

**NHS Golden Jubilee
Recruitment Person Specification**

Healthcare Chaplain

	Essential	Desirable
Qualifications/Training	<p>The post holder must be educated to degree level in a relevant discipline, e.g. theology, religious studies, spiritual care or show evidence of substantial equivalent experience and demonstrable achievement in a similar role.</p> <p>Be able to demonstrate continuous professional development.</p> <p>Board Registered Chaplain with the United Kingdom Board of Healthcare Chaplains or working towards this; and is expected to be a member of a professional organisation e.g. College of Healthcare Chaplains, and is required to abide by the UKBHC Code of Conduct.</p>	<p>Training in healthcare chaplaincy.</p> <p>Facilitator in Values Based Reflective Practice (VBRP).</p> <p>Mindfulness practitioner.</p>
Experience	<p>Have considerable experience in delivering spiritual care e.g. pastoral work, chaplaincy, counselling.</p> <p>Experience of delivering recognised religious ceremonies and practices, preferably including those relevant to a healthcare environment.</p>	<p>Experience of providing spiritual care and wellbeing support in a healthcare setting.</p>

	Have experience in making presentations, teaching or group facilitation.	
Skills/Knowledge	<p>The post holder must have a contemporary knowledge base of different religions and faiths and the ability to work harmoniously in an ecumenical and interfaith environment.</p> <p>Have a detailed knowledge of NHS Golden Jubilee Spiritual Care Policy together with a working knowledge of HDL (2002) 76 Scottish Executive Guidelines on Spiritual Care in Scotland, the data Protection Act, the Freedom of Information Act and the NHS Golden Jubilee Board's policy on confidentiality.</p> <p>Computer literate.</p>	<p>Knowledge of national documents on spiritual care and wellbeing.</p> <p>Knowledge of current research in spiritual care and wellbeing.</p> <p>Demonstrate a clear understanding of the role of the healthcare chaplain.</p> <p>Ability and experience to perform research and audit.</p>
Additional job requirements		Full driving license.
Any additional information	<p>Friendly, person centred approach.</p> <p>Skilled listener, communication and interpersonal skills.</p> <p>Able to manage time and commitments effectively.</p> <p>Flexible and accommodating to changing priorities.</p>	

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Band 6 Healthcare Chaplain

Department(s): Spiritual Care and Wellbeing

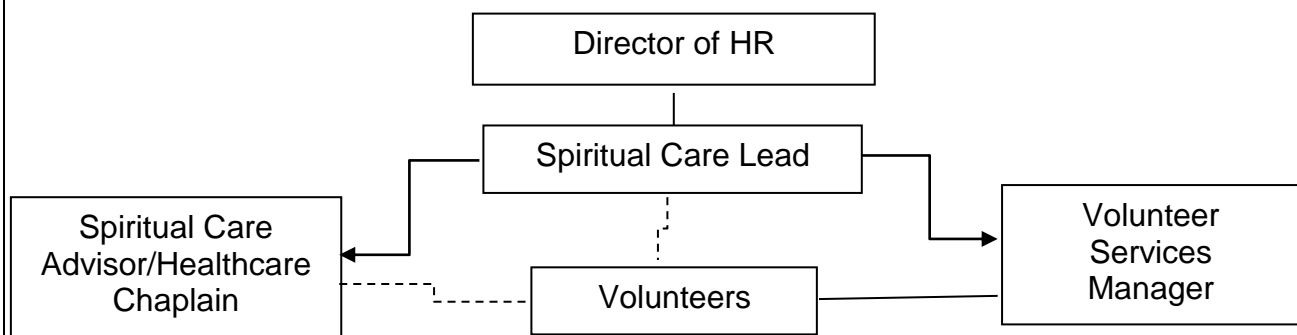
Job Description Reference:

No of Job Holders: 1

2. JOB PURPOSE

- To deliver appropriate spiritual, religious and pastoral care to all patients, visitors, staff and volunteers, regardless of faith or life stance.
- To act as a link to various community faith and belief groups, supporting and facilitating the care of their members while they are in healthcare.
- To support the systemic integration of spiritual care into healthcare provision through working as part of the multidisciplinary team providing holistic care and providing training and support for staff and volunteers.
- To act as chaplain to NHS Golden Jubilee through participating in the major incident plan and providing leadership in response to staff issues and events, which require communal recognition and action.
- To facilitate the provision of inclusive worship and religious expression when required.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The post holder reports to the Spiritual Care Lead for NHS Golden Jubilee and works as a team member within the Golden Jubilee Hospital.

Full Time (37.5 hours) with a variable work pattern Monday to Friday from 8am to 8pm.

The post holder

- Has responsibility for managing her/his own clinical case load in the provision of spiritual care to patients, carers and staff in accordance with NHS Golden Jubilee Spiritual Care Policy
- Is responsible for maintaining links to various community faith and belief groups in order to facilitate the care of their members while under healthcare in the service location.
- Has responsibility in conjunction with other spiritual care staff and the Head of Department, to develop and deliver training to staff and volunteers.
- Is responsible for the supervision of pastoral care volunteers within the service location.
- Is responsible for maintaining and securing clinical records, participating in service audits and conducting relevant research.
- Acts as chaplain to the service location responding to communal needs and celebrations.
- Responsible for representing spiritual care within the management structures of specific service areas.
- Acts as a resource for consultation (e.g. spiritual care, staff and volunteer wellbeing, ethical issues).

5. MAIN DUTIES/RESPONSIBILITIES

1. Participate as a member of the spiritual care and wellbeing service, in the delivery of spiritual care by visiting and supporting patients, carers, volunteers and staff through listening skills and pastoral conversation, and providing informal advocacy on behalf of patients and their carers within the service location.
2. Assess the spiritual care needs of patients, acting on referrals from the multi-professional team.
3. Respond to all referrals and requests for spiritual care within a reasonable time.
4. Develop and promote good relations with all local faith communities and other services to ensure inclusive partnership when developing and delivering spiritual care services and to assist and advise them in caring for members of their own communities while in the care of NHS Golden Jubilee.
5. Provide spiritual care in other service locations when required.
6. Conduct or facilitate services of worship, and other religious ministries suitable to the needs of a healthcare community.
7. Participate as a member in various committees/working groups within NHS Golden Jubilee.

8. Participate in the production of appropriate material to raise awareness of the work of the department e.g. developing leaflets and posters to inform patients, carers, volunteers and staff of the work of the department.
9. Facilitate appropriate religious observance for the location communities.
10. Ensure up to date written and electronic records are maintained in accordance with NHS NHS Golden Jubilee and local standards.
11. Provide comprehensive management information, including the maintenance of appropriate records, producing regular reports as required.
12. Act as chaplain participating in the major incident plan for the NHS Golden Jubilee and providing leadership in response to staff issues and events, which require communal recognition and action.
13. Participate in the development of an on-call system to respond to out of hours requests for spiritual care across NHS Golden Jubilee.
14. Use own professional knowledge, skills and judgment when working with patients to recognise complex psychological problems, which require referral to another professional and make appropriate referrals.
15. Provide appropriate staff support individually or in groups following a variety of challenging situations and/or particularly stressful or traumatic incidents, e.g. the sudden death of a child, the death of a colleague, during disciplinary procedures or relating to bullying and harassment issues.
16. Support and carry out research in the area of spirituality and health to ensure evidence based practice within NHS Golden Jubilee.
17. Provide an informed resource on ethical, religious and pastoral matters relating to health care.
18. Work in collaboration with other professionals and patient/carer groups to develop a system which facilitates the integration of patient/carer experiences into quality assurance e.g. the patient narratives approach
19. To assess, plan, implement and evaluate care provided to patients, carers, volunteers and staff within a quality framework that is person centred, safe and effective.
20. Participate in staff induction, training and education as required e.g. facilitating/delivering training on bereavement issues or the requirements of different faith communities.
21. Evidence of continuing professional development in accordance with the knowledge and skills framework and the United Board of Healthcare Chaplaincy to maintain registration.
22. Carry out all work in accordance with NHS Golden Jubilee Spiritual Care Policy, all other

NHS Golden Jubilee policies, guidelines and procedures including those relating to Health and Safety, Risk Management, Information Governance, Infection Control, Moving and Handling and Fire Orders and with relevant national legislation e.g. Freedom of Information Act, Data protection Act.

22. Monitor and review the provision of spiritual care in partnership with the Head of Department, actively identifying service developments to meet the needs of patients, carers, staff and volunteers.

6. SYSTEMS AND EQUIPMENT

The post holder will have shared responsibility with members of the team for a wide range of equipment and resources used by them in carrying out their duties:

- pager for both on-site and on-call duties.
- mobile phone for both on-site and on-call duties.
- computer equipment for preparing and delivering reports and presentations and for communicating with other healthcare staff and other partner organisations.
- various administrative and filing systems.
- maintaining appropriate records of the work carried out.
- responsibility for entering information into patient files where appropriate

7. DECISIONS AND JUDGEMENTS

1. The post holder will work with a high degree of autonomy making decisions and judgments on a daily basis on such matters as;
 - a. Assessment of spiritual needs of patients with a variety of health needs within the service location
 - b. Assessment of the wellbeing needs of staff and volunteers.
 - c. Self-generation of work
 - d. Prioritisation of work
 - e. Risk assessment of lone working situations
2. The post holder will use knowledge, skills and experience in assessing spiritual needs and planning of appropriate interventions including the appropriateness of referrals to other professionals.
3. The post holder will be answerable for their decisions to and meet regularly with their line manager for managerial supervision and support.
4. The post holder will agree personal objectives annually with their line manager to be reviewed every six months.
5. The post holder will act within the Data Protection Act regarding patient confidentiality while assisting the client with spiritual and/or emotional care.

6. The post holder will be involved in discussions of issues around the death of patients including decisions to withdraw active treatment and move to palliative care, working with families to prepare for bereavement and supporting staff.

8. COMMUNICATIONS AND RELATIONSHIPS

The post holder will demonstrate empathy, positive regard and sensitivity at all times:

- Establish and maintain good working relationships with other members of the spiritual care team and multidisciplinary staff teams.
- Create a presence which encourages staff to feel they can speak to the chaplain regarding personal matters in confidence.
- work in partnership with local faith communities and belief groups to ensure the proper provision of spiritual care for their members while in the care of NHS Golden Jubilee.
- prepare reports for the Spiritual Care Department, outlining activities for audit as well as special programmes which will be presented to various committees and groups across the Board.
- promote awareness of the role of spiritual care and wellbeing within the NHS Golden Jubilee.
- Work in cooperation with the members of the spiritual care department to ensure the best use of resources and best practice in the delivery of spiritual care.
- maintain effective communication strategies for all patients, carers, staff and volunteers taking particular note of those who have barriers to communication e.g. speech and language difficulties, stroke, learning disabilities.
- prepare and deliver formal and informal education events, e.g. training of volunteers and staff.
- The post-holder will communicate with patients, service-users, family members and carers; often in the context of highly sensitive, stressful, traumatic or distressing circumstances, where there may be significant barriers to understanding.
- The post holder will be required to give comfort to the dying and deal with bereaved relatives and offer ongoing bereavement support.

9. PHYSICAL DEMANDS OF THE JOB

Physical

- frequent sitting with patients and carers for long periods of time when delivering spiritual care.
- frequent travelling distances along hospital corridors.
- occasionally using key board skills.

Mental

Repeated on a daily basis

- frequent periods of intense concentration when working with individual patients, carers and staff.
- communicating sensitively with distressed/ anxious/ worried patients, relatives, staff and volunteers from different faiths, cultures and lifestyles on a regular basis.

Repeated regularly

- frequent concentration when taking part in meetings e.g. meetings
- concentration when working on records and documents

Emotional

- On a daily basis, supporting patients, carers, staff and volunteers in emotional circumstances e.g. loss, grief, bereavement
- the post holder will be expected to maintain a professional and caring attitude when faced with all levels and kinds of suffering.

Working Conditions

- frequent hand washing
- to use where indicated the appropriate personal protective equipment.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritizing heavy demands on time from a number of different sources.
- Be required to handle highly sensitive issues, e.g. give comfort to the dying, deal with bereaved relatives and handle high levels of emotional stress, frequently and equipped to deal and process this appropriately.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder must be educated to degree level in a relevant discipline, e.g. theology, religious studies, spiritual care or show evidence of substantial equivalent experience and demonstrable achievement in a similar role.

Be able to demonstrate continuous professional development.

Board Registered Chaplain with the United Kingdom Board of Healthcare Chaplains or working towards this; and is expected to be a member of a professional organisation e.g. College of Healthcare Chaplains, and is required to abide by the UKBHC Code of Conduct.

Have considerable experience in delivering spiritual care e.g. pastoral work, chaplaincy, counselling.

Experience of delivering recognised religious ceremonies and practices, preferably including those relevant to a healthcare environment.

Have experience in making presentations, teaching or group facilitation.

The post holder must have a contemporary knowledge base of different religions and faiths and the ability to work harmoniously in an ecumenical and interfaith environment.

Have a detailed knowledge of NHS Golden Jubilee Spiritual Care Policy together with a working knowledge of HDL (2002) 76 Scottish Executive Guidelines on Spiritual Care in Scotland, the data Protection Act, the Freedom of Information Act and the NHS Golden Jubilee Board's policy on confidentiality.

Be computer literate.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department/ Line Manager Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Healthcare Chaplain
JOB REFERENCE: 070431
HOURS: 37.5 per week
CLOSING DATE: 7 October 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£33,072 to £40,736 per annum

3. Grade

This post is offered at Band 6

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.