



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Co-ordinator of Chaplaincy Services – Grade Code 6405

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as **Co-ordinator of Chaplaincy Services**

1. Professional Qualifications, Experience, etc

Candidates must

- (i) At least one year's theology at a recognised institute
- and**
- (ii) Three units of Clinical Pastoral Education in an approved centre
- or**
- Equivalent qualifications/s (as determined by the Healthcare Chaplaincy Board)
- and**
- (iii) 5 years experience in a hospital setting

2. Age

No age restriction shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

3. Health

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character

Candidates for and any person holding the office must be of good character.

Dated this 7th day of December, two thousand and nine.

Séan McGrath,
National Director of Human Resources.

APPENDIX 1

Job Description for Co-ordinator of Chaplaincy Services DATH's and MATH's Hospitals

Objectives of the Post

The Co-ordinator of Chaplaincy Services will be a working Hospital Chaplain and in addition has responsibility to lead, co-ordinate and supervise the work of the Chaplaincy service, allocating staff and volunteers according to patient needs.

Co-ordinator Role – Main Responsibilities

- To identify and implement operational processes to the standards of best practice in order to optimise use of resources and to ensure compliance with statutory requirements
- To implement, monitor and evaluate quality standards and procedures for the chaplaincy department
- To promote effective and efficient delivery of chaplaincy services to patients, families and hospital staff
- To identify opportunities for improvement and initiate steps to accomplish same
- To develop good working relationships within the Chaplaincy Service and with other personnel within the hospital in order to develop the Chaplaincy needs of the service
- To operate a system for referrals
- To develop links with other denominations as appropriate
- To co-ordinate and develop appropriate liturgy programmes with the hospital on an annual basis or as needs require
- To plan and chair chaplaincy team meetings on a weekly basis or as required
- To maintain and furnish as required such records and statistics appropriate to the department
- To promote, encourage and co-ordinate the education of all staff in relation to the identified pastoral/chaplaincy needs of the hospital
- To represent the chaplaincy department at appropriate forums within the hospital system
- To participate in multidisciplinary team meetings as required
- To ensure that the chaplains working with the chaplaincy department operate within the framework of the traditions character and ethics which govern the work of the chaplaincy services
- To ensure that all health, safety and equality standards are maintained and adhered to
- To carry out any other duties appropriate to the post as may be assigned from time to time