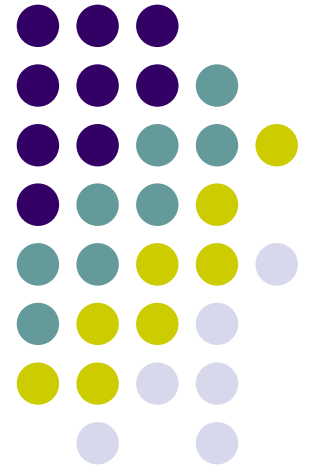
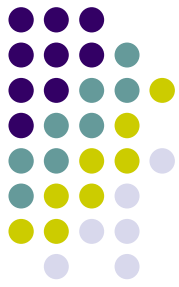


# Revisiting the Chaplaincy Healthcare Standards

Canon Jane LLoyd  
*Lead Chaplain*  
*Poole Hospital NHS Trust*



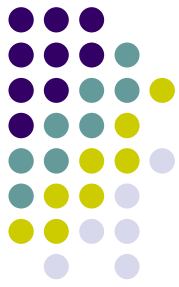
# Job Descriptions



- Do you have one?
- Did you write it / agree it?
- Is it up-to-date?
- Does it accurately describe your current role?
- Is it the in-house style?
- Remember the link between JD & AfC
  - Points mean prizes – what you put will determine your banding and your pay point

# Poole Hospital Chapel

(Weekly Team Eucharist)



# My Job Description (Poole Style)

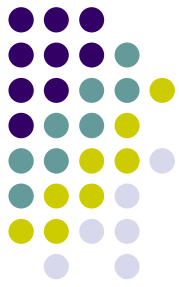


- Job Details
  - Job Title, Grade, Location
- Job Purpose
- Scope of Job (Dimensions)
  - Budget, Staff, Facilities
- Organisational Chart
- Duties and Responsibilities
  - HR, Finance & Planning, Physical Resources, Miscellaneous
- Communications and Working Relationships
- Freedom to Act
- Most Challenging Aspects of the Job

# What does your job include?



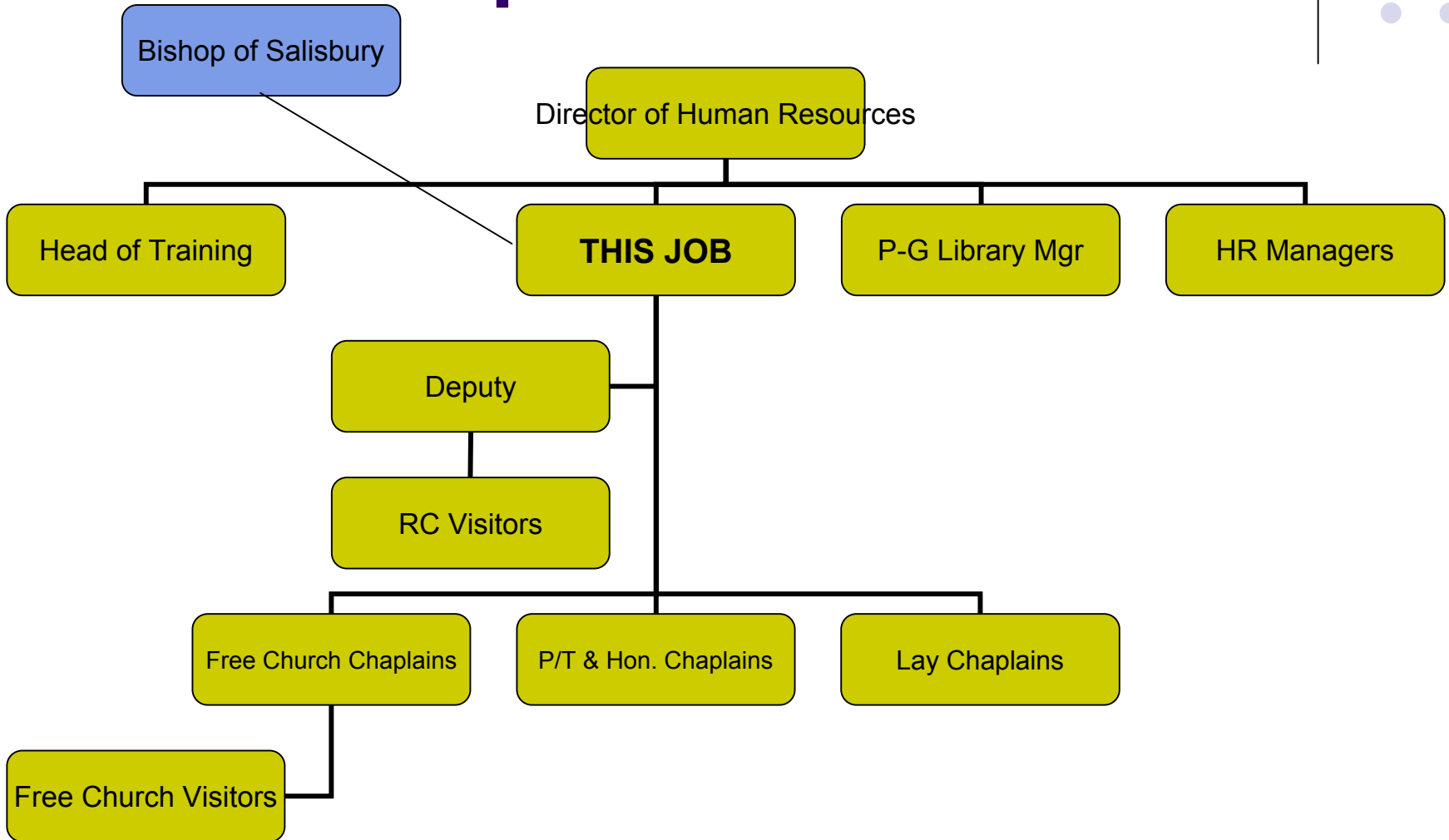
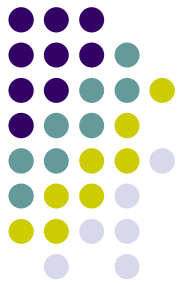
- Patients
- Staff
- Carers / Relatives
- Supervision
- Budget control
- Buildings and equipment
- Worship
- Meetings
- Teaching

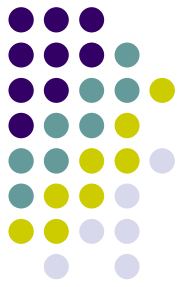


# Freedom to Act

- Who is your Line Manager?
- What other lines of accountability?
- Who do you relate to?
- How much freedom to act do you have?
- Are you supervised or lone-working?
- Do you have responsibility for all or part of the Service?
- Do you work in multi-disciplinary teams?

# Relationships

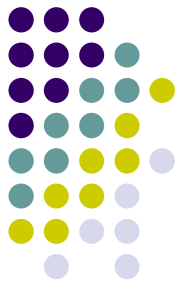




# Financial

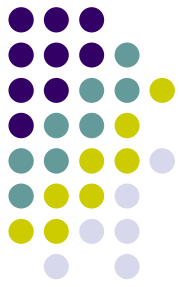
- Do you have a contract with the Trust?
- Are you paid?
- If not, are your expenses met?
- Do you hold a budget?
- If not, who does?
- If not, how easy is it for you to access funds?

# Staff

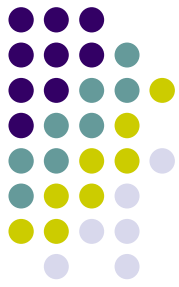


- Do you work alone?
- Do you get adequate support / professional supervision?
- Are you part of a team?
- Do you lead it?
- Do you have responsibility for part of it?
- Are you involved in recruitment & interviewing?
- Do you undertake appraisals?

# 'Plant'



- Are you responsible for Health & Safety in your department?
- Are you responsible for places of worship / office space?
- Do you handle money?
- Do you have responsibility for ordering / buying equipment?



# Cross-Trust Working

- Are you a member of MDT?
- Do you chair any committees / groups?
- Do you teach?
  - Within your department?
  - Across the Trust?
- Do you initiate developments within the Trust?
  - Within your own department?
  - Across the Trust