

<b>Huron Perth Healthcare Alliance</b>		
<b>Clinical Policy &amp; Procedure</b>	Original Issue Date:	March 23, 2022
<b>Community Faith Leader – Standard Work</b>	Review/Effective Date:	April 4, 2022
<b>Approved By: Director Quality, Patient Safety and Interprofessional Practice</b>	Next Review Date:	April 4, 2024

This is a CONTROLLED document for internal use only.

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The purpose of a Standard Work document is to provide guidelines for the staff involved in the described process and their managers at the Huron Perth Healthcare Alliance (HPHA). It is expected that all staff shall adhere to the principles outlined in this document.

### Scope

This document describes the process for Community Faith Leaders (CFL) to visit patients and provide Spiritual Services at HPHA. CFLs who are requested by a patients and/or family/caregivers will follow [Spiritual Care Decision Tool to determine appropriate CFL](#).

### Procedure

#### The following steps shall be followed:

1. When the CFL arrives at HPHA, the following steps will be followed:
  - a. Arrive at entrance of hospital and complete screening process (when screening in place)
  - b. Ensure compliance with current visitor requirements (e.g. vaccination policy)
  - c. CFLs are permitted to visit patients outside of visiting hours. CFLs are to check with unit before arriving to ensure that patient is able to receive CFL visit (e.g. infection control restrictions)
  - d. Sign in process is site specific:
    - i. Stratford General Hospital
      - 24hrs/day - Visit Switchboard after screening indicating the unit, room number, initials of patient being visited, and pick up a CFL identification badge (ID)
    - ii. Clinton, Seaforth and St. Marys
      - 8:00am – 8:00pm - Visit Switchboard after screening indicating the unit, room number, initials of patient being visited, and pick up a CFL identification badge (ID)
      - After 8:00pm – Arrange visit directly with Nursing Unit. Sign-in and badges are not required between 8:00 pm – 8:00 am at these sites.
  - e. CFLs must check in at communication station before entering room. Nursing staff are to advise CFL and assist with PPE requirements as necessary.
  - f. Wear CFL ID badge (Clinton St. Marys and Seaforth 8:00 am – 8:00 pm) in a visible location while in hospital
  - g. Upon completion of visit to patient/family/caregiver, return ID badge to Switchboard and sign out (Clinton, St. Marys and Seaforth 8:00am-8:00 pm); during evening and night time hours, notify nursing staff that visit has been completed and CFL is leaving.

h. For Stratford General Hospital site only - Switchboard will provide CFL with a token to exit parking lot after visit.

**NOTES**

- Community Faith Leaders must follow the Occupational Health requirements for contractors
- A Community Faith Leader is permitted to visit when requested by patient/caregiver; this visit is not included within family and caregiver restrictions as outlined in the HPHA Family & Caregiver Presence Guidelines.
- Community Faith Leaders are not to visit patients who have not requested their services (e.g. they may not request a list of all other members of their faith group in hospital from Switchboard).