# JOB DESCRIPTION

**JOB TITLE: Team Chaplain – Oncology and Palliative Care**

**Grade: Band 6**

**Hours: 0.6wte (22.5hrs)**: **12 months Fixed Term Contract**

**DEPARTMENT: Chaplaincy-Spiritual Care**

**SPECIALITY / DIVISION: Patient Experience**

**RESPONSIBLE FOR: Providing Pastoral, Spiritual and Religious care**

 **to patients staff and visitors.**

**ACCOUNTABLE TO: Lead Chaplain**

**JOB SUMMARY: The appropriate denominational authority**

 **whose licence will be held.**

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To assist the Lead Chaplain, and collaborate with Spiritual Care Team and Spiritual Care Volunteers in **delivering a safe and effective service** which meets the needs of the Trust in providing for the Spiritual, Pastoral and Religious care of patients, their family carers and staff, within the Trust.
2. **To visit patients, carers and staff** in the wards and departments on a regular basis, providing pastoral and spiritual care to those of any faith or none, without prejudice, ensuring that the Spiritual Care Department fully upholds and embraces the principles of the Equality Act 2010. To maintain records systematically using assessment tools.
3. To assist the Lead Chaplain in **supporting diverse users of the Spiritual Care Services** by ensuring that suitable facilities for religious observance, prayer and reflection are made accessible to all who require them, without discrimination. This will include appropriate support for people of no faith or belief, but who express a desire for pastoral care.
4. To **offer cultural and religious advice and support** particularly for own faith group and culture. To work within multi-disciplinary teams within the healthcare setting. To advise on such care, particularly but not exclusively where there is a suspected or confirmed diagnosis of cancer. To offer own faith community rites and rituals in providing the appropriate care, particularly with regard to death and the dying, the seriously ill, and birth rites.
5. **To provide and enable specialist pastoral, spiritual and religious care in palliative and oncology environments,** keeping up-to-date with national, regional and local developments in palliative and oncology care. To liaise with external agencies, for example, the Association for Hospice and Palliative Care Chaplains, Dorothy House Hospice and Macmillan Cancer Support. To contribute to organisational and chaplaincy policies and procedures regarding best practice in palliative and oncology care
6. To **co-operate with medical, nursing and management** **staff** in appropriate multi-disciplinary meetings, staff training and department meetings as and when attendance and specialist advice is considered necessary. To take part in discussions where spiritual care of patients is an important issue.
7. In consultation with clinical staff, to **liaise with and advise local faith communities** about pastoral, religious and spiritual care of patients, visitors and staff. To receive information from such leaders, always remembering rules of confidentiality by which every NHS employee is bound. To act as a resource for the Trust for local and national multi-faith information with regards to cancer and palliative care. To encourage patient liaison about the work of the service.
8. **To assist, create and support corporate acts of worship** which have spiritual significance; Annual Service for Special Babies; Annual Service of Reflection for relatives of those who have died within the RUH and other memorial services within the hospital. In addition, to be part of the roster for preparing, leading and coordinating volunteers with regards to the weekly Ecumenical Sunday Worship (During the pandemic we have been offering worship on Sunday through collaboration with Bath Radio.) To officiate at Adult Intestate Funerals arranged by the Trust and to assist the Lead Chaplain, where appropriate in advising on all aspects of bereavement care and funerals.
9. To **work in partnership Ecumenically and with Faith leaders** in the community to provide Religious, Spiritual and Pastoral care to patients, their family carers and staff, within the Trust.
10. Following a period of induction to **share in a 24/7 on-call service** as Trust Duty Chaplain to meet the needs of the Trust and to provide cover for colleagues during leave or absence. These responsibilities require a significant degree of operational involvement, frequently and at short notice, on an on-call basis. This will be **approximately two on-call per week** as per rota which will includes part of the weekend once a month.
11. Contributing to, and delivering, **education and training in pastoral, spiritual and religious care**, (a) Liaising with local faith communities and health care groups, (b) participating in the ongoing training and supervision of volunteers and (c) developing training materials for staff, especially in pastoral, spiritual and religious care to oncology and palliative care patients, such as breaking bad news, recognising and treating spiritual pain, holistic care of the dying patient, care of the deceased patient, pre and post bereavement care.
12. To represent the Spiritual Care Team at the Trust’s **Palliative and** **End of Life Care** **Steering** Group, and to ensure that Religious and Spiritual Care is integral to the Trust’s Palliative and End of Life Care annual work plan and service improvement programme.
13. **To participate in the Specialist Palliative Care Multi-Disciplinary Team meetings**, to support holistic review of patients, including recognition and support for their spiritual care.
14. To assist the Spiritual Care Team to ensure that **resources and information** describing Spiritual Care Services (Website and Patient Information Leaflets) are maintained, are up to date and are accessible for all who wish to access the Spiritual Care Services.
15. To assist the Spiritual Care Team in ensuring that processes are in place for the Spiritual Care Services to **receive feedback** from patients, their families, carers and staff, within the Trust and other organisations, in order to support service improvement.
16. **Intentionally support members of staff,** building networks and relationships with staff through regular contact; being discrete, trustworthy and respect confidence; and being a resource for staff in the areas of ethics and spiritual care.
17. To take responsibility for **professional development, reflective practice and regular supervision**.

**Research and Development**

To undertake research, audit and survey on behalf of the department order to identify areas of weakness and generate service improvement.

## POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust’s policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work.  Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation.  Staff must be familiar with and understand the correct reporting process where there has been a potential breech.

## OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

## CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (1998) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

### SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children’s Board Policies.

## HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

## HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

* your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
* where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
* you follow all Trust policies, procedures and processes to meet the dutiesset out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

**HEALTH & WELLBEING**

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

## EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce.

**PATIENT AND CARER EXPERIENCE**

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

1) Communicate clearly with people;

2) Involve patients and carers in their care and with the hospital;

3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

**FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

**STRUCTURE CHART**

**Director of Nursing & Midwifery**

**|**

**|**

**Lead for Patient & Carer Experience**

**|**

**Lead Chaplain**

|

**Deputy Team Chaplain**

**|**

**Team Chaplain**

 **|**

**Assistant Chaplain**

**|**

**Spiritual Care Volunteers**

**TERMS AND CONDITIONS**

**JOB TITLE: Team Chaplain – Oncology and Palliative Care**

**BAND: Band 6**

**SALARY: £32,306 - 39,027 pro rata**

**CONTRACT:** **22.5 hours (3 days a week), 12 months Fixed Term Contract**

**ANNUAL LEAVE ENTITLEMENTS:**

|  |  |
| --- | --- |
| **Length of Service** | **Annual leave and public holidays** |
| On appointment | 202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff |
| After five years’ service | 217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff |
| After 10 years’ service | 247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff |

**NOTICE PERIODS:**

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| --- | --- |
| **Band** | **Notice Period**  |
| Band 1 – 3 | 4 weeks |
| Band 4 | 6 weeks |
| **Band 5 – 6** | **8 weeks** |
| Band 7 – 9 | 12 weeks |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **CRITERIA REQUIRED** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training** | Ordained Priest or Lay minister in good standing with their faith community orauthorising body and having permission to practice.Experience of Healthcare Chaplaincy Training in Health Care ChaplaincyEvidence of continuing personal and professional development.Appropriate level Prevent training | Membership of the College of Health Care Chaplains (CHCC), subscribing to its Code of practice and Professional Conduct **or** Membership of the United Kingdom Board for Health Care Chaplaincy (UKHBC) |
| **Knowledge & Experience** | Experience and knowledge in Oncology and Palliative Care Spiritual Care. Good presentation, training and teaching skills with an ability to engage with others.To be able to discern, assess and provide for the Spiritual, Emotional and Religious – of patients, relatives, and staff - whatever their philosophy, belief and value systems To be able to make independent, specialized judgements regarding their care. | Specialist knowledge of NHS guidance and directives on delivering Spiritual Care within the NHS.Specialist knowledge of all aspects of Spiritual Care and how this is applied to other faiths and cultural traditions.To be able to work in an Ecumenical and Multi-faith and no faith team  |
| **Values** | Values and respects others, treats everyone as an individual, is non-judgementalMotivated to be genuinely kind and caring. Have a good sense of humour. Supports and co-operates with colleaguesPro-active and takes responsibility and willing to learn, open to change.Motivated to make a difference in whatever way they canTakes pride in themselves, their appearance, their role and where they work. |  |
| **Specific Skills** | Ability to work on own initiative, whilst co-ordinating a team and remaining accountable to the Lead Chaplain An excellent team player committed to team working and the development of other peopleExcellent interpersonal skills, able to develop good communication with a range of people about difficult, challenging distressing or sensitive matters in equally difficult or distressing situations.Ability to deliver care with kindness compassion dignity and respect even when own values are being challengedCommitted to accepting and supporting others across the full Equality Diversity and Inclusion agenda from prejudice or bias. Understanding of Equality and Diversity legislation.Ability to handle highly sensitive confidential or contentious information in a highly emotive or hostile atmosphere working consistently under stress.Ability to provide Spiritual and Religious Care for the dying, critically ill and newly bereaved, including those experiencing sudden death or pregnancy loss.Ability to enable others from any faith and none to address their spiritual needs in a manner consistent with their own culture, background, values and beliefs.Capable of preparing and leading corporate acts of worship which have spiritual significanceGood level of competence in administration, computer skills (Database, Emails, Word processing, Trust eLearning).Effective with time management, including keeping to deadlines and the ability to work flexibly.To respond to all referrals to Spiritual Care Services and be willing to offer support during a Major Incident.To be able to create own work plan and prioritise work load on a day-to-day basis. |  |
| **Physical Skills & Effort****Emotional Effort** **Requirements due to Working Environment**  | Requires good physical, mental and emotional stamina. To be able to walk substantial distances around the hospital with long periods of standing. To be able to work creatively as part of a team or as a lone worker.Ability to recognise and manage personal stress and to maintain clear judgements and decisions under pressure. Sustained exposure to high level emotional distress in breaking news of a close family member’s death, being present in the hospital mortuary to support bereaved family members to see their loved ones. Ability to respond in a timely manner to on call requests, with the ability to travel off-site as and when required, including being able to undertake full on-call dutiesPotential **exposure** to contact with body fluids, medications and x-rays is an inevitable part of Spiritual Care Ministry. |  |