

WHAT IS THE APPLICATION PROCESS FOR THE HOSPITAL LAY CHAPLAINS?

There are 4 steps to this process:

1. An applicant needs clergy recommendation
2. If accepted, there is an 8-week classroom training session
3. Followed by 12 weeks of mentoring by an experienced Lay Chaplain
4. After completion, the applicant is certified by the Episcopal Chaplaincy Program

WHAT IS THE HOSPITAL LAY CHAPLAINCY PROGRAM?

Each program is located at a hospital. It is integrated with the hospital making sure that hospital policy² is adhered to as it pertains to this Episcopal Hospital Lay Chaplain Program so that the Certified Lay Chaplain can visit those Episcopalians that have self-identified in the hospital census. This program is closely connected to the hospital. Within each hospital is a local Hospital Lay Chaplain Board that oversees the program and certifies lay chaplains through the Episcopal Chaplaincy Program. The board has members of the local deanery and at least one member of the hospital.

CONFIDENTIALITY

²This program requires a high level of confidentiality to support hospital HIPAA Compliance laws.

¹**HIPAA** stands for Health Insurance Portability and Accountability Act of 1996. It was created to provide data privacy and security provisions for safeguarding medical information. It is intended to protect patients from unauthorized disclosure of their information without their consent.

Lay Chaplaincy *Recommendation Guidelines* — for Clergy —



Approved by:

The Hospital Lay Chaplaincy Program
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This can be found at:

[www.diopa.net/hlcp/mainpage/program/
ClergyTraining.docx](http://www.diopa.net/hlcp/mainpage/program/ClergyTraining.docx)

Hospital Lay Chaplaincy
Program
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CLERGY RELATED QUESTIONS:

- 1.) Does this applicant have pastoral skills with members of the parish?
- 2.) Does this applicant keep confidential information provided to them by members of the congregation to themselves?
- 3.) In addition to question 2, when this applicant discovers others know a secret, do they continue to keep the secret?
- 4.) If you were hospitalized and had not notified anybody in your congregation, would you be confident that this applicant would not share information unless you specifically gave him/her permission to share the information?
- 5.) When sharing information in the pastoral educational setting, is this applicant able to keep the identity of the applicant from being exposed when sharing pastoral solutions to others?
- 6.) Is this applicant more of a listener than a talker?

NEXT STEPS:

If you answered 'Yes' to all of the clergy questions, then this is an ideal candidate.

Questions 1 and 2 must be yes based on HIPAA¹, which is explained on the back of this document.

Question 3 illustrates a potentially difficult situation that is carefully examined during the program with reinforcement about the importance of confidentiality throughout the process. Some struggle with keeping secrets when they discover others know the secret, but in this case, it is critical that they continue to maintain this confidentially. If you answer "no" to this question, you must share with the applicant that they must work on this area as well as make a notation in your recommendation that this is an area that needs to be worked on.

Question 4 must have a response of "yes" because, in a hospital setting, it is a direct violation of HIPAA¹ for any individual to share information about another person (patient) without that person's permission especially when the patient does not want this to be shared.

NEXT STEPS CONT.:

Questions 5 and 6 are similar to 3 above, however, as part of the program there will be many opportunities to learn from others through the exercises. If you answer "no" to this question, you must share with the applicant that they must work on this area as well as make a notation in your recommendation that this is an area that needs to be worked on as a program participant.

PROGRAM GOALS:

1. Be the presence of God in a time of pain, fear or suffering
2. Visit every Episcopalian at least once prior to discharge.
3. When permission is provided by the patient, notify the parish clergy that someone is in the hospital.
4. For those Episcopalians that have not found a church home prior to entering the hospital, work with them to help find a church home and connect them with the parish clergy before they leave the hospital if possible.
5. Be the visitor when the parish is not able to visit on their own.

