

Refreshing Chaplaincy 2014

Review of the Chaplaincy Department

Action Plan

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| Action | Description | Involving | By When | Completed / Comments |
| 1 | Fill staff vacancies: complete offer, job description, advert and HR form. Seek agreement from line manager. Advertise internally. Interview and appoint.  Posts to include – a) generic chaplaincy CRH  b) generic chaplaincy HRI  c) Muslim chaplaincy developmental/bridge with community  d) Scoping role of chaplaincy in care in community / at home as per Joint Stategy | Team to approve offer and GS and Line Manager to progress | Early Oct 2014 |  |
| 2 | Refresh publicity using existing logo – ward & clinical area posters, leaflet with promotional launch | GC and team / liaise with ward teams | By New Year |  |
| 3 | Compile brief training session material for use with ward staff to advise about chaplaincy | Team | Within 6 months – March 2015 |  |
| 4 | 1. Design with matrons / ward managers rolling programme of staff education 2. Deliver training | Team and clinical leads | 1. March 2015 2. ongoing |  |
| 5 | 1. Design advanced training programme for volunteers to support enhanced role 2. Deliver training | GS / MP / IH | 3 months – Jan 2015 |  |
| 6 | Work through and adopt standards as per Chaplaincy Guidelines | Via Quarterly Team Meetings | Within 2 years – Sept 2016 |  |
| 7 | Complete Operational Policy | GS | By end 2014 |  |
| 8 | Review On-call Provision | Team Meeting | Following publication of National Guidelines |  |

ChaplaincyTeam, October 2014