

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Trust Chaplain (Eastern) |
| **Reports to** | Head of Pastoral and Spiritual Care |
| **Band** | AfC Band 6 |
| **Department/Directorate** | Spiritual Care and Wellbeing |

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| **JOB PURPOSE** |
| This job exists to provide Healthcare Chaplaincy support within Eastern services to patients, relatives and staff. It is primarily on weekdays but may involve some weekend working on a rota basis and regular on-call provision is also required.  The postholder will be part of a wider Spiritual Care and Wellbeing Team delivering effective pastoral, spiritual and religious care of staff, patients, relatives and volunteers. We work on an inclusive model and so, whilst we expect you to have a deep rootedness in a faith or belief tradition, spiritual care will often be deliered to individuals who do not share your faith/belief context.  This role may include day to day coordination among chaplaincy staff, honorary chaplains and volunteers, and close working with local faith & belief communities to ensure best provision is in place and delivered in line with Trust Spiritual Care Policy and other relevant protocols. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The principle responsibility will be the direct delivery of healthcare chaplaincy to those of all faiths and beliefs (including no belief) in line with NHS England best practice guidance (<https://www.england.nhs.uk/chaplaincy/>)  You will provide spiritual, religious, emotional, pastoral and cultural care by   * Responding as requested to patients, their families and friends who are referred to our care and those you meet in the ward areas as agreed within the team * offering spiritual and pastoral care to all patients/relatives and staff (as appropriate to their faith or belief when relevant). * working respectfully and sensitively alongside other chaplaincy team members and all other healthcare professionals * maintaining and developing a personal spiritual discipline * planning and leading services or non-religious events to meet pastoral needs as required * conducting relevant religious/non religious rites of passage as required * having the emotional strength to cope with difficult and challenging pastoral situations * participating in 24/7 on call.   You may be allocated a number of teams to build stronger links with and participate more fully in the MDT. |
| **KEY WORKING RELATIONSHIPS** |
| In addition to work with patients and visitors, the post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition the post holder will occasionally deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * All members of the Chaplaincy Team (across whole of RDUH) * Ward matrons and nursing staff * Medical staff * Palliative care team. * Any allocated MDT | * Local faith and belief communities | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder is expected to work independently in competently assessing and providing spiritual care to patient, staff and relatives. They will work closely with whoever is the ‘duty chaplain’ to agree who sees who and who visits where. Thy may need to oversee the work of volunteers and honorary (unpaid) chaplains on their day of work. All band 6 posts, including this one- will be managed by the Head of service. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Healthcare Chaplaincy has always demanded the highest level of communication skills, dealing with complexity, trauma and highly sensitive matters on a daily basis. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| There is a need for sensitive judgement in the post on a daily basis, including the assessment of cultural, spiritual, religious, emotional and pastoral needs using skill and agreed tools |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The role will require effective organising of own day to day activities and support with a simple rota among the local team. They may also support the service lead with some broad longer-term project or MDT working as required. |
| **PATIENT/CLIENT CARE** |
| There will be daily contact with patients, sometimes in a distressed state. Care plans will be written and followed, and work properly documented. Appropriate physical touch may be required, but there will be no manual handing or transporting of patients. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will contribute to service improvement by making suggestions and improvements to service policies. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Will need to be aware of financial situation in dept. |
| **HUMAN RESOURCES** |
| Role is not currently responsible for any paid staff, but may have oversight of volunteers and honorary chaplains (unpaid) on the day of working, students on placement and will contribute to training or teaching sessions. |
| **INFORMATION RESOURCES** |
| May need to handle some basic statistical data linked to service provision, and will be expected to use computer software on a daily basis. Expected to access confidential information as required for the delivery of care and create accurate records of spiritual care interventions. Required to carefully provide limited information to volunteers such that they can safely carry out their roles. |
| **RESEARCH AND DEVELOPMENT** |
| Expected to participate in journal club and learning through reflective practice groups. |
| **PHYSICAL SKILLS** |
| Good general fitness enabling movement across site to visit patients and staff. |
| **PHYSICAL EFFORT** |
| Needs to be able to move freely across site. Ability to remain still for prolonged periods when required, sometimes standing. |
| **MENTAL EFFORT** |
| Frequent high levels of concentration. Frequent engagement in complex situations requiring concentration. |
| **EMOTIONAL EFFORT** |
| Dealing with death, baby loss, severe illness among patients and relatives is a frequent effort, as is dealing with stress and emotional issues among staff. |
| **WORKING CONDITIONS** |
| Little exposure to hazardous conditions, mainly movement on corridors and wards |
| **OTHER RESPONSIBILITIES** |
| They will assist and advise external faith and belief leaders in the pastoral care of their people while in hospital and receive information from them, working within GDPR guidance.  Contribute to and work within a safe working environment including the spiritual wellbeing of chaplaincy volunteers and honorary chaplains.  Take part in regular performance appraisal, as well as commit to regular ‘reflective practice’ wih the team and tend to your own wellbeing in terms of personal faith/belief.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | **Trust Chaplain Band 6** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING**  Formal Theological Qualification or equivalent to degree level or equivalent \*we recognise different faith and belief traditions have different ways of attaining relevant depth of training and knowledge  Directly relevant PGCert, 3 CPE modules or willingness and capbility to complete (post may be offered at Band 5 pending completion of required qualification) | **E**  **E** |  |
| **KNOWLEDGE/SKILLS:**  Leadership skills  Able to lead services or rites of passage in differing situations.  Ability to face up to the challenges that mental health presents  Ability to work collaboratively across faith and belief boundaries  Education Training Skills.  Pastoral/Counselling skills.  Understanding of contemporary health care philosophy and environment.  Ability to participate in Health Care Ethics debate.  IT Literacy | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D**  **D** |
| **EXPERIENCE:**  Pastoral Care of bereaved people  Care of terminally ill people.  Care of people bereaved of children and experience of dealing with death through miscarriage, still birth and neo-natal death.  Care and support of staff under pressure.  Two years’ experience in Healthcare Chaplaincy or equivalent  Able to lead relevant rituals/sacraments of your tradition  Experience of teaching undergraduate students in Medicine and Nursing | **E**  **E**  **E** | **D**  **D**  **D**  **D** |
| **PERSONAL REQUIREMENTS:**  Ability to work reactively  Flexibility.  Ability to sit/stand with patients for prolonged periods.  Willingness to take initiative.  Comfortable in volatile situations  Ability to travel between local sites | **E**  **E**  **E**  **E**  **E** | **D** |
| **OTHER REQUIREMENTS:**  Ability to take part in a 24 On-Call rota, seven days a week.  In good standing with an appropriate faith or belief group willing to formally endorse your role, or able to provide a robust reference from a Board Registered Chaplain | **E**  **E** |  |

**\*Essential/Desirable**

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | x |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | x |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y | x |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y | x |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | x |
| Emotional Effort | Y |  |  |  | x |
| Working in isolation | Y |  |  |  | x |
| Challenging behaviour | Y |  | x |  |  |