	MG	QA 03/06/2020	L: Policies & Guidelines
May 2023				