



HEALTHCARE
CHAPLAINCY FORUM
FOR PASTORAL,
SPIRITUAL AND
RELIGIOUS CARE

STARTING OUT IN HEALTH CARE CHAPLAINCY 2018 / 2019

A COURSE DESIGNED TO
INTRODUCE PROSPECTIVE
CHAPLAINS TO THE WORLD OF
HEALTH CARE AND
CHAPLAINCY

COURSE HANDBOOK FOR:

- PROSPECTIVE / SUCCESSFUL COURSE PARTICIPANTS
- FAITH AND BELIEF COMMUNITIES
- CHAPLAINCY TEAMS PROVIDING WORK PLACEMENTS

HANDBOOK REVIEWED IN JULY 2018 MB/KM

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The purpose of this course is to:

- Enable potential chaplains to explore if Chaplaincy in a health care setting is for them;
- Develop an understanding of Health Care Chaplaincy in the 21st century;
- Explore ways of accessing Chaplaincy opportunities from volunteering to full-time substantive posts.

Dates and venue:

LONDON. Free Churches Group, 27 Tavistock Square, London WC1H 9HH

- Day one: Monday 8th October 2018
- Day two: Wednesday 5th December 2018
- Review Day (TBC)

MANCHESTER. Nowgen Centre, Manchester Royal Infirmary, 29 Grafton Street, Manchester M13 9WU

- Day one: Wednesday 16th January 2019
- Day two: Wednesday 13th March 2019
- Review Day (TBC)

Course Tutors:

- **Meg Burton** meg.burton@freechurches.org.uk tel: 07976 597971
- **Keith Munnings** keith@eskola.co.uk tel: 07931 532006

How to apply:

Please complete an application form and return by e-mail to: keith@eskola.co.uk or by post to: Keith Munnings, 1 Wesley Court, Market Street, Chapel-en-le-Frith, Derbyshire SK23 0JD

The closing date for applications are:

- London: Monday 1st October 2018
- Manchester: Monday 7th January 2019

Details of the course timetable can be found in **appendix 2.**

Five Marks of Chaplaincy

Agreed by the Free Churches Group (2009) and the MFGHC (2011)

- To maintain personal spirituality and faith / belief through support from and contribution to their local congregation / faith or belief community.
- To maintain their positions as an ordained / authorised minister / pastor / membership of their denomination / faith / belief community and to provide a yearly statement acknowledging this.
- To work with those from all faith traditions and belief groups and none in a spirit of concord and support for the welfare of patients, relatives, staff and the institution.
- At no time to proselytize or in any other way attempt to coerce or convert patients, staff or relatives, but always to act with respect and courtesy.
- To continue Personal and Professional Development as a Chaplain, and submit an annual return detailing work undertaken that has directly enhanced the care of patients, relatives, staff and the institution.

Important Information for Faith & Belief Communities

- Faith or Belief Community Support

Health Care Chaplaincy is a challenging and rewarding expression of faith / belief in action and contributes to the health and wellbeing not only of individuals but of their community and the nation. To meet the pastoral, spiritual and religious needs of a diverse community of patients and staff we need a diverse Chaplaincy community.

If an individual from your community would like to explore this vocation, the following information may help in discerning if this course is for them:

1. Your community may have already adopted the Five Marks of Chaplaincy (see page 3). Is the prospective Chaplain/ Volunteer / Visitor willing to work with them?
2. If the individual does not hold the relevant DBS will the faith or belief community support that application by help with filling in form and paying the fee?
3. The individual will need a placement – up to 20 hours over about 8 weeks (see appendix 1 The Reflective Learning Log). Are you able to help arrange that placement?
4. Are you able to provide a 'faith / belief community' mentor, to support the course participant during the course?
5. The taught elements of the course are spread over two days. Is the faith/belief community willing to pay for travel to the course and to the work placement (if required)?
6. The costs of the course come from public funding, so there are no course fees. The course has no cost to participants.

Each Faith & Belief community is responsible for selecting suitable candidates. The maximum number of participants on the course is 20, and the minimum is 8.

- Prospective Chaplains / Chaplaincy Volunteers

You are encouraged to read the Course Handbook carefully before applying and are welcome to seek clarification about any concerns by contacting either of the course tutors.

An application for a place on the course will need to include the name and contact details of the person from your Faith or Belief Community supporting your application.

The course includes a work placement in a healthcare setting. There are a number of options as to how this is arranged:

- You may wish to arrange this yourself, through your own efforts and contacts;
- You may wish to seek support arranging this through your faith & belief community;
- You may request support identifying suitable locations from the course tutors.

Please contact us immediately should you find it necessary to withdraw from the course, so that we can offer the place to someone else.

Work Placements

The Work Placement will enable you to experience the work of chaplaincy as part of a chaplaincy team and explore issues of faith and belief in relation to healthcare chaplaincy.

You are expected to complete up to a maximum of 20 hours spread over a period of about 8 weeks.

During this time you will explore aspects of chaplaincy practice relating to the following:

- Healthcare provision
- Faith / belief-based teachings on caring for the sick and dying
- Beginning and end-of-life care and related faith / belief-based ethical and moral considerations

This experience will be recorded in the Reflective Learning Log.

During this period you will meet for with your faith / belief community mentor to reflect on practice and explore issues raised by the experience, and you can make contact with your course tutor:

- Meg Burton (tel: 07976 597971)
- Keith Munnings (tel: 07931 532006)

Important Information for Work Placement Hosts

A placement in a hospital, or in another healthcare setting, is a central element to the course providing key hands-on learning experiences. We are very grateful to chaplaincy departments for supporting this course through offering the work placement opportunity. We appreciate the time and hard work involved by chaplaincy team members. We have no wish to burden busy chaplaincy teams with too much additional work.

The placement will enable participants to experience the work of chaplaincy, predominately through shadowing other chaplains; observing and reflecting upon the experience. The opportunity provides a taste of being part of a chaplaincy team and aims to enable exploration of issues of faith and belief in relation to healthcare chaplaincy.

The placement will enable participants to develop their personal and professional identity, share their learning with the chaplaincy team who will provide support from a designated Chaplain in the team.

Placement Dates:

- **London between 9th October – 4th December 2018**
- **Manchester between 17th January - 12th March 2019**

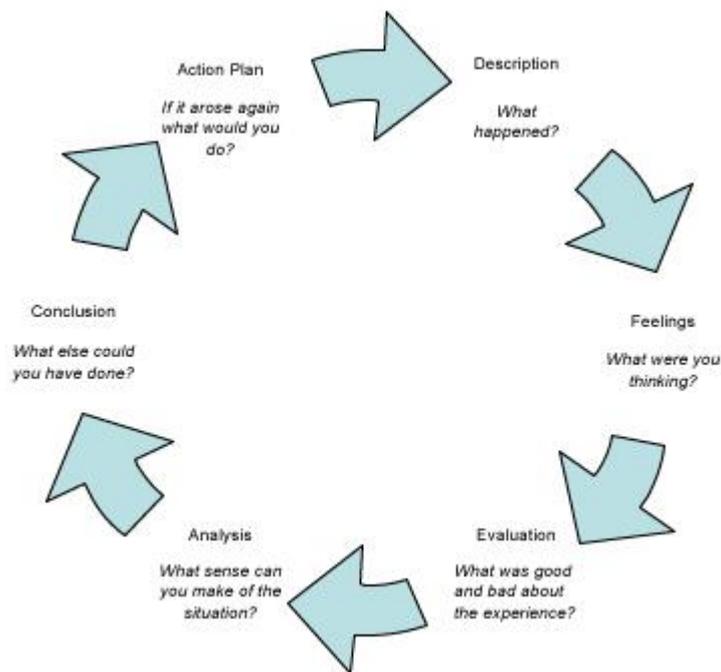
Reflective Practice

Reflective practice is the key to good professional practice!

Moon - reflective practice as "a set of abilities and skills, to indicate the taking of a critical stance, an orientation to problem solving or state of mind" (1999: 63).

Biggs - "reflection in a mirror is an exact replica of what is in front of it. Reflection in professional practice, however, gives back not what it is, but what *might* be, an improvement on the original" (1999: 6).

The process of Reflection can be seen in the example below:-



Gibbs Reflective Cycle (1988)

Why is this important in Chaplaincy?

'Reflective practice is not only about reflecting on our chaplaincy work to inform how we engage with others in the future and to help us explore the theology, world view and values that underpin our approach. It also fundamentally helps us to develop our self-awareness and the understanding.' (Kelly 2012)

Sometimes we are Novices in new situations, we need to try out ideas, discuss how we work and learn not only from our mistakes but from our successes. If we reflect on our actions we can learn something of ourselves, if we reflect with others we can learn more! Learning from others is crucial, because chaplaincy is about team work, not just the chaplaincy team but the multi-disciplinary team that care for the patients.

By reflecting on practice we are acting in a professional way, and should be able to identify our learning and developmental needs in this process.

Reflective Practice

From your experience / observations, and utilising the Reflective cycle:-

1. Note how the Chaplaincy team contributes to the provision of Health Care within the care setting.
2. Explore how your faith / belief, tradition and teachings affect the care of the sick.
3. Explore your own reaction to those who are dying and what your faith / belief tradition speaks into such situations.
4. Explore a moral / ethical situation noting any dissonance between that which was observed and the view of your faith / belief tradition.

These reflections will form the basis of some shared learning on the second day of the course and may contribute to your written assignment. Please remember to anonymize the narrative so that patient confidentiality is maintained.

References

- Biggs J (1999) *Teaching for quality learning at university*. Buckingham: Open University.
- Colthart I & Kelly E (2012) *Reflective practice*. The Scottish Journal of Healthcare Chaplaincy, Vol. 15 (1) 2012 27
- Gibbs G (1988). *Learning by doing: A guide to teaching and learning methods*. Oxford: Further Education Unit, Oxford Polytechnic.
- Moon J (1999) *Learning journals: a handbook for academics, students and professional development*. London: Kogan Page.
- Schoen D (1983) *The reflective practitioner: how professionals think in action*. Boston: Arena Publishing.

Other useful literature

- Boud D, Cohen R and Walker D (1985) *Reflection: turning experience into learning*. London: Kogan Page.
- Fitchett G & Nolan S (eds) (2015) *Spiritual Care in Practice: Case Studies in Healthcare Chaplaincy*. London: Jessica Kingsley.
- Leach and Paterson (2010) *Pastoral Supervision*. SCM.
- Lyall, D (2001) *Integrity of Pastoral Care*. London: SPCK.
- Nash P, Parkes M & Hussain Z (2015) *Multifaith Care for Sick and Dying Children and their Families: A Multidisciplinary Guide*. London: Jessica Kingsley.
- Orchard, H (2000) *Hospital Chaplaincy: Modern, Dependable?* Lincoln: Lincoln Theological Institute.

Pye J, Sedgwick P & Todd A (eds) (2015) *Critical Care: Delivering Spiritual Care in Healthcare Contexts*. London: Jessica Kingsley.

Swift C (2009) *Hospital Chaplaincy in 21st Century*. Surrey: Ashgate.

Swinton, J (2001) *Spirituality and Mental Health Care*. London: Jessica Kingsley.

Ward, F (2005) *Lifelong Learning*, London: SCM.

Course assessment

The course assessment comprises two elements:

a) **Reflective Learning Log** that is completed during the placement. You will need to keep a daily reflective learning log during the placement. Select ONE or more 'critical incidents' from this log and write this up, including both narrative and reflection, for submission to your tutor.

b) **Written Assignment (approx. 2500 words)**

Assignment Title:

How have my thoughts of the Faith or Belief contribution to health changed in the light of my placement?

The assignment explores the faith/ belief contribution to chaplaincy and healthcare. This can be partly or fully drawn from your placement experience and presents an overview of the key learning for you.

Participants with prior experience of working within healthcare chaplaincy are encouraged to draw upon their own fresh personal experience and show how this has helped with their recent development as a chaplain.

Final submission dates for all assessment material, e-mailed to Keith Munnings (keith@eskola.co.uk):

- **London course by Friday 8th February 2019**
- **Manchester course by Friday 17th May 2019**



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Starting out in Health Care Chaplaincy 2018 / 2019

Reflective Learning Log

Name.....

Placement.....

Reflective Learning Log

Reviewed July 2018 MB/KM

Reflective Learning Log

Please complete the details and send a copy to your Course Tutor

Your Name and contact details

Name of Chaplaincy link person and contact details

Faith / Belief Mentor and contact details

Course Tutor and contact details

Place of placement

Address

Brief description (Acute / Mental Health/ Hospice/ teaching hospital)

Attendance

Please complete the chart below noting your attendance

Date	Time	General Description of Activity

Appendix 2: Timetables

Course outline and timetable

First Taught element

Dates & venues:

- Free Churches Group, London: Monday 8th October 2018
- Royal Infirmary Hospital, Manchester: Wednesday 16th January 2019

Time	Session title	Content	Outcomes
9.30am	Welcome	Introduction	
10.00am	What is Chaplaincy?	History of Chaplaincy in the NHS Models of Chaplaincy – practice and delivery	Understand the development of chaplaincy in the NHS
10.45am	Comfort break		
11.00am	Working in the NHS	Structure of NHS Position of Chaplaincy in the modern hospital	Understand the position of Chaplaincy in the NHS
11.30am	Moving Chaplaincy into the community	Broadening the range of healthcare chaplaincy services	Understand one possible future direction of NHS Chaplaincy
12 noon	Key issues in Chaplaincy Provision	Five Marks of Chaplaincy Team work Boundaries Reflective Practice Authorisation /accreditation Chaplaincy bodies	Understand the key issues in chaplaincy that relate to professional and personal practice
12.45pm	Lunch		
1.15 pm	Faith / Belief in Health	Introduction to the principles of pastoral, spiritual and religious care	Understand the difference and connections between pastoral, spiritual and religious care
2.15pm	Ethical considerations in Chaplaincy Practice	Ethical principles Ethical dilemmas in health care What does our faith/belief say about ethics?	Begin to explore ethical principles in chaplaincy situations from a faith/belief perspective
3.15pm	Comfort break		
3.30pm	Preparation for placement and assessment	Do's and don'ts of chaplaincy – attendance, visiting, security, dress code, self-care.	Feel confident in joining a team to gain experience.
4.30pm	Home!		

Second taught element

Dates & venues:

- **Free Churches Group, London: Wednesday 5th December 2018**
- **Royal Infirmary Hospital, Manchester: Wednesday 13th March 2019**

Time	Session Title	Content	Outcome
9.30am	Welcome		
9.35am	Reflective Practice	Learning from the placement Sharing experience and faith / belief perspectives	Demonstrate skills in reflection that link experience, practice and faith / belief
11.00am	Comfort break		
11.15am	Is Chaplaincy for me?	Personal reflection on issues raised	Critically appraise the Chaplain's role
12.00noon	Authorisation and Endorsement	Overview of the Authorisation Process Specifics of different faith / belief communities	Understand the need for Authorisation / Endorsement and its process in specific faith / belief communities
12.45pm	Lunch		
1.15pm	Working as a volunteer	Finding a position, statutory training, working in a team	Understand the nature and purpose of Chaplaincy Volunteers.
2.30pm	Finding a job	Accessing local, regional and national information and adverts Completing application forms Attending interviews	Navigate the systems to secure a position (voluntary / honorary / paid)
3.30pm	Comfort break		
3.45pm	Course Evaluation	Preparation for Essay	
4.30pm	Home!		

Appendix 3: Participant checklist

As there are a number of steps involved in applying to and completing the course, you are advised to keep a record of your progress through the following steps:

Action	Date completed
Have you received support from your faith / belief community to apply for the course?	
Have you completed and submitted the Application Form?	
Have you received (e-mail) confirmation that your application was successful?	
Have you submitted your preferred arrangements for organising a work placement?	
Have you personally made contact with a member of the healthcare chaplaincy team?	
Have you attended a meeting and made work placement arrangements with a delegated member of the chaplaincy team?	
Have you attended Day 1 of the course?	
Are you completing your Reflective Log regularly throughout the placement?	
Have you identified and written up one or more a critical incident(s)?	
Have you attended Day 2 of the course?	
Have you completed and submitted your Assessment?	
Have you attended the follow-up Review day (date TBA)?	
Have you received your certificate of Attendance / Completion?	

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