

Trust Chaplain

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Trust Chaplain with responsibility for paediatric chaplaincy services

Division – Trust Services

Department – Spiritual and Pastoral Care

Band – Band 6 AfC

Salary – As per Agenda for Change

Location – Bristol Royal Infirmary (chaplaincy hub) but working across all Trust sites

Hours of work – 37.5 hours per week (Full Time)

Contract length – Permanent

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

What you'll love about working here

We are outstanding! The CQC rated the organisation as Outstanding for services being caring and well-led. The Trust was the first in the country to go from Requires Improvement to Outstanding in 2017, and is now the first to do this and then retain this rating. The Trust is currently one of only seven in the country to have been rated Outstanding twice, and one of only three general acute Trusts to achieve this.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust

Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7.

As an organisation we encourage further development of all employees to progress upward within their chosen field.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

Version Issued: June 2020

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Job purpose

The post holder will share core responsibilities in delivering spiritual, religious and pastoral care with other University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) Chaplains. The post holder will be required to work flexibly and supportively alongside chaplaincy colleagues to ensure that the spiritual, religious and pastoral needs of patients, visitors and staff are addressed, and to actively contribute to the ongoing development of the department and service.

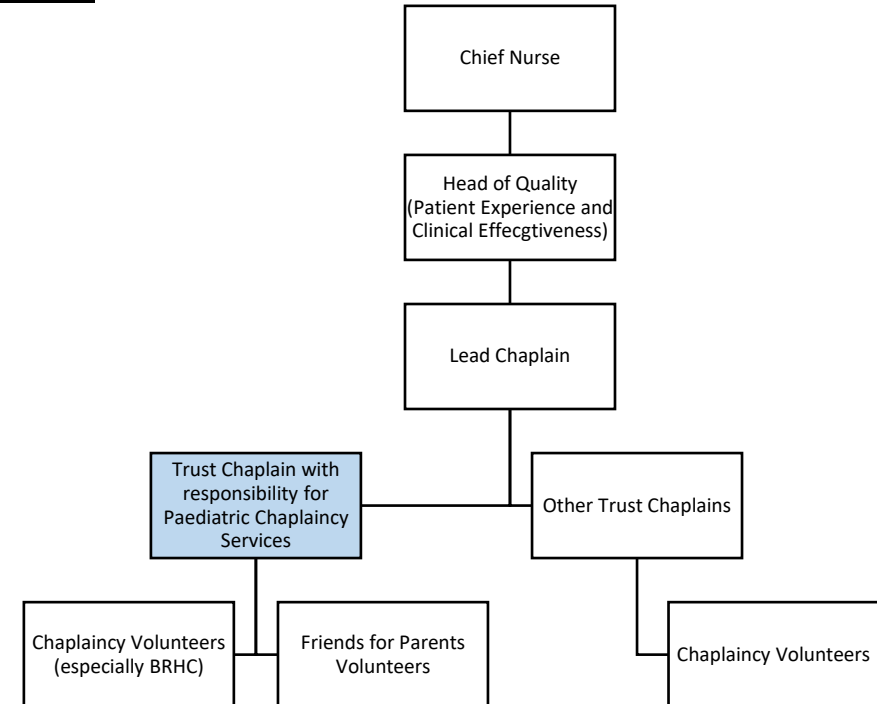
The post holder will have specialist responsibilities and provide a particular focus on paediatric chaplaincy services at Bristol Royal Hospital for Children (BRHC). An ability to work with, and to understand, children and their families – who may be in a heightened sense of distress – is therefore an essential attribute.

UHBW operates a joint chaplaincy on call service with North Bristol NHS Trust (NBT). Trust Chaplains are expected to fully participate in the on-call service and to provide care at all sites managed by each Trust when on-call. This will include participation in the Trust(s) Major Incident Plan (MIP) when activated.

Main Duties and Responsibilities for all Trust Chaplains

- Accountable to the Lead Chaplain for all aspects of their duties and decisions.
- Contribute to the development and delivery of Trust spiritual, religious and pastoral care strategies, policies, protocols, procedures and work plans under the direction of and in consultation with the lead chaplain.
- Engage in the delivery, monitoring and recording of spiritual, religious and pastoral care received by patients, staff and visitors in the Trust.
- Use a holistic model approach in the assessment and delivery of spiritual care to provide spiritual, religious and/or pastoral care that enables or supports healing and wholeness.
- Identify and address the spiritual, religious and pastoral needs of patients, staff and visitors within the Trust subject to their request or consent.

Organisational



Key Relationships

- Chaplaincy Colleagues including the Lead Chaplain, Trust Chaplains, Honorary Chaplains, Chaplaincy Volunteers, Friends for Parents (FFP) Volunteers and Administration Staff.
- All wards and staff in Bristol Royal Hospital for Children (BRHC).
- Liaise (Family support team).
- Paediatric Psychology and Bereavement Team.
- Patient Affairs (Bereavement) Team.
- Head of Quality (Patient Experience and Clinical Effectiveness).

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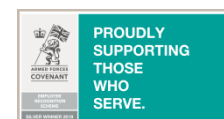
University Hospitals
Bristol and Weston
NHS Foundation Trust

- Respond to people in spiritual distress including those who may show challenging behaviours, using professional and pastoral knowledge, skills and practice.
- Provide or enable religious rites and ceremonies as may be requested or required (within the limitations of the post-holder's religion/belief and faith authority). This may include prayer, baptism, blessing, naming and other rites at times when patients (including children) may be facing complex surgery, approaching the end of life, or following baby loss during pregnancy or soon after.
- Arrange, conduct or advise on emergency marriages in hospital according to national, legal, licensing faith body and Trust guidelines.
- Seek to establish relationships of trust and support with all those in the post-holder's care, identifying pastoral needs and responding to them. This may be in collaboration with other teams of healthcare professionals within Trust guidelines (e.g. Multidisciplinary meetings, and/or confidential discussions).
- Provide or facilitate appropriate formal and continuing care where needed.
- Provide advocacy where needed and requested.
- Facilitate any religious need that is outside the scope of the post-holder's belief or authority.
- Arrange and conduct Trust funerals as required, liaising with families, Patient Affairs (bereavement administration team) and ward staff as appropriate.
- Respect and maintain client confidentiality at all times, only recording appropriate data within Trust systems subject to consent and within legal and Trust frameworks for Information Governance.
- Actively participate in a 24-hour, 7 day per week chaplaincy on call rota and provide chaplaincy support as required during any Major Incidents.
- Demonstrate a pro-active commitment to team working, collaboration and development, including sharing knowledge, skills and pastoral care for the benefit of the team and department.
- Attend and contribute to team meetings and subject to personal faith/belief to worship and prayer.
- Participate in reflective practice and the ongoing review of departmental and personal activity to constantly develop professional knowledge and skills.
- Share in the life of the chaplaincy team (chaplains and volunteers) to enable a positive understanding and appreciation of ecumenical and interfaith spirit in religious expression.
- Participate in and promote multi-faith chaplaincy provision with internal and external stakeholders.

- Contribute to the training, coaching, supervision and support for chaplaincy volunteers as required with a particular focus on BRHC chaplaincy volunteers and Friends for Parents volunteers.
- Participate in multidisciplinary collaboration and meetings where appropriate according to Trust guidelines.
- Support Trust staff in times of crisis, loss or bereavement as part of the staff wellbeing and support offering.
- Contribute to the maintenance and provision of Trust sanctuaries and public areas set aside for spiritual, religious or pastoral practice and expression with a particular focus on the facilities in BRHC.
- Providing teaching and training to a wide range of stakeholders and service users including staff and chaplaincy volunteers.
- Promote staff awareness about the availability and role of chaplaincy services throughout the Trust.
- Promote an understanding of the principles of holistic care amongst staff, including ethics, spiritual, religious and pastoral care as may be required and appropriate, and to participate in relevant programmes of induction, education and training.
- Observe national and local Chaplains' Codes of Conduct and other professional codes of conduct, policies and guidelines relating to chaplaincy services.
- Active in the maintenance of the post holder's own spiritual tradition and in good standing with their faith (licencing/authorising) body.
- Actively maintain and contribute to own appraisal, essential training, continuing professional development (CPD), and personal and departmental objectives.
- **Responsibilities specific to the post holder (BRHC)**
- Facilitate chaplaincy provision and care in paediatric services in BRHC for all people, regardless of faith, belief or non-belief; supporting children and family members who may be in a heightened sense of distress.
- Work with clinical staff across the full range of disciplines, engaging with the complexities and challenges of working within a child and family centred healthcare environment.
- Offer bereavement and pre-bereavement support to families and to staff.
- Exercise oversight of the Sanctuary space and office in BRHC.
- Liaise regularly with the Palliative Care and Bereavement Support Team in BRHC.
- Participate in Paediatric (PICU) Integrated Care Meetings and other paediatric multidisciplinary meetings as required and to support staff in the Paediatric Intensive Care Unit.

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Respecting everyone
Embracing change
Recognising success
Working together
Our hospitals.



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- Be a member of the Child and Family Support Service in BRHC and attend meetings of this group.
- Have oversight and responsibility for all paediatric chaplaincy volunteers and Friends for Parents (FFP) at the Bristol Royal Hospital for Children.

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Personal Profile - (E) = Essential (D) = Desirable. This role requires the post holder to work professionally, respectfully and sensitively with many different patients, staff and others (e.g. families) to provide appropriate spiritual, religious and/or pastoral care within all areas of the Trust. This will include people approaching the end of life or facing bereavement, receiving bad news or experiencing other significant and distressing circumstances. You will be expected to support people irrespective of faith, belief or non-belief.

Knowledge and Experience

Essential

- Experience in pastoral ministry
- Knowledge and experience in supporting people with spiritual problems encountered in sickness, dying, death and bereavement
- Experience of working with children and young families
- Knowledge of other world faiths

Desirable

- Experience in health care chaplaincy in NHS
- Experience of working with leaders of other faiths
- Knowledge and experience of research methods in healthcare chaplaincy
- Experience in medical ethics

Aptitudes

- Ability to maintain a professional, calm, empathic, sensitive and respectful approach when working in stressful and emotional situations within a busy environment
- Self-motivated with a positive attitude
- Capable of theological reflection and application
- Demonstrating an open, mature and disciplined spirituality
- Ability to work as part of a supportive but diverse chaplaincy team, and within a multi-disciplinary environment
- Ability to work with those of all faiths or beliefs and none
- Commitment to demonstrating personal standards that conform to the Health Care Chaplains Code of Conduct and Trust Values

Skills and Abilities

Essential

- Highly developed interpersonal and communication skills.
- IT literacy and familiarity with Microsoft Office software and able to interrogate and input data.
- Access to transport and an ability to participate in a 24/7 on-call rota, including lone-working
- Able to prepare and lead public worship including funerals, memorial services and other significant public or private events relating to key festivals and/or religious rites.

Qualifications and Training

Essential

- Comprehensive theological education to at least diploma level or equivalent faith accreditation.
- Ordained minister, in good standing with the Member Churches of the Free Churches Group, the Anglican Church or the Roman Catholic Church and able to be authorised or licensed by an appropriate ecclesiastical authority.
- Completed or willing to attend a Hospital Chaplains training course

Desirable

- Further qualification(s) in pastoral theology or health care chaplaincy
- Accredited with the UK Board for Healthcare Chaplaincy
- Accredited counselling qualifications and practice

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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