


Name of Policy: <u>Volunteer Priests</u> Policy Number: 3364-103-PC-09 Department: Service Excellence - Pastoral Care Approving Officer: Chief Experience Officer Responsible Agent: Spiritual Support Manager Scope: UTMC Pastoral Care	 Effective Date: 10-4-2019 Initial Effective Date: 4/10/1989				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy				

(A) Policy Statement

Individual spiritual counseling and sacramental needs shall be provided for the patient by a Roman Catholic Priest upon request and as contacted by the University of Toledo Medical Center Pastoral Care Department or directly by family.

(B) Purpose of Policy

To define the role of the Roman Catholic priest as it pertains to ministering to a hospitalized patient in this facility.

(C) Procedure

1. It is the responsibility of the Manager of Pastoral Care to ensure that individual spiritual counseling and sacramental needs are provided to all patients and/or their families who have made a request to be visited by a Roman Catholic priest.
2. If a patient expresses a desire to be visited by his/her own parish priest, Pastoral Care staff shall attempt to contact that particular priest and arrange for the visit
3. The qualifications to be demonstrated by a good volunteer priest are as follows:
 - a. Is a Roman Catholic priest in good standing with the church?
 - b. Possesses good communication skills.
 - c. Physically able to move about the hospital and between buildings on the university campus.
4. The specific duties of the volunteer priest include:
 - a. Visits Roman Catholic patients, offering the Sacrament of Reconciliation or the Sacrament of the Sick and other ministries as appropriate and as desired by the patient and/or family.
 - b. Records the Sacraments provided in the hospital "Sick Call Book" for Catholic priests located in the Pastoral Care office.
 - c. Promptly communicates pertinent information to chaplains and/or the patient's own parish office, with the patient's permission.
5. The volunteer priest will demonstrate the following competencies:
 - a. Demonstrates strict patient confidentiality. Uses confidential files and data as specifically authorized by the Manager of Patient and Family Support and Pastoral Care Services. Immediately reports any unauthorized access or use of confidential information to the manager.
 - b. Demonstrates the ability to respond in case of a fire emergency or crisis situation.
 - c. Shows appropriate interaction based upon the age of the patient visited.
 - d. Projects a positive attitude and professional interaction with others.
 - e. Dresses appropriately, is neat in appearance, and if he is a member of the pastoral care team, wears an identification badge at all times while on duty.

6. The educational requirements of the volunteer priest include:
- Ordination through the Roman Catholic Church.
 - Experience in hospital ministry.
 - If a member of the Pastoral Care team, the Volunteer Orientation Class (Basic: UT Medical Center Safety Training, Age-specific competencies), department-specific safety training, orientation, assignment and emergency procedures training, and evaluation by the Manager of Pastoral Care will be required.

<p>Approved by:</p> <p>/s/ _____ Date _____</p> <p>Mario Toussaint Chief Experience Officer</p> <p><i>Review/Revision Completed By:</i> Dan Deeter</p>	<p>Review/Revision Date:</p> <p>4/1990 08/17/2017 1/2005 10/4/2019 10/2006 8/15/2008 10/29/2012 10/23/2015</p>
<p>Policies Superseded by This Policy: PC-09</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.