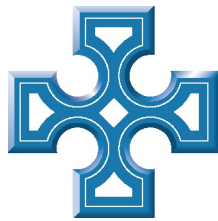


**CHURCH OF IRELAND**  
**CHAPLAINCY ACCREDITATION BOARD**



**CERTIFICATION OF**  
**HEALTHCARE CHAPLAINS AND**  
**RECOGNISED STANDARDS**

Adopted by resolution of the House of Bishops of the Church of Ireland  
15<sup>th</sup> September, 2014

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**TABLE OF DEFINITIONS/ABBREVIATIONS USED**

‘the bishop’	means the Church of Ireland bishop of a particular Church of Ireland diocese
‘the House of Bishops’	means of House of Bishops of the Church of as defined in the law of the Church of Ireland.
‘The Church of Ireland’	The Church of Ireland is an autonomous, national Anglican/Episcopal Church governed by the General Synod. It comprises twelve dioceses in both the Republic of Ireland and Northern Ireland. All but two Dioceses include areas in the Republic of Ireland.
CAB	Chaplaincy Accreditation Board It was established in 2008 in response to the Catholic Healthcare Chaplaincy Board’s decision to give accreditation only to members of Roman Catholic denomination.
ACPE (Ireland) Ltd	Association of Clinical Pastoral Education (Ireland) Ltd.
NAHC	National Association of Healthcare Chaplains
CPE	Clinical Pastoral Education It is the formally recognised course of study for any person (clergy or lay) wishing to enter ministry in Healthcare Chaplaincy.
NIHCA	The Northern Ireland Healthcare Chaplaincy Association
HCB	Healthcare Chaplaincy Board
HSE	The Health Service Executive

## Introduction

People of faith are called to draw from their faith tradition the rich expression of care for those who are ill or vulnerable. For Christians this care is rooted in our understanding of the ministry of Jesus Christ who embodied the transformative healing at the heart of the Kingdom of God. God brings healing into a broken world and hope into the most challenging human situations. Chaplains continue this ministry of caring in a diverse and changing multicultural Ireland.

Healthcare chaplains are at the forefront of ministry amongst those who are ill, aged, vulnerable or bereaved. Deep spiritual and inner strength is a core hallmark of the professional chaplain as he/she attends to the spiritual needs of all in an open, trusting, and competent manner. It is important that a chaplain has faced honestly the need for healing in their own life. This will enhance the effectiveness of their chaplaincy ministry. In all of their work they are sharing intimately in the ministry of Jesus Christ and his Church in partnership with the wider chaplaincy team and fellow healthcare professionals in the common task of providing holistic patient care.

Chaplaincy also draws from our shared humanity and it is acknowledged that chaplains can represent various faith or philosophical traditions in our care of the human spirit.

All healthcare facilities in Ireland have officially appointed Church of Ireland chaplains who work in partnership with chaplains from other denominations and faith groups. Most Church of Ireland chaplains minister on a part time basis -combining their chaplaincy work with parochial ministry. There are also full time chaplains serving in the Health Service. All chaplains, whether ordained or lay, come with express authorisation and recommendation of the bishop. In the healthcare environment all chaplains operate in accordance with *Children First* and the policies of the healthcare institution. Accredited chaplains work in accordance with the Code of Practice for Healthcare Chaplains It should be noted that chaplains shall comply with Safeguarding Trustmply with thcare institution. Accredited Practice for ministry with children and young people. All clergy chaplains entering a diocese shall have been received only after appropriate and rigorous enquiry by the bishop, including Garda vetting.

The Chaplain offers spiritual, psychological and emotional support to all patients, relatives and staff in an increasingly diverse and multicultural Ireland. Chaplaincy is both a pastoral ministry of the churches and an integral and necessary part of the whole healing process and is viewed as a shared task between the ordained and lay person. Chaplains in their ministry, work with patients, their families and the staff of the Hospital, offering both a sacramental and pastoral ministry.

The Church of Ireland envisages and is committed to one national body for accreditation and registration of all Healthcare Chaplains consistent with other healthcare disciplines. In the interim the Chaplaincy Accreditation Board is willing to provide accreditation to candidates from other faith or philosophical traditions.

## **Part One: Functions of the Chaplaincy Accreditation Board**

### **The functions of the Chaplaincy Accreditation Board are:**

- To assist in the assessing, provision and evaluation of training for healthcare chaplains
- To advise the House of Bishops in matters pertaining to healthcare chaplaincy
- To recommend suitable programmes of healthcare ministry education this may lead to certification in healthcare chaplaincy. This would be undertaken in conjunction with the Healthcare Chaplaincy Board (HCB) and the Association of Clinical Pastoral Education (Ireland) Ltd. (ACPE (Ireland) Ltd).
- To ratify the suitability of persons for the purpose of directing healthcare ministry training programmes for candidates.
- To certify persons for chaplaincy, in any part of Ireland, in accordance with these Standards for Healthcare Chaplains under the oversight of the House of Bishops
- To maintain a register of people who are certified as healthcare chaplains..
- To monitor and assess pertinent changes in healthcare chaplaincy and to monitor new legislation or professional requirements.
- To make formal proposals to the HSE regarding job description and contractual arrangements for chaplains
- To liaise with the HSE and other relevant bodies about the role and ministry of chaplains
- To continue to develop guidelines regarding the role and function of chaplains and to promote the recognition of their posts and their funding
- To report annually to the House of Bishops
- To review the standards for certification of healthcare chaplains every three years.
- Applications for recommendation: In the case of applications for recommendation being received from applicants who are members of other traditions the interview panel may include a representative from the applicant's particular tradition

## **The Chaplaincy Accreditation Board**

### **Composition and Constitution**

The Chaplaincy Accreditation Board will comprise of no less than seven and no more than nine people appointed by the House of Bishops of the Church of Ireland. Each appointee may serve for a period of not more than five years, such period being renewable for one additional term of five years. Other members of the Board may be appointed or co-opted to fill the gaps in expertise with the consent of the House of Bishops.

The House of Bishops will appoint one of its members to serve as episcopal liaison with the Chaplaincy Accreditation Board

The Board shall have one representative from the HSE, ACPE (Ireland) Ltd and NAHC.

The Chaplaincy Accreditation Board shall be answerable to the bishops of the Church of Ireland.

In the case of applications for recommendation being received from applicants who are members of other churches, religious denominations, or faiths, the interview panel shall include a representative from the applicant's particular church, religious denomination or faith.

## **The Chaplaincy Accreditation Board The Process of Certification**

### **General Requirements**

Whole-time and part-time Church of Ireland chaplains are nominated by the appropriate Bishop and are accountable to him or her and to the hospital management in accordance with the terms of any contract the chaplain may have. Ordained Church of Ireland chaplains require the license of the bishop of the diocese.

All Church of Ireland chaplains entering a diocese shall have been received only after appropriate and rigorous enquiry by the bishop, including the Garda vetting or AccessNI vetting process (as appropriate).

All Church of Ireland chaplains shall comply with, and undergo training in, *Safeguarding Trust* – The Church of Ireland Code of Good Practice for ministry with children and young people

Certification of a healthcare chaplain by the Chaplaincy Accreditation Board does not imply a right on the part of a successful candidate to a chaplaincy post. It does, however, demonstrate that a candidate is suitable to be considered for appointment, subject to meeting the published criteria and the requirements of any individual religious denomination or faith community.

It is hoped that certification of healthcare chaplains by the Chaplaincy Accreditation Board would be a considerable help in finding suitable people for chaplaincy posts

### **Competencies Required**

In order to be certified in chaplaincy the applicant must give evidence of his/her personal, professional and theological ability to minister effectively as a healthcare chaplain.

Candidates will be assessed at interview in the light of the documentation that is sent to the interview board under the following headings:

#### **(a) Personal Identity**

- Self-awareness/Spirituality
- Personal authority/Conflict

#### **(b) Professional Identity**

- Role acceptance/fulfilment
- Interpersonal skills

#### **(c) Pastoral Skills**

- Professional competencies

#### **(d) Theology**

- Theology and Pastoral Practice
- Crisis experience.

## **Prerequisites for Certification**

### **The following are the prerequisites for certification:**

1. Evidence of a three year degree programme (NFQ Level 8) in which theological studies is a core component.

### **AND**

2. The successful completion of at least three units of Clinical Pastoral Education (C.P.E) in a CPE approved training Centre.

Candidates must have completed the above requirements before being considered for certification in chaplaincy.

It is necessary for candidates certified as hospital chaplains in other countries, having met the standards set out by the Chaplaincy Accreditation Board, to undertake a familiarisation programme following consultation with the bishop and with the advice of Chaplaincy Accreditation Board prior to the inclusion on the Healthcare Chaplaincy Register.

## **Equivalencies**

A person who wishes to seek equivalency for other recognised supervised pastoral ministry or theological training may apply to the Chaplaincy Accreditation Board for consideration. Equivalency may only be granted for a maximum of one unit of CPE

Those coming from abroad seeking approval as healthcare chaplains must present evidence of Clinical Pastoral Education training or equivalency (for one unit) and be interviewed by the Chaplaincy Accreditation Board

## **Application and Interview**

The applicant shall apply for interview for certification to the Chaplaincy Accreditation Board. When the applicant has been granted an interview he/she will be informed by the chairperson of their interview panel and of the date, time and place of interview.

The applicant shall make available to the chairperson the following documents at least three weeks prior to the interview:

- 1) A detailed and current curriculum vitae.
- 2) A detailed up-to-date autobiographical history in which the candidate expresses their life journey and the impact of their learning and life experiences.
- 3) Recommendation from ecclesiastical authority exercising oversight by way of a character reference.
- 4) A copy of both evaluations of last completed unit of CPE.
- 5) A one thousand word paper on the candidate's concept of healthcare ministry (3 copies)
- 6) Two one thousand word essays demonstrating the candidate's knowledge and integration in any two of the following
  - i) Theology and pastoral practice
  - ii) Theology and practice of sacramental ministry in healthcare.
  - iii) Ministry in a multi-faith context
  - iv) Healthcare ethics and pastoral ministry.



- 7) A non-refundable fee of €150 must be forwarded when confirming acceptance of an interview.

### **Age**

There is no upper age limit for certification in chaplaincy and the Chaplaincy Accreditation Board will consider all candidates who meet the necessary requirements

### **Re-Application for Certification**

If a candidate's application for certification from the Chaplaincy Accreditation Board or any other accrediting body is unsuccessful he/she may only reapply for interview on no more than two further occasions.

The report from the previous committee(s) should be included as part of the application form for the subsequent interviews.

### **The Interview Panel**

The Chaplaincy Accreditation Board will appoint an interview panel. It will have three members each of whom will either be a certified chaplain or a C.P.E. Supervisor. Where an applicant is not from the Church of Ireland/ Anglican Communion an additional member will be appointed to provide insight pertinent to the applicant's tradition. In these circumstances only the papers relevant to the particular candidate of that tradition will be available to the additional member.

Candidates will be assessed at interview in the light of the documentation that is sent to the interview board under the following headings:

#### Personal Identity

- Self-awareness/Spirituality
- Personal authority/Conflict

#### Professional Identity

- Role acceptance/fulfilment
- Interpersonal skills

#### Pastoral Skills

- Professional competencies

#### Theology

- Theology and Pastoral Practice
- Crisis experience.

A report of the interview shall be sent by the chairperson of the interview panel to the Chaplaincy Accreditation Board.

The result of the interview shall be notified to the applicant after the subsequent meeting of the Chaplaincy Accreditation Board.

An unsuccessful applicant has the right to appeal within twenty-one days of receiving notification of the decision of the interview.

### **Appeals**

As stated in the Standards for Healthcare Chaplaincy the Appeals Board is the last recourse for any person who has a grievance against a decision of the Chaplaincy Accreditation Board. This is

not to be confused with the second or third interview, which an applicant may request if they have been unsuccessful in their first interview.

It is the responsibility of the diocesan bishop to appoint an Appeals Board and to seek the relevant expertise that may be needed in each case. The Diocesan Bishop may consult with other recognised boards in this instance. To ensure that the right of appeal is seen to be fair, the Appeals Board must be independent of all parties originally involved in the process.

Written appeals must be received by the diocesan bishop within twenty one calendar days of receiving notification of the decision of the interview.

### **Issue of Certificate**

Within three weeks' of the determination by the Chaplaincy Accreditation Board, certificates will be issued to successful applicants. These will be signed by the chairperson of the Chaplaincy Accreditation Board.

## **Part Two: Recognised Standards for Healthcare Chaplains**

The standards that follow are intended to provide healthcare chaplains with the training and competence to enable them to fulfil the aims of this policy (see introduction).

In establishing this Chaplaincy Accreditation Board in 2008, the standards set out were based on those of the Catholic Healthcare Chaplaincy Board and have been amended only where necessary in matters of doctrine and ethical issues. It is hoped that these may be used as a means of enhancing co-operation between chaplaincy services now and in the future. The Chaplaincy Accreditation Board is committed to parity of certification standard for all healthcare chaplains.

It is hoped that all full-time and part-time chaplains would meet the standards as set out in this document.

## **The Duties and Responsibilities of Healthcare Chaplains**

**The general duties and responsibilities of the chaplain will include the following:**

### **PASTORAL CARE**

- To carry out pastoral ministry to encompass worship, prayer and other liturgical celebrations, including celebration of the sacraments.
- To ensure the protection of the patient/relative/confidentiality and to establish and maintain an environment in which a relationship of trust is nurtured. The obligation of this trust is superseded only when the patient's well being is endangered whether by his/her vulnerability or by a situation outside the chaplain's expertise where other professional help is needed, or where the hospital's policies would be compromised.
- To respect and operate within the framework of the traditions, character and ethics which govern the work and professional discipline of pastoral care.
- To respond to the spiritual and religious needs of the service users. Respect for religious freedom and personal convictions are always maintained.
- To carry out pastoral visitation providing accompaniment and pastoral support throughout the patient's stay in hospital.
- To provide pastoral support for families of hospital patients.
- To provide bereavement support and accompaniment during on-going disabilities/acute illness/terminal illness and end of life care.
- To be involved in trauma and crisis intervention and be emotionally and intellectually equipped to deal with all traumatic situations. This necessitates the ability to do preparatory grief work with families and patients.
- To be actively involved in the hospital's major disaster plan.
- To provide a supportive presence to staff colleagues especially to those involved in acute areas of the hospital, i.e. CCU, ICU and A & E.

### **END OF LIFE CARE**

- To provide continuity in pastoral caring and support with patients approaching end of life. This care also extends to those who are close to patients.
- To respond sensitively to the expressed religious and spiritual needs of the patient and their loved ones.
- Those who minister in specialised areas such as perinatal bereavement and palliative care are supported with appropriate training and professional care.
- To provide an appropriate liturgical service on the removal of remains from the mortuary and so bringing the pastoral caring ministry of the hospital to a dignified conclusion.

- To provide on-going bereavement support in accordance with hospital policy and national best practice in end of life care.

### **PASTORAL EDUCATION**

- To work where appropriate with student chaplains on placement for experience in pastoral ministry and to maintain contact with their supervisors/mentors at CPE and college level.
- To be involved in the education of staff, in-service and induction courses on an on-going basis.
- To keep abreast of professional developments in pastoral and spiritual care research and to operate in accordance with international best practice.

### **PASTORAL CARE AS PART OF THE MULTIDISCIPLINARY TEAM**

- To function as a member of a multidisciplinary team and receive referrals from other relevant staff/departments/services in relation to aspects of patient care.
- To operate in accordance with hospital policy or patient records in relation to content, accessibility, ownership and maintenance.
- To maintain files/records as appropriate in accordance with the Data Protection Acts 1988 to 2003 (The Office of the Data Protection Commissioner), which confers rights to persons about whom, information is kept and places obligation on those who control or process such information. These records are kept in a safe place and only authorised persons have access to this information.
- To attend relevant team meetings, staff meetings, interdepartmental and other meetings where appropriate.
- To participate in activities within the service as may from time to time be requested, e.g. work of in-service committees, project teams and policy development teams,
- To evaluate the service annually and submit an annual report to the hospital through the chaplaincy department.
- To remain in good standing with the chaplainan annual report and policy development teams, work of in-service.

### **ONGOING EDUCATION FOR CHAPLAINS**

- To participate in on-going personal professional development appertaining to pastoral ministry and to be involved in professional bodies such as the NAHC or the NIHCA.
- To be fully familiar with and adhere to all hospital personnel policies including those covering sexual harassment, bullying at work, the terms of the Safety, Health and Welfare at Work Act 2005 and all relevant policy documents of the employing hospital including the code of conduct laid down by the individual institution.

- To undertake all mandatory training as requested by the healthcare facility.
- To be flexible in his/her position and be prepared in the light of changing circumstances to take other duties appropriate to the post of chaplain as may be determined by the bishop, C.E.O., designated nominee or HSE regulations.
- To provide evidence of attendance or participation in professional education relevant to the ministry of the chaplain in order to maintain registration on the Register of Healthcare Chaplains. (This is currently set at a minimum of 15 hours per calendar year).

# **Part Three:**

## Appendices

### Appendix I

#### **Required Courses in Ministry for Certification in Healthcare Chaplaincy**

The Chaplaincy Board may accept recognized distance learning courses provided such courses are recognised by the Church of Ireland Theological Institute.

- a. **Theology**
  - a. Christology
  - b. Ecclesiology
  - c. Sacramental Theology
  - d. Ecumenical and Interfaith Theology
  
- b. **Scripture**
  - a. Introduction to Old Testament (to include the Psalms)
  - b. General New Testament Studies
  - c. Synoptic Gospels
  - d. Johannine and / or Pauline Writings
  
- c. **Liturgy**
  - a. Theology of Liturgy and Ritual
  - b. Liturgical practices
  - c. Sacramental Rites
  
- d. **Pastoral**
  - a. Social studies
  - b. Medical Ethics
  - c. Ethics of Pastoral Care

In cases of ambiguity a candidate may apply to the Chaplaincy Accreditation Board for a determination about the relevance and equivalence of the content of a particular course.

## Appendix II

### Organisations of Importance to Chaplains

#### **Association of Clinical Pastoral Education (Ireland) Ltd.**

ACPE (Ireland) Ltd is the organisation, which has the responsibility for the certification of CPE Supervisors and for the direction and administration of courses in Clinical Pastoral Education. The standards of ACPE (Ireland) Ltd. have been accepted and ratified by the Healthcare Chaplaincy Board.

#### **National Association of Hospital Chaplains (NAHC)**

The National Association of Hospital Chaplains is an interdenominational professional association whose members serve in pastoral care in hospitals and healthcare facilities in Ireland.

The objectives of the NAHC are:

- (a) To associate all active chaplains and to provide fellowship with an opportunity to exchange ideas, to co-operate, to share information and to support one another relative to the work of hospital chaplains.
- (b) To promote the spiritual, educational and professional development of its members.
- (c) To advise, counsel and assist in preparing those who desire to become hospital Chaplains.
- (d) To assist in establishing working conditions, standards, facilities, contracts and salaries so as to increase the effectiveness of the ministry of Chaplains.
- (e) To act in liaison on behalf of members at their request, with ecclesiastical, health and other authorities.
- (f) To raise funds by way of subscriptions, fund raising activities to finance the objectives of the Association.
- (g) To rent or lease premises or otherwise occupy premises for the purposes of establishing as central office for the association.

#### **Healthcare Chaplaincy Board (HCB)**

The Healthcare Chaplaincy Board is the Roman Catholic accrediting body for the accreditation of Roman Catholic chaplains only. The HCB is a sub-committee committee of the Council for Healthcare of the Irish Episcopal Conference and is convened by the council. The Healthcare Chaplaincy Board oversees and promotes catholic healthcare chaplaincy services in Ireland. Its membership includes representatives of the Irish Bishops' Conference, the Conference of Religious of Ireland (CORI), the Association of Clinical Pastoral Education (Ireland) Ltd. [ACPE (I)], the National Association of Healthcare Chaplains, (NAHC), and others with specific experience and expertise appointed by the Council for Healthcare.



## APPENDIX III:

### Code of Conduct for Healthcare Chaplains<sup>1</sup>

Healthcare chaplains are responsible for their personal and professional conduct and must be able to justify their actions and practice to those in their care and to colleagues. In particular chaplains must:

- act at all times in ways that promote trust and confidence in their profession;
- act at all times to promote and safeguard the interests and well being of those in their care;
- affirm the equal dignity and worth of those in their care;
- act with integrity and with due respect for diversity and differences including, but not limited to ethnicity, gender, sexual orientation, age, disability, religion and spirituality;
- respect the right of each faith group to hold their own values, traditions, beliefs and practices;
- maintain good standing in their own faith community if appointed on that basis;
- ensure that their conduct, dress and personal appearance is consistent with their profession and appropriate to the setting in which they work.

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<sup>1</sup> Source: Code of Conduct AHPCC, CHCC, SACH 2005

## **APPENDIX IV:**

### **The Register of Accredited Healthcare Chaplains**

The Chaplaincy Accreditation Board maintains a Register of Accredited Healthcare Chaplains that it has accredited. This register contains the following information about each registrant: name(s), address, email, date of birth, date of first accreditation, and date of renewal.

The information about each registrant is available only to a healthcare facility in writing/ email with the permission of the registrant

Each registrant is furnished with an ID Code and certificate of registration period.

## Appendix IV

### Application Form for Interview for Certification in Healthcare Chaplaincy

Complete in full and print clearly:

<b>Surname</b>	
<b>First Names</b>	
<b>Title</b>	
<b>Religious/Faith Tradition</b>	
<b>Full Postal Address</b>	
<b>Email</b>	
<b>Mobile Telephone</b>	

### THEOLOGY DEGREE/S

DATES	AWARDING INSTITUTION	DEGREE OBTAINED	COURSE CONTENT

**C.P.E. UNITS**

<b>DATES</b>	<b>CENTRE (S)</b>	<b>LEVEL</b>	<b>SUPERVISOR/S</b>

<b>Have you been granted equivalency for one C.P.E. unit?</b>	<b>Yes/No</b> (delete as appropriate)
<b>If 'yes', what was the qualification submitted and accepted for such equivalency?</b>	

<b>Have you ever previously applied for certification as a healthcare chaplain in Ireland or elsewhere?</b>	<b>Yes/No</b> (delete as appropriate)
<b>If 'yes', what was the outcome?</b>	

**Please attach:**

- A supporting letter from your bishop or relevant religious/faith authority
- Copies of CPE certificates and theology degrees/diplomas
- Supporting documentation relevant to applications for determinations of equivalence for CPE and/or theology

**Declaration**

I declare the above information supplied by me to be true and accurate, and, together with the attached documentation, I submit it for certification as a healthcare chaplain in accordance with the process set out by the Chaplaincy Accreditation Board.

<b>Signed</b>	
<b>Date</b>	