



JOB DESCRIPTION

Post Title: Palliative Care Chaplain

Responsible To: Senior Chaplain

Accountable To: Director of Care and Lead for Healthcare Partnerships

Role of the Department

The Chaplaincy Department within St Luke's is responsible for facilitating the spiritual, pastoral and religious care of patients, relatives and carers, staff, visitors and students from all faith / belief perspectives and none. The Chaplaincy team provide specialist knowledge and expertise in matters relating to spiritual and cultural beliefs, experiences and practices, particularly pertaining to specialist palliative and end of life care provision as part of holistic care.

Overall Purpose of the Role

- Provide a safe space and be a resource for people in their search for faith, meaning and hope.
- Provide an informed ethical, theological, spiritual and pastoral resource to individuals and to the wider institution of St Luke's, to people of all faith / belief perspectives and none, bringing expertise from their own tradition.
- Take responsibility for their own caseload of patients and clients with wide-ranging and complex spiritual, pastoral and religious needs.
- Contribute to the effective working of the Chaplaincy department within St Luke's.
- Contribute to the provision of a City Wide on-call rota (and attend within 1 hour of call), a 7-day service and cover for colleagues during periods of absence.

Key Responsibilities

Contribute to the effective working of the Chaplaincy teams:

- Ensure good communication and collaboration with all members of the Chaplaincy Department within St Luke's
- Follow established procedures and policies
- Contribute to the effective operation of a cross city on-call rota, responding to emergency calls in the required response time
- Make decisions on own initiative about spiritual needs in crisis situations and assess individual needs, referring on as necessary
- Participate in Chaplaincy role in Major Incident within Sheffield Teaching Hospitals (STH) NHS Trust within the City Wide on-call
- Share in the weekday and weekend duty rota when required
- Contribute to caseload planning within the Chaplaincy teams and the allocation of patients to volunteers
- Provide supervision to designated entry-grade Chaplains, students on placement and volunteers within St Luke's

- Participate in, or take responsibility for, particular projects and operational groups as directed by the Senior Chaplain
- Prepare and disseminate briefings, reports and liturgical material
- Contribute to Chaplaincy service developments within the Chaplaincy department
- Deputise for Senior Chaplain when required.

Provide pastoral and spiritual care:

- Assess spiritual health and wellbeing needs; develop spiritual care plans; keep written and electronic records within St Luke's
- Evaluate referrals and determine a timely response
- Provide spiritual and pastoral care that is sensitive to multi-cultural and multi-faith / belief worldviews of the diverse range of patients, their carers, staff and students served
- Provide specialist knowledge and skills to support inclusive spiritual care as integral to holistic Palliative and End of Life care
- Maintain effective and consistent links with the In Patient Centre, Day Care and the Community Nursing Teams
- Work collaboratively alongside other professionals at all grades.

Provide a Specialist Palliative Care Role:

- Keep up to date with national, regional and local developments in Palliative and End of Life care guidance and provision
- Contribute to organisational and Chaplaincy policies and procedures pertaining to best practice in Palliative and End of Life care
- Visit patients regularly on the In Patient Centre, Day Care settings and within the Community to provide a Chaplaincy presence, to offer support, to assess individual spiritual, pastoral and cultural needs and to receive referrals
- Develop effective working relationships with the multi-disciplinary specialist Palliative Care teams and related clinical staff within the Hospice
- Be proactive in addressing areas for development and improvement

Provide religious care:

- Deliver services, prayers or ritual consistent with their own faith or belief tradition
- devise, co-ordinate and lead both religious and non-religious services to meet particular needs: e.g. at funerals; memorial services for deceased patients and staff.
- Perform ritual and symbolic interventions connected with crisis, according to the needs of users, and consistent with the permissions and practice of one's own faith or belief community; e.g.
 - the religious ritual washing of some deceased patients
 - Sacrament of the sick
- Organise necessary rites and Sacraments that cannot be undertaken by the post holder, to be administered by a suitable colleague or community faith and belief leaders
- Establish effective links with and faith and belief leaders in the community that St Luke's serves.

Provide support for staff of St Luke's:

- Support good working relationships which respect the integrity of others
- Schedule time for staff as service users
- Assess and respond to staff spiritual needs (individual/collective)
- Be actively aware of issues, changes and conditions which affect staff wellbeing
- Collaborate with other relevant departments in promoting staff wellbeing

Provide training and education:

- Establish and maintain effective working relationships with key education and training colleagues

- Identify learning needs of self and others
- Initiate and plan the delivery of learning opportunities
- Identify and develop learning needs specific to improving the provision of spiritual and pastoral care as part of Palliative Care
- Mentor and supervise students on placement in the chaplaincy department
- Provide training for staff, students, volunteers and local faith and belief communities, as agreed with line managers

Contribute to the professional development of Chaplaincy:

- Maintain an understanding of spiritual care theory and practice
- Play a full role in the reflective practice processes of the department
- Undertake literature searches and critical reviews of research relevant to Chaplaincy.
- Contribute to audit, service reviews and research projects
- Contribute to conferences and publications.

Personal and Professional Development:

- Eligible to be registered with the UKBHC as a healthcare Chaplain
- Participate in the Development Review Process and maintain agreed personal and professional development
- Practice in accordance with the principles of the *Health Care Chaplains Code of Conduct*
- To contribute to maintaining the Standards for Hospice & Palliative Care Chaplaincy (AHPCC 2006).
- To work towards achieving the Knowledge, Skills and Actions of the Spiritual and Religious Care Competencies for Specialist Palliative Care (MCCC 2003)
- [UKBHC Standards 2009](#)
- [UKBHC Standards 2009 – Self-assessment tool](#)
- Develop as a reflective practitioner and receive regular supervision
- Maintain a spiritual discipline.

Contribute to the effective working:

- Follow St Luke's policies and procedures
- Keep up-to-date with mandatory training, in particular infection prevention & control requirements
- Participate in relevant Hospice wide activities
- Represent Chaplaincies at relevant functions and events across the city.
- Take responsibility for the health and safety of self and others.

Financial Management Responsibilities

- Responsible for handling and securely storing collections taken at a service when leading
- Responsible for handling and securely storing donations given during contact with service users.
- Responsible for assigning professional fees issued in relation to funerals within working time in accordance with the relevant Hospice practice.

Management Responsibilities

- Supervise students and volunteers within St Luke's.

Communications and Working Relationships

Required to work effectively and communicate with colleagues, ward staff, members of other disciplines, staff and relevant professional contacts beyond St Luke's and with voluntary, community and faith sector organisations.

- Within St Luke's:
 - Service Users
 - Clinical and patient areas
 - Multi-Disciplinary Teams
 - Voluntary organisations and Volunteers
 - Relevant working groups and projects (e.g Bereavement Group).

- External Organisations:
 - Representatives of local faith communities
 - Healthcare Chaplaincy Organisations
 - Faith Community organisations (local and national)
 - Voluntary Organisations
 - Funeral Directors.

General

All St Luke's employees are required to:

Abide by the Health & Safety at Work Act.

Attend mandatory training annually.

Respect confidentiality applying to all Hospice areas.

Work within Hospice policies and procedures.

Comply with the Hospice no smoking policy.

Participate in and contribute to team meetings.

Co-operate and liaise with departmental colleagues.

All St Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of the Hospice.

Our Values

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that we do at St Luke's. They influence our behaviours, our language, the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviours every day.

We expect staff to familiarise themselves with our values and the expected behaviours, and to ask if they feel these conflict in any way with their roles. These values and behaviours will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Date agreed: December 2021
Review date: December 2022