

JOB DESCRIPTION

Job Title:	Trainee Healthcare Chaplain (Acute)
Band:	5 Subject to AfC banding confirmation
Directorate:	Chaplaincy Service
Working Hours	37.5
Location:	Shrewsbury and Telford Hospital sites
Accountable to:	Lead Chaplain

Job Purpose

Chaplaincy provides spiritual care practice which recognises and responds to the needs of the human spirit when faced with trauma, ill health or sadness and can include the need for meaning, for self-worth, to express oneself, for faith support, perhaps for rites or prayer or sacrament or simply for a sensitive listener. Spiritual care begins with encouraging human contact in compassionate relationship, and moves in whatever direction need requires. (NHS Education for Scotland 2009)

Main Duties and Responsibilities

- To assist the Lead Chaplain and collaboratively, with all members of the Chaplaincy Team, ensure the timely and appropriate response to referrals and requests for spiritual, religious and pastoral care support, playing a part on the On Call rota and taking part in ward-based visiting.
- To engage proactively and communicate effectively with colleagues to ensure a multi-disciplinary approach to the provision of spiritual, religious and pastoral care to patients, their families and carers, to staff, and volunteers seeking to meet the needs of those of all faiths and philosophies of life.
- To assist in patients, relatives, staff, students and volunteers requiring religious, pastoral and spiritual care from the post-holder's own faith tradition receive appropriate attention and care, and that prompt referrals are made to other chaplains and faith/belief representatives when requested.
- To be a visible presence in the hospital, visiting wards and clinical areas to support patients and develop relationships with staff and volunteers, ensuring that they are aware of services offered by the Chaplaincy Team.

- To develop an understanding and skills to support people experiencing challenging situations including those who are dying and their relatives, and those who are bereaved.
- To provide and/or arrange pastoral, spiritual and religious care for partners and families following pregnancy loss.
- To have knowledge of washing rituals after a death.
- To assist the Chaplaincy Team through visiting all wards and clinical areas as well as for certain areas of the Hospital in relation to special projects where involvement is needed and as agreed by the Lead Chaplain depending on the candidate's experience and interest.
- To be committed and able to maintain the patient-facing nature of the chaplain's role and possess the personal physical, psychological and spiritual robustness to work in all clinical areas including those of high infection risk and Covid-19 secure environments.
- To assist with the planning, preparation and (where appropriate) the delivery of faith-based services and other significant festival celebrations in the world faith calendar, respecting the traditions and beliefs of all who work in partnership with the Spiritual and Pastoral Care Service.
- To assist in pastoral care services, funerals and memorials, as requested, primarily in relation to emergency weddings, infant deaths and emergency baptism.
- To assist in maintaining Chaplaincy record keeping and data management in accordance with Information Governance policies and procedures, and to assist in project evaluation processes and preparation of reports as required.
- To be prepared to undertake evening and/or weekend activities in agreement with the Lead Chaplain.
- To be prepared to take part in Major Incident Response in accordance with Chaplaincy and Trust policies and procedures.
- To be sensitive to the needs of the patient and use a good level of listening skills.
- To work in accordance with The Shrewsbury and Telford Trust values, policies and procedures, fulfilling statutory and mandatory Trust training requirements and undertaking any necessary training that supports the work in agreement with the Lead Chaplain.

- To undertake other duties as may be requested by the Lead Chaplain to facilitate the smooth running of the Chaplaincy Team to assist delivery of spiritual, religious and pastoral care services to the Trust.
- To assist in expanding the volunteers within the Trust to ensure patients faith and belief needs are met.
- Able to be clear in articulating their own perspective, the post holder must also be able to develop and maintain constructive and supportive working relationships with other Chaplaincy and Trust staff.
- Under direction of the Chaplaincy Team, to assist and advise other religious leaders in the pastoral and spiritual care of their people while in hospital, being mindful of the rules of confidentiality by which every NHS employee is bound
- The post holder must be accredited by a faith community or belief group
- Previous demonstrable experience of offering spiritual and pastoral care within own faith community or belief group
- Expertise in the position and beliefs of their own faith community or belief group
- Understanding of the spiritual and religious needs of people and how these needs relate to health

Key relationships

- Lead Chaplain and Chaplaincy Team: daily, guided in the outworking of designated responsibilities and tasks.
- Medical and Nursing staff in Hospital areas in which assigned: to assist in the excellence of care offered to patients and their families.
- Specialist Care Teams (e.g. Palliative Care Team, ITU, A&E, CCU, Paediatric, Neonates, Maternity, Patient Experience, Dementia, Learning Disability, Safeguarding, Organ Tissue Donation etc.) to ensure effective multi-disciplinary working.
- Spiritual and Pastoral Care Team (Lead Chaplain, Chaplains, Multi Faith Sessional Chaplains, Roman Catholic Chaplaincy Team, Team Administrator and Pastoral Care Volunteers): constructively contributing to the operational delivery of services across the Trust and maintaining professional standards of Healthcare Chaplaincy.

- Members of faith and non-faith organisations: to be in good standing and knowledgeable of any current or important issues.
- All public bodies associated with interests in providing health care: as required, ensuring the work of the Spiritual and Pastoral Care Service is well-regarded and is actively seen to engage and share in a common purpose of patient, carer, staff and volunteer support.

Statutory and Miscellaneous

- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors, volunteers and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.

Pandemic or Major Incident

In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

Equal opportunities and Diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others. The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

Our Vision: To provide excellent care for the communities we serve

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TPCS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy