



The Interchurch Council for Hospital Chaplaincy
Aotearoa New Zealand
*Te Kaunihera Whakawhanaunga
o nga Minita Hohipera, Hauora*

VOLUNTEER CHAPLAINCY ASSISTANT'S

RECRUITMENT

and

PERSONNEL POLICIES

Issued April 2011

This document replaces all previous instructions and forms

CONTENTS

Message from the Chairman

1. Introduction

- Recruitment
- Application forms
- Police records checks
- Training course
- Selection Interview
- Service Agreement and Job Description
- Contractual Obligations and Treaty of Waitangi

2. Hours of Work

3. Training and Supervision

4. Leave

- Annual,
- Statutory Holidays
- Sick Leave
- CPE study leave
- Bereavement
- Denominational

5. Terms of Engagement/Appointment – appointment policy, employment expenses

6. Chaplaincy Standards – legislative requirements

7. Ministry Review

8. Accountability for Ministry – monthly statistical returns

9. Service review

10. Sexual Abuse and Criminal Activity

11. Personal Complaints or Harassment

12. Complaints about Performance, Professional or Ethical Misconduct or Safety

13. Termination

- serious misconduct
- unacceptable conduct, unsatisfactory performance
- incompetence
- medical grounds

14. Personal Grievance and Disputes

15. Information

16. Other assistance

17. Adjustment of Personnel Policies

Appendices

Appendix 1	Application form for Volunteer Hospital Chaplaincy Assistant
Appendix 2	Police Criminal Records Check procedure
Appendix 3	Police check form ‘Consent to Disclosure of Information’
Appendix 4	Temporary Training Agreement for indemnity insurance cover
Appendix 5	Service Agreement and Job Description
Appendix 6	Summary of Health and Disability Legislation
Appendix 7	Summary of Information and Privacy Code 1994
Appendix 8	The Hospital Chaplaincy Commitment
Appendix 9	ICHC Code of Ethics for Hospital Chaplains
Appendix 10	Policy Guidelines for the ICHC Response to an Influenza Pandemic

Message from the Chairman

It is my privilege to introduce this edition of the Handbook of Recruitment and Personnel Policies for Volunteer Chaplaincy Assistants.

The Interchurch Council for Hospital Chaplaincy Trust Board Inc (ICHC) is enormously grateful for the huge amount of work carried out by its Volunteer Chaplaincy Assistants. You come from a range of denominations and churches far wider than the nine member denominations who form the ICHC. Of the 400 ICHC staff working in the Hospital Chaplaincy Service nationally, 3 out of every 4 staff members are Volunteer Chaplaincy Assistants.

Hospitals are very busy and can be very complex places in which to work. They contain some of the latest technology yet can be places of loneliness, fear, infection, life and death. They demand of all staff whether paid or voluntarily, a very “professional” approach and a striving for excellence in whatever service they seek to render. The care and safety of some of the most vulnerable citizens in our society, hospital patients, rests with them. To be trusted to work in a hospital is therefore both a privilege and a huge responsibility.

While the legal responsibility for the safety of all patients, visitors and staff rests with the hospital management, ICHC has particular contractual responsibilities. These include seeing that our Volunteer Chaplaincy Assistants are trained and know what is required of them. So that they will abide by the legislation, policies, protocols and procedures of the government, the District Health Board and the hospital or health facility in which they work.

“Paper work” in the form of keeping statistics and on occasions writing reports, is an essential part of the work of all in the hospital, as monitoring, accountability and auditing are constant requirements. What is true for the medical staff is also true for you our ICHC Volunteer Chaplaincy Assistants. It is for all these reasons this publication is necessary. It is a guide to help you as integral members of the Chaplaincy Team know what is expected of you, what you in turn can expect from your colleagues, the chaplains, the Local Chaplaincy Support Committee (LSP) and the ICHC. When all of this is done well, together we provide a very important and credible Christian Chaplaincy Service in our public health sector hospitals.

Thankyou for offering your time and talents in this avenue of Christian ministry.



Dr Bryan Bang, MA, LLB (Hons), Ph.D. MNPI.
Chair ICHC Trust Board

1) INTRODUCTION

- a) Hospital Chaplaincy is a ministry of spiritual and emotional support and pastoral care. It has special demands and requires special skills, knowledge and experience. Christian chaplaincy is offered to all persons who wish to receive it, irrespective of a person's faith or lack of it, on an interdenominational, non proselytising basis. A person with a call to spiritual and pastoral ministry is likely to have their skills and understandings greatly enhanced by an experience as a Voluntary Chaplaincy Assistant.
- b) These Recruitment and Personnel Policies have been written as professionally qualified, theologically trained Chaplains and a team of specially trained Voluntary Chaplaincy Assistants make up the Chaplaincy Department or Chaplaincy Team in most hospitals in New Zealand. The national Chaplaincy Service that enables this to happen comprises a unique set of relationships, including the Ministry of Health, the Interchurch Council for Hospital Chaplaincy Aotearoa New Zealand Trust Board (referred to as ICHC) and its nine member Christian Denominations, twenty one Local Chaplaincy Support Provider Committees and the Hospitals concerned.
- c) The objective of this Recruitment and Personnel Policies document is to outline the process by which both Lay or Ordained persons may be recruited to become Voluntary Chaplaincy Assistants; the training they need to receive before being approved to work part-time assisting a qualified Hospital Chaplain and the terms and conditions under which they may work in a public hospital or healthcare facility in New Zealand under the umbrella of the ICHC.

d) **Recruitment**

The Local Chaplaincy Support Committees may advertise, or in other ways recruit, applicants from local churches for training as Voluntary Chaplaincy Assistants. In this the Committee shall consider applications from Christians who desire to provide assistance to Hospital Chaplain/s in the pastoral care and spiritual support of patients, their families and the hospital staff.

e) **Application**

An application form, a copy of which is included as Appendix 1, must be completed. Two references must be supplied, one of which must be a written reference from the applicants Minister, Pastor or Priest attesting to the applicant's good standing in their church and supporting their application to be considered for training in this area of ministry to the sick.

f) **Selection Interview**

Short-listed applicants will be interviewed by a panel made up of representatives of the Chaplaincy Support Committee, the hospital management and a hospital chaplain to assess those suitable to undertake a training course.

g) **Police Records check**

A Police Clearance will also be required before the application can be approved. A Consent to Disclosure form to be completed by each applicant is included as Appendix 3. These forms must be sent to ICHC Executive Officer Wellington who will apply for the clearance from the Police Licensing and Vetting Service at Police National Headquarters, Wellington. It can take up to 20 days from the date the Police receive the original Consent Form from ICHC until they are able to provide the necessary report. The clearance procedure is set out in Appendix 2.

h) **Training Course**

Selected applicants must undergo an ICHC approved preparatory course of at least 20 hours instruction. A Training Agreement for temporary indemnity insurance cover during the training period must be **completed and forwarded to ICHC before the course starts**. A copy of this form is attached as Appendix 4. Usually this training is carried out over 10 or more weeks, covering a range of the skills and knowledge Chaplaincy Assistants need to have. This includes the mandatory legal requirements and the policies, protocols and procedures of the DHB, hospital or healthcare facility in which they are being prepared to serve. See Appendix 5. Some Chaplaincy Teams put their trainees through a years training in what amounts to an intern programme. This is encouraged where the resources are available to support this approach.

i) **Appointment of Chaplaincy Assistants**

At the end of the course Trainees will be interviewed again by a panel made up of representatives of the Chaplaincy Support Committee, the hospital management and hospital chaplain. Trainees who are assessed to have completed the course and practical requirements satisfactorily will be invited to become Voluntary Chaplaincy Assistants in the Chaplaincy Team working under the supervision and oversight of the Hospital Chaplain/s. A service of commissioning into this role is usually held in the Hospital Chapel or other appropriate venue for each new intake of Chaplaincy Assistants to mark the start of their ministry.

j) **Service Agreement and Job Description**

- i) All trained Chaplaincy Assistants will be provided with a written Service Agreement incorporating a Job Description. A copy is attached as Appendix 5. The agreement records among other things the number of hours of voluntary service per week/fortnight the Chaplaincy Assistant undertakes to provide. It also provides for coverage for the Chaplaincy Assistant under the ICHC's professional indemnity insurance policy. The Job Description may be varied from time to time according to the exigencies of the service.
- ii) The Service Agreement must be completed and signed when a trainee completes their course and before they commence as a Chaplaincy Assistant. See Appendix 5. The last signatory must be the Executive Officer of the ICHC. The original of the Service Agreement will be held in the ICHC office in Wellington for insurance purposes along with the Police Clearance. A copy of the fully signed Service Agreement and Job Description will be sent to the Chaplaincy Assistant to retain and a copy will also go to the Local Chaplaincy Support Committee for its records.
- iii) The Chaplaincy Support Committee **will appoint a committee member as** the contact person in all matters relating to the Service Agreement

k) **Contractual Obligations & the Treaty of Waitangi**

The presence of Chaplains and Chaplaincy Assistants in public health sector hospitals and health care facilities is subject to legally binding contractual undertakings between the Government through the Ministry of Health and the ICHC on behalf of its member churches. The Churches associated in providing Hospital Chaplaincy Services are committed to the principles of partnership expressed in the Treaty of Waitangi. Implicit in this Recruitment and Personnel Policies document and any Job Description or Agreement of Service is a commitment to those principles, which impose upon Chaplaincy Assistants the need to have regard for the spiritual and cultural needs of Tikanga Maori.

2) HOURS OF WORK

Chaplaincy Assistants will negotiate the hours of work with the Chaplain/s and/or the Local Chaplaincy Support Provider Committee to fit in with the needs of the Chaplaincy Team and the operational requirements of the hospital staff. These will be included in section 3 of the Service Agreement.

3) TRAINING AND SUPERVISION

The Chaplain(s) are expected to encourage, train and supervise Chaplaincy Assistants. It is a responsibility under the contract between the Ministry of Health and the ICHC for the provision of chaplaincy services, that the Chaplain/s will supervise the ministry of Chaplaincy Assistants and trainees. Also Chaplains must ensure that their Assistants are acquainted with the Personnel Policies for Chaplaincy Assistants; are introduced to the key hospital staff in the areas in which they work and have instructions for the tasks assigned to them and understand all Hospital policies, particularly those relating to the safety of patients and staff.

4) LEAVE

Chaplaincy Assistants should advise the Chaplain/s and the Local Chaplaincy Support Provider Committee, where possible giving one months notice of their intention to take leave or be unavailable, so arrangements to ensure continuation of the ministry may be considered.

a) Statutory Holidays

The following are statutory holidays. It is expected that unless otherwise negotiated Chaplaincy Assistants will **not** work in hospitals or minister on these days:

Christmas Day

Boxing Day

New Year's Day

Second of January

Good Friday

Easter Monday

Anzac Day

Labour Day

Queen's Birthday

Waitangi Day

Provincial Anniversary Day (as observed)

b) Sick leave

In the event of sickness Chaplaincy Assistants should at the earliest opportunity inform the Chaplain/s of their unavailability, or absence from the Hospital.

c) C.P.E Study Leave

If a Chaplaincy Assistant wishes to fund themselves to undertake a Clinical Pastoral Education (CPE) course the Local Chaplaincy Provider Committees should undertake to make time available and may provide other assistance to enable the Chaplaincy Assistant to attend a course.

d) **Bereavement Leave**

Chaplaincy Assistants should inform the Chaplain(s) and/or the Local Chaplaincy Support Provider Committees as soon as possible, if they are going to be absent because of a bereavement.

e) **Denominational Leave**

Chaplaincy Assistants who are ordained or hold positions of responsibility within their denomination or local church, should inform the Chaplain/s and/or the Local Chaplaincy Support Provider Committees as soon as possible, if they are going to be unavailable because of a need to attend their denomination's Synod, Assembly, Conference, other Convocation, or other similar or significant denominational national or local church event.

f) **Special Leave**

After consultation with, and at the discretion of the LSP, approval may be given for special leave to be granted to a Chaplaincy Assistant. Any special leave granted shall apply only to the situation for which special leave was sought and granted

5) TERMS OF ENGAGEMENT / APPOINTMENT

a) **Appointment Policy**

- i) Under normal circumstances Chaplaincy Assistants positions are voluntary, that is, non-stipendiary, or without payment.
- ii) The ICHC policy for Chaplaincy Assistant's appointments is one of equal opportunity, non-discrimination, and a commitment to ensure that ICHC and Local Chaplaincy Support Provider Committees follow the principles of a good employer.
- iii) Appointments will be made with due regard to the Treaty of Waitangi and take account of experience, qualifications, personal qualities and skills, in relation to requirements of the particular position.

b) **Employment related expenses**

The ICHC makes no funding provision for reimbursement of any expenses incurred in the course of the ministry of Chaplaincy Assistants. The Local Chaplaincy Support Provider Committee may make some provision or have its own policy for the reimbursement of certain expenses, although there is no obligation to do so. Occasionally an experienced and highly competent Chaplaincy Assistant may be invited to accept a Locum Chaplaincy role in the absence on leave, or through sickness, of an ordained Hospital Chaplain. In such circumstances it will be usual to expect to be able to negotiate with the Local Committee for some remuneration and/or reimbursement of expenses.

6) CHAPLAINCY STANDARDS

- a) The ministry of Chaplaincy Assistants is expected to reflect a commitment to the objectives of Chaplaincy. In order to deliver quality care in the environment to which they are appointed. Chaplaincy Assistants are expected to keep abreast of current thinking and insights into spirituality, pastoral care and hospital ministry.
- b) Chaplaincy Assistants may attend regional chaplaincy gatherings and take part in in-service training events to enhance their knowledge and skills. In planning to take part in such events Chaplaincy Assistants should discuss with the Local Chaplaincy Support Provider Committee any costs that may be involved, to see if the Committee can provide any

assistance, or a cost sharing arrangement. This should be done BEFORE any training is commenced or event attended.

- c) Chaplaincy Assistants are expected to carry out their ministry in such a manner as to enhance to standing of Chaplaincy in the Hospital and the Community.
- d) Chaplaincy Assistants are required to observe and respect the rules, courtesies and traditions of the Hospital, their denomination and those of other denominations. Chaplaincy Assistants should be as concerned for patients and their total welfare as are other members of the Health Team.
- e) Under **no circumstances** will Chaplaincy Assistants attempt to provide services to any person (patient, relative or staff member) who indicates they do not wish to receive such services, or who indicates they have a preference for spiritual care or ministry to be provided by some other person or organisation. Chaplaincy Assistants will, on request, assist in locating a patient's own spiritual advisor, or any member of their own faith community they may wish to see.
- f) Chaplaincy Assistants will familiarize themselves and observe the provisions of:
 - i) the Health and Disability Services Act 1993,
 - ii) the Code of Ethics for Health Professionals,
 - iii) the Code of Patients Rights,
 - iv) the Information and Privacy Act 1993 and Privacy Code 1994,
 - v) the Hospital Chaplaincy Commitment.

Relevant sections of some of these are attached as Appendix 6 - 8 to this document. Others will be available in the hospital. It is vitally important Chaplaincy Assistants conform in spirit as well as in substance, to the statutory obligation set out in the Privacy Act and the Health Information Privacy Code 1994 especially Rule 11 of the Health Information Privacy Code which requires, among other things, that **Chaplains and Chaplaincy Assistants shall not “disclose to any person any information concerning the condition or medical history of any patient who is receiving or who has received services provided by a District Health Board or hospital, without the prior consent of the patient or his/her representative whether or not the patient is in hospital”.**

7) MINISTRY REVIEW

Each Chaplaincy Assistant will participate as required, in any personal or ministry review with the Chaplain/s and Local Chaplaincy Support Provider Committee.

8) ACCOUNTABILITY FOR MINISTRY

- a) Chaplaincy Assistants will provide their Local Chaplaincy Support Provider Committee with a written report of their ministry not less than annually.
- b) Chaplaincy Assistants will keep such records as are called for from time to time by the ICHC and the hospital.
- c) Chaplaincy Assistants will complete **monthly statistics forms** which must be sent to the **Administrator, ICHC, PO Box 6427, Wellington 6141, within 10 days of the end of each month.** These statistics have to be submitted by ICHC to the District Health Board Chair and CEO and the Ministry of Health six monthly. This is a contractual requirement to ensure the on-going Government funding subsidy for chaplaincy positions.

9) SERVICE REVIEW

When ICHC or the Hospital undertakes a Hospital Chaplaincy Service Review, Chaplaincy Assistants are expected to participate in, and co-operate with those carrying out the review, and shall not intentionally withhold any information that may be called for in the review process.

10) COMPLAINTS ABOUT PERFORMANCE, PROFESSIONAL OR ETHICAL MISCONDUCT OR SAFETY

- a) Complaints or Incident Reports lodged by individuals with Hospital management about Chaplains, Chaplaincy Assistants or other Chaplaincy volunteers will be referred to the ICHC National Executive Officer for investigation and appropriate action to be taken; be it education, training, or disciplinary action.
- b) It is not the responsibility of the LSP Committee to deal with these matters initially. **The indemnity and liability insurance carried by ICHC requires it to inform the insurer of any matter that might possibly lead to legal action or a claim against ICHC, the LSP or staff. The insurers may choose to direct proceedings to ensure that appropriate legal advice is obtained.**
- c) The ICHC will inform the LSP and the denominational court of the incident as soon as it is able or permitted.
- d) ICHC may if it considers such act advisable; suspend the Chaplaincy Assistant while the enquiry takes place.

11) SEXUAL ABUSE AND CRIMINAL ACTIVITY

- a) If the ICHC receives any complaint that appears to be alleging sexual abuse or any other activity which could be a criminal offence, having been committed by any of its staff or volunteers, **the complainant will be encouraged to lodge the complaint with the Police, Child Youth and Family Service, or the Health and Disability Commissioner (whichever is appropriate) in the first instance.** This is so that it may be investigated by the appropriate statutory authority.
 - i) Sexual harassment is a particularly sensitive issue for those in counselling roles, including Chaplains and Chaplaincy Assistants.
 - ii) In the event of a Chaplaincy Assistant being subject to sexual harassment by another member of the Chaplaincy Team, or the subject of any alleged sexual harassment complaint by a member of the Chaplaincy Team, Hospital staff or any client of the Hospital, by overt action, implication or suggestion.

OR

In the event of any alleged sexual harassment suffered or alleged to have been committed by a Chaplaincy Assistant a complaint shall be made in the first instance to the ICHC National Executive Officer of ICHC. (see 10.a. above).

- iii) The following steps shall be taken immediately by the ICHC National Executive Officer
 - The Chaplaincy Assistant's denomination shall be informed of the event so that the Sexual Harassment procedures of that denomination shall be followed.
 - The appointed person shall enquire into the facts.

- If satisfied that the behaviour complained of took place, recommend whatever steps are practicable to prevent any repetition of such behaviour.
- iv) If no action is taken to address the matter the Chaplaincy Assistant complaining may take action as if for a personal grievance. In the event of an enquiry upholding a complaint of sexual harassment by a Chaplaincy Assistant, and where the actions provided for in 11.a.iii above have not corrected the situation; it shall be competent for the ICHC and the Chaplaincy Assistant's denominational body to take appropriate steps to terminate the appointment.

12) OTHER PERSONAL COMPLAINTS OR HARASSMENT

- a) Complaints of a personal nature made by or against any Chaplaincy Assistant shall be dealt with in the same manner as provided for in the preceding section.
- b) The ICHC in consultation with the LSP may, if it considers such action advisable, suspend the Chaplaincy Assistant while an enquiry takes place in accordance with the preceding section.
- c) All complaints under this section, or the preceding one, shall be dealt with giving due recognition to the principles of procedural fairness.
- d) The parties to any complaint may agree to accept a resolution of the matter by the decision of a third party provided it is agreed that that decision shall be binding and not subject to appeal.
- e) In the event of any repetition of the behaviour complained of, the ICHC after giving due warning may, in conjunction with the LSP take whatever action seems appropriate.

13) DISMISSAL FOR SERIOUS MISCONDUCT

On advice from the management of a hospital, to the ICHC National Executive Officer substantiated by evidence, that a Chaplaincy Assistant has committed serious misconduct endangering themselves or others, or the hospital, a Chaplaincy Assistant's employment may be terminated immediately. If ICHC believes further investigation should take place, it will suspend the Chaplaincy Assistant while any investigation takes place. The Chaplaincy Assistant's denominational body will be informed of any such action.

14) TERMINATION ON GROUNDS OF UNACCEPTABLE CONDUCT, UNSATISFACTORY PERFORMANCE OR INCOMPETENCE.

ICHC may terminate the employment of a Chaplaincy Assistant who after due process and warnings, fails to correct or bring their conduct or performance up to a satisfactory level. The Chaplaincy Assistant's denominational body will be informed of any such action.

15) TERMINATION ON MEDICAL GROUNDS

- a) A Chaplaincy Assistant's employment may be terminated by ICHC after giving such notice to the Chaplaincy Assistant, as the ICHC deems appropriate in the circumstances, if as a result of mental or physical illness or other impairment the Chaplaincy Assistant is rendered incapable of proper ongoing performance of the duties of a Chaplaincy Assistant. The Chaplaincy Assistant's denominational body will be informed of any such action.
- b) Before taking any action under this clause, the ICHC National Executive Officer shall require the Chaplaincy Assistant to undergo a medical examination by a registered medical practitioner. The ICHC National Executive Officer, shall take into account any report or recommendations made available as a result of that examination and any other relevant

medical reports or recommendations which the ICHC National Executive Officer may receive for or on behalf of the Chaplaincy Assistant.

- c) The ICHC shall pay for any medical examination requested by it.

16) PERSONAL GRIEVANCE AND DISPUTES

- a) In the event that the Chaplaincy Assistant has a personal grievance, or a dispute concerning the interpretation, operation or application of their Service Agreement the Chaplaincy Assistant must notify the Executive Officer of the ICHC of the grievance or dispute within 90 days of the event giving rise to the grievance or dispute.
- b) The ICHC will acknowledge receipt of the grievance and attempt to resolve the grievance with the Chaplaincy Assistant

17) INFORMATION

- a) The ICHC's Executive Officer or Administrator are available at any reasonable time to discuss with Chaplaincy Assistants matters concerning their vocation, job description or related matters.

18) OTHER ASSISTANCE

- a) Chaplaincy Assistants are free to consult with the ICHC National Executive Officer or the Trust Board on matters of a personal nature.

19) SERVICE REVIEWS

- a) The ICHC National Office staff will undertake Hospital Chaplaincy Service Reviews from time to time, of the total (or any part of), the Chaplaincy Service being provided in any particular Hospital / DHB. This may be in conjunction with the LSP committee and/or Hospital management or at their request.
- b) The ICHC National Office staff may undertake a review of any LSP, or provide advice and assistance to any LSP committee, with meeting its obligations in any respect, especially to maintain support for its chaplain(s).
- c) Chaplaincy Assistants are expected to participate in, and co-operate with those carrying out these reviews, and shall not intentionally withhold any information that may be called for in the review process.

20) PUBLIC COMMENT

Chaplaincy Assistants may not comment publicly on chaplaincy or general health issues without in the first instance consulting with the ICHC National Executive Officer. This is to ensure it is permissible to comment under the terms of the ICHC contract with the Ministry of Health. If it is, any comments made must be tactful and the utmost care must be exercised to ensure the veracity of any statement made. In addition Chaplaincy Assistants must also ensure they comply with the policy of their DHB or Hospital about the making of public statements by staff.

21) ADJUSTMENT OF PERSONNEL POLICIES

These Policies may be adjusted from time to time in line with the needs of the service.



The Interchurch Council
for Hospital Chaplaincy
in Aotearoa New Zealand

**Application Form for position as a
VOLUNTEER HOSPITAL CHAPLAINCY
ASSISTANT**

In making application for this position, I supply the following information about myself:

Full Names: _____

Address: _____

Phone: Home: _____ Business: _____

Fax: Home: _____ Business: _____

Lay/Ordained: _____ Denomination: _____

Cultural affiliation: _____

Education Qualifications:

Ministry Qualifications:

Any other qualifications or experience relevant to this position:

Reasons for seeking this position:

(Continue on additional pages if necessary)

Previous Employment experience:

I give my permission for the ICHC to obtain references from the following people: (One must be your Minister, Pastor, Priest etc who can confirm your good standing in your denomination and who is willing to give written support to your application to train for this volunteer hospital chaplaincy assistant position).

1)

Name: _____
Address: _____ Phone no: _____
Position: _____

2)

Name: _____
Address: _____ Phone no: _____
Position: _____

Statement of health:

Do you or have you suffered from any disability, disorder or illness which might make it difficult for you to carry out the usual duties of a hospital chaplaincy assistant?

Yes/No

If yes, please specify the difficulty and the disorder:

Give brief details, including dates of any illness during the past five years that has caused you to be unfit for work:

Date: _____ Details: _____

Are you taking any regular medication? (if yes give details below)	Yes / No
Is your vision with glasses if needed, normal?	Yes / No
Is your hearing normal?	Yes / No
Have you experienced any mental illness?	Yes / No
Have you experienced “burn out”?	Yes / No

General Information:

Do you possess a current valid driver’s licence?	Yes / No
Do you have a current licence to minister for your denomination?	Yes / No
Have there been any sustained professional complaints against you?	Yes / No
Have you had any criminal convictions? (if yes give details below)	Yes / No
Have you got any charges or complaints against you pending?	Yes / No
Are there any potential grounds for such a case to be brought against you?	Yes / No
Have you read the job description for the position of chaplaincy assistant?	Yes / No

Is there anything else you believe we should know about you? (if yes please give details below and list any medication, convictions etc here. (Please use an extra sheet if necessary)

The material on this form may be disclosed with you at an interview.

NB.1 The selection process for this position may include you being required to attend an interview with a selection panel.

NB.2 If the selection panel accepts you for training you will be required to satisfactorily complete a **Police Clearance procedure before the training commences and you can undertake duties in the hospital.** Are you willing to complete a consent form so ICHC can seek a clearance from the NZ Police Headquarters Vetting Service?

Yes / No

I certify that all the statements I am making in this application are true and complete.

Signed: _____ **Date:** _____

This information will be treated in accordance with the requirements of the Information and Privacy Code 1993. Should you be successful in your application it will be kept in file and be available to you on request. Should you be unsuccessful it will be returned to you or it will be destroyed.



**THE INTERCHURCH COUNCIL FOR HOSPITAL CHAPLAINCY
AOTEAROA NEW ZEALAND**

Te Kaunihera Whakawhanaunga o nga Minita Hohipera, Hauora
Fourth Floor 203 – 209 Willis Street, PO BOX 6427, WELLINGTON 6141
phone:: 04 801 8008 fax: 04 3814842 email: admin@ichc.org.nz

AUTHORISATION TO DISCLOSE INFORMATION

To: Licensing and Vetting Service Centre, Police National Headquarters, PO Box 3017,
Wellington 6140

It is essential that all known names are listed (real, maiden, and other surnames).

I.....

(Surname)

(First Names)

.....

(Maiden or any other names used)

Sex.....(M/F) Date of birth..... Place of birth.....

Nationality..... Residential

Address.....

Suburb..... City.....

NZ Driver Licence number

authorise disclosure by New Zealand Police of **ANY** information relating to any interaction I have had with Police in any context, to **The Interchurch Council for Hospital Chaplaincy**. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed.....

Date.....

*The **identity and date of birth** of each applicant must be verified against a driver's licence or passport by the Chaplain or LSP Committee member witnessing this application.*

Photo ID of the applicant sighted and birth date confirmed by:

Name:

Signed Date.....

COMMENTS OF THE NEW ZEALAND POLICE:

Agency code: I30024

This application for Police Clearance must be requested by the ICHC National Office

**The following information is provided by the New Zealand Police
for applicants requesting a Police Clearance**

Section 7 of the Criminal Records (Clean Slate) Act 2004

What are the criteria for concealing my criminal record?

An individual must meet **all** of the criteria in section 7 of the Act before **all** of their convictions can be concealed. The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. The Act should be consulted for full information.

The individual must have:

- no convictions within the last 7 years;
- never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal);
- never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced;
- not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired)(see interpretation section for a full list);
- paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

A copy of the Criminal Records (Clean Slate) Act 2004 can be purchased from Bennetts Government Bookshops. [Find your local store.](#)

Considerations

The decision about an individual's suitability for a position remains with the employer/organisation. Employers might need to consider the following when assessing the results of vetting:

- the nature of the offence and relevance to employment
- the length of time since the crime was committed
- age and maturity now as compared to when the crime was committed
- the seriousness of the crime e.g. length of sentence, use of a weapon
- the circumstances at the time of violent behaviour
- the pattern of crime, e.g. a short spate may indicate a "phase" but a regular pattern may indicate continuing inappropriate behaviour
- the proximity of the person undergoing vetting to the vulnerable person(s). For example, are they likely to have unsupervised access to these vulnerable people?
- any explanation the person makes when discussing the information with them.



The Interchurch Council for Hospital
Chaplaincy Aotearoa New Zealand
*Te Kaunihera Whakawhanaunga
o nga Minita Hohipera, Hauora*

VOLUNTEER

CHAPLAINCY ASSISTANT'S

SERVICE AGREEMENT

&

JOB DESCRIPTION

NAME: _____

VOLUNTEER CHAPLAINCY ASSISTANT'S AGREEMENT

BETWEEN:

Full Name

**POSTAL
ADDRESS:**

PHONE: ()

EMAIL

AND: The Interchurch Council for Hospital Chaplaincy.

AND:

The Local Support Provider Committee acting as agents for ICHC.

FOR THE APPOINTMENT OF THE
VOLUNTEER CHAPLAINCY ASSISTANT IN
THE FOLLOWING DHB AREA:

WITH PARTICULAR RESPONSIBILITIES
FOR THE FOLLOWING HOSPITALS: 1.
2.
3.

FOR THE PERIOD:
(Not greater than 2 years)

UNTIL

YOUR SUPERVISING CHAPLAIN IS:

Please return the completed agreement to:
ICHC
PO Box 6427
Wellington 6141

Phone: 04 801 8008
Fax: 04 381 4842
Email: admin@ichc.org.nz

VOLUNTEER CHAPLAINCY ASSISTANT'S AGREEMENT

1.0 GENERAL CONDITIONS

- 1.1 Conditions for your appointment are as provided in the ICHC Policies and Chaplaincy Assistants Job Description for the appointment, which is attached.
- 1.2 Chaplaincy Assistants who shall be members in good standing with their denomination will, if necessary, hold a current license or any other authorisation to minister on behalf of their denomination. Chaplaincy Assistants shall maintain their links with, and participate in the life of their denomination.
- 1.3 The ICHC Trust shall have overall responsibility for the services provided in accordance with this Agreement.
- 1.4 ICHC cannot bring into a hospital, or continue to use Chaplaincy Assistants who are unacceptable to a hospital's management.

2.0 TERM OF APPOINTMENT

- 2.1 The appointment is for the duration stated at the beginning of this document.
- 2.2 The Chaplaincy Assistant shall participate in an annual review of their ministry according to the criteria set by the Chaplain(s) of the hospital in which they serve. This shall be in addition to any other ministry review which may be required by their denomination.
- 2.3 The Chaplaincy Assistant may resign the appointment at any time subject to one (1) months prior notice to the Chaplain(s) and the Local Support Provider
- 2.4 The Local Service Provider, in conjunction with the Interchurch Council for Hospital Chaplaincy, may terminate the appointment in terms of the provisions of ICHC Policies and will give one (1) months notice. If gross misconduct is involved or the hospital management has indicated the Chaplaincy Assistants presence is unacceptable, a period of notice will not be required.

3.0 HOURS OF SERVICE

The Chaplaincy Assistant will provide a **maximum of _____ hours service per week.** As with all pastoral vocations the "normal hours" may vary, and will be negotiated with the Chaplains or Local Support Provider. Hours may need to be flexible to fit in with the duties of the other members in the chaplaincy team.

4.0 REIMBURSEMENT OF EXPENSES

The ICHC makes no funding provision for reimbursement of any expenses incurred in the course of the ministry of Chaplaincy Assistants. The Local Chaplaincy Support Provider Committee may make some provision or have its own policy for the reimbursement of certain expenses, although there is no obligation for it to do so.

5.0 INSURANCE

Chaplaincy Assistants will be covered for Professional Indemnity Insurance under the cover of the ICHC policy.

6.0 LEAVE

Leave will be by mutual arrangement with the Chaplain(s) and Local Support Provider.

7.0 DUTIES AND RESPONSIBILITIES

Duties and responsibilities are detailed in the attached Job Description.

7.1 CONTACT PERSON

Your contact person in all matters relating to this contract is _____ of the Local Support Provider.

8.0 VARIATIONS

This agreement may be altered after negotiation amongst the parties. The Interchurch Council for Hospital Chaplaincy Executive Officer will be part of any negotiation process. Where no clear agreement can be reached advice will be sought before proceeding any further.

8.1 Changes in Hospital or Health policy may occasion changes in the Job Description and/or Personnel Policies in order to accommodate any new circumstances.

9.0 TRAINING

9.1 Training as arranged by the chaplains and approved by ICHC and the Local Support Provider shall be undertaken.

10.0 OTHER REQUIREMENTS

10.1 In the event of termination of this Agreement, all records and documentation relating to, and in the custody of the Chaplaincy Assistant will be surrendered to an appropriate authority as determined in consultation with the Local Support Provider and ICHC.

10.2 Documents relating to a Chaplaincy Assistant held by the Local Support Provider will be returned to that Assistant.

11.0 PERSONAL GRIEVANCE AND DISPUTES

- 11.1 In the event that the Chaplaincy Assistant has a personal grievance, or a dispute concerning the interpretation, operation or application of this agreement, the Chaplaincy Assistant must notify the Executive Officer of the ICHC of the grievance or dispute within 90 days of the event giving rise to the grievance or dispute.
- 11.2 The ICHC will acknowledge receipt of the grievance or dispute and attempt to resolve it with the Chaplaincy Assistant.

12. GENERAL

- 12.1 The terms of this agreement constitute the full and entire agreement between the parties, and supersede any prior discussions, agreements or representations made by the parties or either of them.
- 12.2 This agreement may be varied by written agreement between the parties.
- 12.3 The parties agree that this agreement is governed by the laws of New Zealand.
- 12.4 If any provision or part of this agreement is void or unenforceable for any reason, then that provision or part will be severed from the rest of the agreement which shall be read as far as possible as if the severed provision or part never existed.
- 12.5 By signing this agreement, the Chaplaincy Assistant acknowledges that:
- (a) the Chaplaincy Assistant has read and understood this agreement;
 - (b) the Chaplaincy Assistant understands the rights and obligations of both parties;
 - (c) the Chaplaincy Assistant has been given an opportunity to obtain independent legal advice before signing this agreement;

DECLARATION

I declare that I have read, understood and accept the conditions of my appointment as detailed above and described in the Job Description.

THE CHAPLAINCY ASSISTANT

SIGNED:

DATE:

THE SUPERVISING CHAPLAIN

SIGNED:

DATE:

SIGNED ON BEHALF OF:

THE LOCAL SUPPORT PROVIDER COMMITTEE:

SIGNED:

DATE:

POSITION:

AND:

**INTERCHURCH COUNCIL FOR HOSPITAL CHAPLAINCY, AOTEAROA
NEW ZEALAND:**

SIGNED:

DATE:

POSITION: **National Executive Officer / National Administrator**

ATTACHMENT:

1. Job Description

The ICHC Volunteer Chaplaincy Assistant's Recruitment and Personnel Policies document is available on request.

CHAPLAINCY ASSISTANT'S JOB DESCRIPTION

VOLUNTEER CHAPLAINCY ASSISTANT:

This Job Description needs to be read in conjunction with the ICHC Recruitment and Personnel Policies.

1.0 RESPONSIBILITIES

- 1.1 Your primary responsibility is to assist in providing Christian ministry of spiritual and emotional support and pastoral care, to patients and their relatives and staff of the Hospital. To carry out this ministry in a way that honours and enhances the standing of chaplaincy in the hospital and the community.

Your ministry will be carried out under the supervision and direction of the chaplain stated in the service agreement.

- 1.1.1. You are expected to provide ministry to all people. You are expected to conduct that ministry with sensitivity and regard to the cultural and religious background of those to whom you give that ministry, and shall include special regard to that of Tikanga Maori, thus honouring ICHC's commitment to the Treaty of Waitangi.

- 1.1.2. You are expected to provide ecumenical ministry.

- 1.2 You are required to maintain regular contact with the hospital chaplains, undertaking such training and supervision that they advise.

- 1.2.1. The Chaplaincy Team may consist of other persons, lay or ordained, suitably qualified as chaplaincy assistants and recognised by hospital management, or local ministers co-opted and approved by the chaplaincy team, the Local Support Provider, ICHC and recognised by the hospital management.

- 1.3 As a Chaplaincy Assistant you may be asked to:

- (a) Participate and share leadership in services of worship in the hospital distributing the reserved sacrament within the description of your denominational authority and/or as directed by the Chaplains.
- (b) visit wards, as directed by Chaplain(s).
- (c) make referral to chaplain(s) for ongoing chaplaincy ministry.

- 1.4 You are expected to uphold and adhere to all hospital protocols and rulings; and the requirements of the Health Information and Privacy Code and other appropriate codes of conduct.

- 1.5 You will be expected to attend with other members of the chaplaincy team, any regular meetings that are called, including any time of intercessions and prayer for patients and their families as well as staff and colleagues.
- 1.6 You are expected to adhere to ICHC Policies, keeping such records as are called for from time to time by the ICHC. Also you are required to complete monthly statistics forms, which must be sent to the Administrator, ICHC P.O. Box 6427, Wellington 6141 within 10 days of the end of each month. These statistics have to be submitted by ICHC to the Health Funding Body quarterly to secure the government funding subsidy to support the chaplaincy service.

2.0 GENERAL

- 2.1 You are expected to carry out this ministry by action and deportment in a manner that enhances the standing of Chaplaincy
- 2.2 You are expected, as opportunity provides, to be an emissary for hospital chaplaincy by representing the ministry of chaplaincy to other interest groups.
- 2.3 Although your ministry is primarily one within the hospital setting this should not exclude your participation in the usual denominational and spiritual contacts in the wider community.
- 2.4 This Job Description may be reviewed or amended from time to time dependent on the exigencies of the service, or following any annual ministry review.

SUMMARY OF THE HEALTH AND SERVICES DISABILITY ACT 1993

This section of the Act concerns the non disclosure of medical information.

Its provisions apply to Chaplains as persons allowed access to the institution and as persons who are contracted to perform work within the institution. It should be noted that these provisions apply to all members of the Chaplaincy Team, whether stipendiary, honorary, or part-time.

The Act prohibits disclosure of any information concerning the condition or medical history of any patient who is receiving or has received services provided by the Board without prior consent of the patient or their representative, whether or not the patient is in a hospital.

There are various provisions whereby such information may be disclosed for practical and legal reasons, none of which are likely to permit a Chaplain to disclose any patient information.

It should be noted that information may be given to the next of kin by a member of the medical staff in accordance with the recognised custom of medical practice. Chaplains should take care that they do not inadvertently anticipate or abrogate the proper function of the medical staff in this respect.

Information of a purely statistical nature, which does not disclose any particular patient information, is not considered disclosure.

Contravention of these provisions may lead to a summary fine or imprisonment.

A copy of the Act is available in each DHB.

Code of Health and Disability Services Consumer Rights Regulations 1996.

ICHC is required to ensure its Chaplains comply with the Health and Disability Commissioners Act 1994 and the Code of Health and Disability Services Consumer Rights Regulations 1996.

These include:

- a) right to be treated with respect for person, privacy and culture,
- b) freedom from discrimination, coercion, harassment and exploitation,
- c) right to dignity and independence,
- d) right to services of an appropriate standard including legal, professional and ethical,
- e) right to effective communication,
- f) right to be fully informed,
- g) right to make an informed choice and give informed consent,
- h) right to have a support person present,
- i) rights to respect of teaching or research,
- j) right to complain.

ICHC is required to ensure all chaplaincy staff are familiar with and observe their obligations under this Code and make it known to consumers of it's services. (In fact most Hospitals publish the Code in conspicuous places).

INFORMATION AND PRIVACY CODE 1994

This code bears out and makes specific the details of the Health Board's Act.

Under the Schedules of the Health Information and Privacy Act I.C.H.C. is named as a specific Health Agent, Schedule 2 Sub clause 4(2).

Interchurch Hospital Chaplains as Health Agents should ensure that they and Lay Assistants/Volunteers are familiar with the Code's requirements for accessing and disclosure of health information. They shall ensure that they have understanding of the specific procedures and safeguards regarding Privacy as practised within their Hospital or DHB.

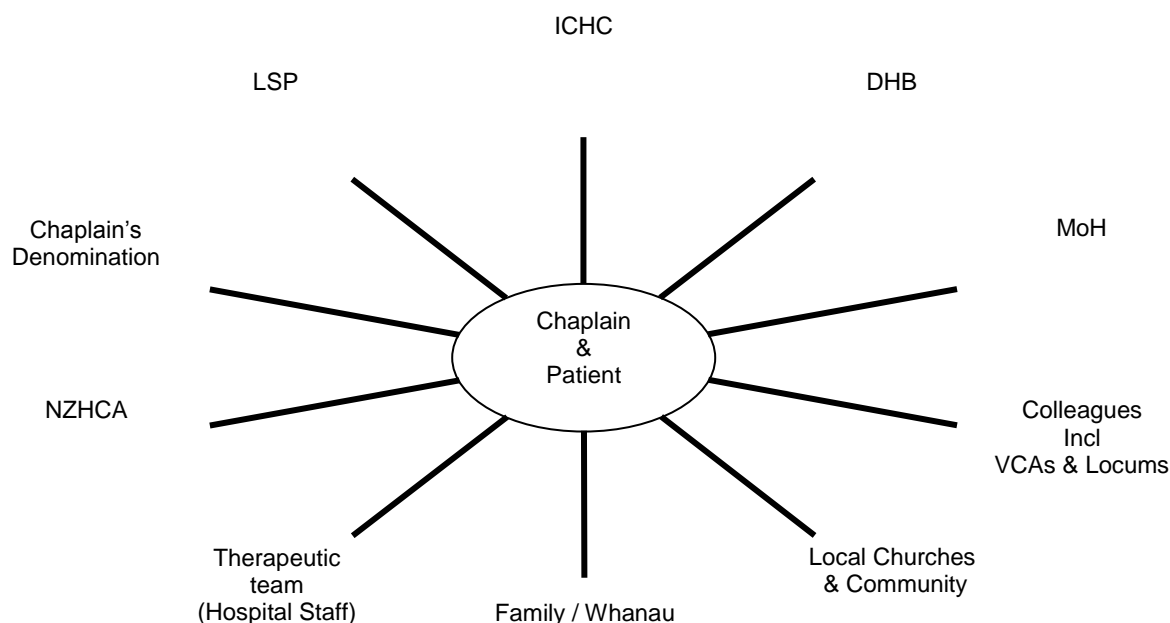
THE HOSPITAL CHAPLAINCY COMMITMENT

1. Hospital Chaplaincy is a Ministry of Loving Service, the objective outcome of which is reconciliation, in its widest sense for those undergoing spiritual stress because of physical and /or mental trauma, pain or illness.
2. Hospital Chaplains by theological and clinical training, and from their understanding of the relationship between faith and the emotional and mental conflicts associated with illness, are committed to providing spiritual and pastoral guidance to those in the hospital environment, whether patients, staff or visitors, without regard to race, ethnic background or religious or denominational association.
3. Hospital Chaplains will respond to calls for their help, and seek those who may need their help, but will never persuade, convince or insist that any person within their pastoral ambit has to receive any particular pastoral or religious counselling or sacrament they do not wish to receive. They will seek to protect a client's wishes regarding spiritual or pastoral intervention regardless of demands that may be made by any family member or another person.
4. Hospital Chaplains ensure their personal integrity and commitment to their vocation by caring for their own spiritual life and that of their associates in provision of a Hospital Chaplaincy Service.

ICHC CODE OF ETHICS FOR HOSPITAL CHAPLAINS

This code is a statement about the standard of conduct the Interchurch Hospital Chaplaincy Trust Board (ICHC) requires of all those who undertake chaplaincy and pastoral care on behalf of the ICHC. In this code 'chaplains' refers to all people providing chaplaincy services on behalf of ICHC.

Chaplaincy relationships are complex. Each relationship requires the chaplains to maintain an ethical relationship that displays integrity, honesty and openness at all times.



THEOLOGICAL FRAMEWORK

- The ICHC, as a Christian organisation, believes that God as revealed by Jesus Christ is the centre of life and that life is a response to God.
- In ministry, chaplains will demonstrate that each person is made in the image of God and deserves to be treated with dignity and respect.
- The life and ministry of Jesus is the model for all chaplains.
- Hospital chaplaincy is both a vocation and a profession. It entails a commitment to be of good character and to acquire special competence in that field of work and maintain professional standards at all times.

IDEAL CHARACTERISTICS OF HOSPITAL CHAPLAINS

Hospital chaplains will

- display Christian virtues including: compassion, humility, holiness, love, prudence and trustworthiness.

PROFESSIONAL OBLIGATIONS

1. Theological Competence

Chaplains will

- give time to developing their theological knowledge and pastoral skills through private study, and participating in professional programmes.
- develop competence in being able to bring the principles of the Christian faith into relationship with specific situations in people's lives.
- preserve and promote through their own behaviour the way to love God and follow Jesus' example of serving others.

2. Commitment to Others

Chaplains will

- be approachable and available, respecting the dignity of each person and his/her role, providing service without regard to economic status, age, gender, sexual orientation, ethnicity, faith, religion, or physical and mental abilities.
- practise within the limits of their competency and role.
- recognise the importance of nurturing their relationship to God, Chaplaincy colleagues including Chaplaincy Assistants, other professionals and the importance of building strong Chaplaincy teams.

3. Care of Themselves

Chaplains will

- endeavour to keep physically, emotionally and spiritually healthy.
- be aware of safety in all matters, whether spiritual, physical, emotional or interpersonal.

4. Use of Power

Chaplains will

- be self-disciplined and professional at all times, observing the requirements of the fiduciary relationship between chaplains their patients, patients family and staff, or significant others.
- seek to satisfy their own need for affection, intimacy, and affirmation outside these chaplaincy relationships.

5. Accountability

Chaplains will

- be accountable according to professional standards to themselves and others.
- seek supervision or other professional support to remain focussed on their professional responsibilities and hold firm to all boundaries of the pastoral relationship.

6. Ethical Conduct

Chaplains will

- at all times observe the highest ethical standards in all pastoral and professional relationships.

7. Confidentiality

Chaplains will

- keep confidential personal and private information disclosed to them except where there is need to avert a serious threat to the client/patient or another, and make a reasonable attempt

to elicit voluntary disclosure. If this is not achieved and permission to disclose is not granted, inform only those who need to know and tell them only what they need to know in order to avert harm.

- before disclosure make every effort to acquire advice / support from a senior Chaplain or Hospital Manager.
- be conversant with law relating to confidential information and the reporting requirements for abuse of any sort.
- be conversant with the ICHC personnel policies for Hospital Chaplains.
- be conversant with the requirements and expectations about confidentiality of their own denomination.

Associated Documents:

New Zealand Healthcare Chaplains Association Code of Ethics

Denominational Codes of Ethics

DHB ethical standards, codes, protocols or policies

*[This policy was approved by the ICHC Executive Committee at a meeting on **11 June 2009**]*

POLICY GUIDELINES FOR THE
ICHC RESPONSE TO AN INFLUENZA PANDEMIC

Scope and Purpose

The scope of this paper is to outline the way that the Interchurch Council for Hospital Chaplaincy (ICHC) and the various Local Support Provider Committees (LSPs) and ICHC Chaplains in New Zealand will operate consistent with the New Zealand Influenza Pandemic Action Plan 2006 (NZIPAP 2006).

The purpose of the paper is, in view of the potential threat of an influenza pandemic of severity similar to the 1918/19 pandemic, to provide a draft outline of a policy to apply to the ICHC Head Office, to provide guidelines for LSP Committees to develop their own policies and to provide recommendations to Chaplains.

This paper should be read in conjunction with the New Zealand Influenza Pandemic Action Plan 2006 (NZIPAP 2006) which can be obtained free of charge either electronically from the Ministry of Health's website:

<http://www.moh.govt.nz/pandemicinfluenza>

or in hard copy by writing to:

The Ministry of Health
P O Box 5013,
WELLINGTON

or by calling the MOH information phone line: **0800 286 358**.

It is recommended that all chaplains and LSP committees should obtain a copy of the plan.

Approved September 2007
And may be subject to review

Outline

Introduction

- A) The New Zealand Influenza Pandemic Action Plan 2006 (NZIPAP 2006)
- B) The ICHC structure and how we may respond
- C) Policy proposal to apply to ICHC Head Office and Staff
- D) Policy Guidelines recommended to Local Support Provider Committees
- E) Recommendations to Chaplains
- F) ICHC Commitment to Chaplains and LSP Committees

Introduction

The Ministry of Health has instituted an Action Plan to co-ordinate the New Zealand response in the event of an influenza pandemic of some severity. Epidemiologists believe that there is every indication that there is a real possibility of such a severe pandemic developing. With the ease of international travel it is highly likely that such a pandemic would spread quickly throughout the global population. The most likely candidate to produce such a deadly virus is the newly emergent H5N1 viral strain or as it is commonly known ‘bird flu’.

A) The New Zealand Influenza Pandemic Action Plan 2006 (NZIPAP 2006)

The New Zealand Influenza Pandemic Action Plan has been developed over several years to provide a planned response to the threat of a pandemic spreading from overseas and affecting a large proportion of the general population. The plan uses the WHO (World Health Organisation) four pandemic phases and identifies four coded alertness stages (NZIPAP 2006, 22).

B) The ICHC structure and how we will respond

Staff health and safety of staff and volunteers will be a priority. (See NZIPAP 2006, Appendix G section 4, 149ff)

Compliance with MoH and local DHB Pandemic Policies will be required.
Travel constraints to restricted areas will be observed.

Basic principles for preventing the spread of the virus such as ‘social distancing’ recommendations will be observed. (NZIPAP 2006, Appendix G 2.3, 147)

Recommendations and advice will be provided to all LSPs and Chaplains on ways of maintaining the pastoral care, clinical support, sacramental ministry and all other aspects of Chaplaincy work while observing the regulations in place during the different stages of pandemic prevalence.

Regular updates will be provided on the situation throughout the country by electronic means.

C) Policy guidelines to apply to ICHC Head Office and Staff

The ICHC is required to ensure that the health and safety of the Head Office staff is safeguarded during a pandemic. (See NZIPAP 2006, Appendix G, 158ff)

Limitations may be required on travel and personal contact with Trustees, LSPs and Chaplains.

Communication and decision-making will be maintained by electronic means.

There is an understanding with the MoH and DHBs that there will be changes to contractual expectations on ICHC Chaplains during the active phases of any pandemic. These include that ICHC chaplains will abide by the local DHB Pandemic action plans and policies. In some places chaplains may be given specific roles within hospitals during a pandemic and in other places, chaplains are likely to be required to remain at home.

During the active phases of any pandemic, Chaplains and LSP Committees will be advised in writing if there are any modifications to the contractual expectations upon them.

D) Policy Guidelines recommended to Local Support Provider Committees

LSP Committees should develop Pandemic response policies which cover the following areas:

- Health and safety of any employees and voluntary staff or workers. (See NZIPAP 2006, Appendix G, 158ff)
- Compliance with MoH and local DHB Pandemic Policies will be required.
- Sustaining communications and decision-making during periods when there will be constraints on personal contact.
- Compliance with local regulations and the action plan of their local DHB.
- Creative options for maintaining the pastoral care, clinical support, sacramental ministry and all other aspects of Chaplaincy work while observing the regulations in place during the different stages of pandemic prevalence.
- The conducting of funerals and associated bereavement ministry.

E) Recommendations to Chaplains

- Safeguard the health and safety of themselves and their families. (See NZIPAP 2006, Appendix G section 3, 148ff)
- Abide by the local DHB Pandemic action plans and policies.
- Travel constraints to restricted areas will be observed.
- Basic principles for preventing the spread of the virus such as ‘social distancing’ recommendations will be observed. (NZIPAP 2006, Appendix G section 2, 147). This will mean modification to the way sacramental ministry is carried out and services of worship including funerals.
- Develop a database of people they will need to communicate with by electronic means. Ensure this is safeguarded by copying and safe storage at premises which will be readily accessible during any emergency. There should be several appropriate alternative storage sites.
- Provide a daily update via email during the active phase of the pandemic to the ICHC head office

F) ICHC undertakings to Chaplains and LSP’s

To as far as it is able,

- Continue to see its LSP’s and paymasters are paid the government subsidy for each chaplain’s position, so chaplains may continue to receive their stipend during the period of any Pandemic emergency.

- Maintain telephone or electronic contact with Chaplains, LSP chairpersons or secretary's, ICHC Chairperson and Trustees.
- Provide advice and information from its national office.
- To this end ICHC will maintain a list of its LSP contacts and Chaplains with home and hospital site addresses, telephone numbers and email addresses.

NB The principles of this policy apply to all forms of epidemic / pandemic situations.

