



# CHAPLAINCY MESSENGER

For: All Hospital Chaplains, Chaplaincy Assistants, LSP and Trust Board Members Vol 11 # 7 1 August 2010

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## New Personnel Policies Documents for Chaplains and Chaplaincy Assistants

A requirement of our Insurers ANSVAR was that our Personnel Policies needed more focus around how we would deal with allegations of sexual abuse or allegations of other criminal activity against our staff. We have negotiated the wording of a new statement which meets their requirements and is to go into our Personnel Policies documents immediately. We have therefore taken the opportunity for the first major up-date of these documents since 2003. Copies of the new Personnel Policy handbooks are being sent out with this Chaplaincy Messenger. These replace the previous documents which should now be destroyed.

In addition to changes in the wording in a number of sections, both of the new documents have had some paragraph number changes and there are changes to the appendices and forms. Notable changes include:-

- A new statement in both documents headed SEXUAL ABUSE and CRIMINAL ACTIVITY  
“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.”
- The addition of the ICHC Code of Ethics approved in 2009 as an appendix in both documents.
- The ICHC Influenza Pandemic Policy approved in 2007, as an appendix in both documents. The principles in this document apply to all forms of epidemic / pandemic or other serious infection in the hospital setting.
- Amendments to sections in the Chaplains document on Appointments, Retirement, Superannuation, KiwiSaver, Public Comment by Chaplains, denominational leave provisions, refreshment leave, denominational Long Service / Sabbatical / Study Leave, Service Reviews.
- New sections have been inserted making it clear Chaplains and Chaplaincy Assistants are not to attempt to provide a service to any person who indicates they do not wish to receive it. Also that they will not disclose any information concerning a patient’s medical condition or history without the patient’s permission. These items are from the “Code of Practice for Hospital Chaplaincy” in the ICHC contract with the Ministry of Health.
- Amendments to the sections in the Chaplaincy Assistants document on:
  - The appointment process to make it clear there are to be two interviews with applicants before they are granted an ICHC Service Agreement. One before they are accepted to undertake the training course in the hospital. The second when they have completed the course of instruction and gained some experience in visiting patients on the wards, when a decision needs to be made on their suitability for appointment as Chaplaincy Assistants. Both interviews need to be undertaken by 3 people, one representing the LSP chair, one the hospital management and one a Chaplain. It is essential that someone representing the hospital / DHB management is always part of making the decision about the acceptability of chaplaincy staff to enter into training or work in a hospital.
  - Public comment by Chaplaincy Assistants, Service Reviews, small changes in the Service Agreement and some of the Appended forms.

The new forms in these documents are to be used immediately and old forms should be destroyed.

**Chaplains** need to bring the Changes to the attention of all their all Chaplaincy Assistants.

Copies of the policies will be available on the ICHC website [www.ichc.org.nz](http://www.ichc.org.nz) .

## Hospital Chaplaincy Appeal Week

Sunday 19<sup>th</sup> to Sunday 26<sup>th</sup> September 2009

This year the week will be launched at a service in the Hamilton Anglican Cathedral at 9.45 am on Sunday 19<sup>th</sup>. Waikato Chaplains and LSP committee: please liaise with Dr Bryan Bang about input to this Service. His number is (07) 854-1282

### WANTED

Items are required from each Chaplaincy for inclusion in the resource pack of material for Churches – Deadline 9 August despatch date – mid August

## National Staff Movements in August

### National Executive Officer

- 4 Aug "Fit for Funding" seminar Michael Fowler Centre, Wellington
- 11 Aug "The Gathering" of CEO's & National Directors of Christian organisations based in Wellington, at the Grand Hall, Parliament Buildings
- 14 Aug Commissioning Pastor Sione Tu'ungafasi Tongan Chaplain, Middlemore hospital
- 16-20 Aug NZHCA Conference Rotorua
- 31 August Commissioning new Chaplaincy Assistants, Taranaki Base Hospital

### National Administrator/Trainer

- On leave in USA until 9 August
- 11 Aug With Wellington Region Chaplains Pot Luck at Hutt hospital
- 16-20 Aug NZHCA Conference Rotorua

### All staff

- 9-13 Aug All ICHC staff packing Chaplaincy Week Appeal Resource material
- 23 - 27 Aug ICHC staff packing Chaplaincy Week Appeal Envelopes etc.
- Volunteers welcome, please contact **Susan** if you can help.



Ron Malpass  
National Executive Officer

## Staff Movements

### Resignation

Rev Ian Bayliss, has advised that he will finish as .5FTE Chaplain at Porirua and Kenepuru Hospitals at the end of December after **35 + years of service** in this position



## NZHCA Conference

### Keynote Speakers:

Gordon Wegener & Jenni Wegener

### Workshops

- Care of the Aging Soul
- Care of the Indigenous Soul
- Care of the Team Soul
- Care of the Psychiatric Patient Soul

### Collegial Meetings:

- Meeting times have been set aside for:
- Stipended Chaplains
- Maori Chaplains
- Voluntary Chaplaincy Assistants

## Annual meeting of LSP chairpersons (or their representative) with the ICHC Trust Board.

Wellington on **Wednesday 6 October from 10am to 4pm**. ICHC will reimburse the cost of travel to and from Wellington for one representative. Please make your air bookings etc as early as possible to take advantage of cheap fares.

**Suggestions for the programme are welcome** and need to reach the ICHC office, P O Box 6427, Wellington by **Monday 9 August**.

With this Chaplaincy Messenger is a form for LSP's to advise the name of their representative attending the meeting and an expense claim form. Please return the notification form by **Monday 6 September**.

### Thought for the month:

"Human beings who leave behind them no great achievements, but only a sequence of small kindnesses, have not had wasted lives." Charlotte Gray