

HOSPITAL CHAPLAINCY

What do Local Support Provider Committees actually do?

A brief summary of the roles and tasks

Membership

The Local Support Provider Committee (LSP) is made up of representatives of local churches, which support chaplaincy in that DHB area and a representative of the management of each hospital / health facility where chaplains are placed. This is to ensure optimal cooperation between the churches, hospitals and chaplains to provide the ministry of chaplaincy required by the changing needs of the public health services. All stipendiary chaplains have the right to attend meetings of the LSP but they are not members of the committee and cannot move or second motions, or vote. Since 2008 all committees have to be registered Charities and all members must meet the requirements of the Charities Act.

Purpose

The Local Support Provider Committee (LSP) ensures the support (spiritual, financial and administrative) for healthcare chaplaincies in their DHB area. It acts as local liaison between the ICHC and the District Health Board and the management of the hospitals or health care facilities where the Government approved Chaplaincy Service is provided under the contract between the Ministry of Health and ICHC.

Role of the Committee

The LSP Committee has to have an appropriate administrative structure in place to facilitate an effective business meeting and manage the healthcare chaplaincy service. This structure whether a Trust, Incorporated Society or Unincorporated Society must be able to be registered as a charity under the Charities Act:

The committee fulfils its role by

- establishing appropriate structures for chairing, conducting and recording LSP business and holding regular and annual meetings.
- by raising and accounting for funds. Including receiving the Government subsidy paid through ICHC for Government approved chaplaincy positions.
- providing paymaster facilities itself, or through a nominee (except for those chaplains being paid for by their own denominational paymaster - all Roman Catholics and some Anglicans are in this category.).
- ensuring that sufficient financial provision is in place to meet the stipends for chaplains for the current year, whether the positions are funded by a diocesan church body i.e Roman Catholic Chaplains and some Anglican chaplains, or has to be funded by the LSP raising money through contributions from local churches and in some cases the DHB's, hospitals, or other community donors, which is the case for most ecumenical chaplaincy positions.
- ensuring that finance is available for each chaplain's supervision and ongoing training needs and other miscellaneous expenses for chaplaincy assistant's training, or out of pocket expenses, locum expenses etc. (Note: up to \$3000 for initial CPE training costs for chaplains are met by ICHC).
- ensuring where possible, locum cover is provided during absences of stipended chaplains and during vacancies. (Note: the government subsidy through ICHC is provided during vacancies but no extra funding is provided for a locum during absences when a chaplain is on "paid" leave).
- reviewing the chaplaincy service with the ICHC national executive officer, hospital management, and chaplaincy teams every three to five years and prior to any new appointment being made.
- being involved with ICHC and the hospital in the selection and appointment of new chaplains. Being involved with the chaplains and hospital management in the recruitment and selection of voluntary chaplaincy assistants for training

- informing local denominational or church leaders and hospital management of matters relating to healthcare chaplaincy and liaising with churches in the recruitment of voluntary chaplaincy assistants.
- administering the Personnel Policies and guidelines as set down from time to time by ICHC for chaplains, voluntary chaplaincy assistants in its Handbook. Especially approving stipended chaplains leave arrangements and seeing leave applications once approved are copied and sent to ICHC and the chaplain's paymaster for recording.
- regularly liaising with ICHC National Executive Officer and Administrator providing ICHC with copies of all LSP committee meeting minutes and annual financial accounts.
- having input into ICHC policy and procedures by making submissions to the ICHC Trust Board via a denominational church representative or the ICHC National Executive Officer.

Oversight and care of Chaplains:

To ensure regular and ongoing pastoral support for the chaplains. Checking that chaplains have regular supervision with a qualified clinical supervisor and that they are taking their days off and annual leave as it falls due. Making sure not all chaplains in a team are on leave at the same time. Taking part in each chaplains 3 yearly performance appraisal in accordance with the guidelines as set down by ICHC

Ensure that each Chaplain:

- is ministering according to the policies of ICHC.
- is providing ICHC each month with the statistical and Quality Assurance information required under the contract between the Ministry of Health and ICHC.
- any voluntary chaplaincy assistants under the oversight of the chaplain, are appropriately selected, trained, and being supervised, and that they are covered by a Services Agreement and ministering according to the policies of ICHC.

The Chaplains responsibilities to the LSP

To account for their ministry to the LSP in the following ways:

- providing a report to each meeting of the Committee, or at the frequency decided in consultation with the Committee. Submitting their applications for leave for approval.
- providing supervisory, CPE and other reports, if required by the Committee or ICHC.
- attending a minimum of three meetings per year or at the frequency decided in consultation with the Committee.
- withdrawing at the request of the Chairperson when matters requiring specific confidentiality are being discussed.
- providing an annual report of their ministry for the LSP AGM.

Complaints and Warning

LSP members, chaplains, CPE students and voluntary chaplaincy assistants are covered by indemnity insurance arranged by ICHC. Any complaints against chaplaincy staff or committee members about performance; or any allegations of acts of professional / ethical misconduct etc must be made to ICHC in the first instance. ICHC needs to take legal advice and refer the complaint to its insurers for advice before any action or investigation commences. It is not an LSP responsibility of handle such complaints. If LSP's get involved in investigating complaints before the insurer is notified we could lose the insurance cover and the LSP could end up without insurance cover and with large legal expenses.

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