**UK Board of Healthcare Chaplains’ Registration**

1. I can confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets the criteria for

(Candidate’s Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Insert Registration Level)

to the UKBHC.

2. I confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does **not** meet any of the (Candidate’s Name)

criteria for registration with UKBHC.

**Registration Levels (see attached):**

1. Full Registration (Full fees)
2. Associate Member (Full fees)
3. Student Member (PG Certificate/Diploma/Degree Route) (Reduced fees)
4. Student Member (CPE Route) (Reduced Fees)
5. Student Member (Portfolio Route) (reduced Fees)
6. Affiliate Member (AfC Band 3 or 4 or Chaplaincy Volunteer)
7. Senior Associate Honorary Member

Additional comments: (Including “fitness to practice” assessment, confirmation of employment and for student registration, confirmation of studies undertaken):

**Sponsor’s Signature**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor’s Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to Applicant:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standard Criteria for Registration Levels**

**1. Full Registration** will be available to chaplains subject to the following criteria:

* complete, accurate and contemporary personal record;
* declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements
* evidence of relevant qualifications and training. This would normally include:
  + evidence of study relevant to the applicant’s faith community or belief group such as, theology, religious studies, philosophy of religion and belief;
  + a Board Accredited post-graduate chaplaincy qualification such as a Postgraduate Certificate in Healthcare Chaplaincy, CPE units or completion of the Portfolio Route;
  + evidence of employment (honorary or salaried) in a healthcare chaplaincy post: this would normally be at a minimum of AfC6; or evidence of a minimum of 900 hours of clinically supervised practice as a healthcare chaplain/spiritual care professional (equivalent to six months autonomous supervised practice in most contexts);
  + Confirmation that if the candidate’s healthcare chaplaincy role requires him/her to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position),the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
  + no known existing professional conduct issues;
  + payment of the relevant registration fee.

**2. Associate Member (Full fees)** will be available to chaplains subject to the following criteria:

* Fully employed as a Healthcare Chaplain in the UK but not have completed formal routes yet.
* complete, accurate and contemporary personal record;
* declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements
* evidence of relevant qualifications and training. This would normally include:
  + evidence of study relevant to the applicant’s faith community or belief group such as, theology, religious studies, philosophy of religion and belief;
  + evidence of employment (honorary or salaried) in a healthcare chaplaincy post: this would normally be at a minimum of AfC5; or evidence of a minimum of 900 hours of clinically supervised practice as a healthcare chaplain/spiritual care professional (equivalent to six months autonomous supervised practice in most contexts);
  + Confirmation that if the candidate’s healthcare chaplaincy role requires them to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position), the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
  + no known existing professional conduct issues;
  + payment of the relevant registration fee.

**Student Member (PG Certificate/Diploma/Degree Route) (Reduced fees)** will be available to chaplains subject to the following criteria:

* Complete, accurate and contemporary personal record;
* Declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements;
* Evidence of undertaking a UKBHC accredited postgraduate chaplaincy study for example a Postgraduate Certificate/Diploma/MSc. in Healthcare Chaplaincy
* Evidence of a minimum of 900 hours of clinically supervised practice as a healthcare chaplain/spiritual care professional (equivalent to six months autonomous supervised practice in most contexts), for example in a voluntary chaplaincy placement supervised by a Board Registered healthcare chaplain.
* Confirmation that if the candidate’s healthcare chaplaincy role requires them to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position), the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
* no known existing professional conduct issues
* payment of the relevant registration fee.

**Student Member (CPE Route) (Reduced Fees)** will be available to chaplains subject to the following criteria:

* Complete, accurate and contemporary personal record;
* Declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements;
* Completed two (2) Units of Clinical Pastoral Education in the Northern Ireland context with evidence of significant period of pastoral experience.
* The other CPE units could be used for credit transfer into the portfolio route or as access to an accredited programme.
* The need for Professional placement assessor sign-off remains a challenge to ensure fitness to practice
* Confirmation that if the candidate’s healthcare chaplaincy role requires them to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position), the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
* no known existing professional conduct issues
* payment of the relevant registration fee.

**Student Member (Portfolio Route) (reduced Fees)** will be available to chaplains subject to the following criteria:

* Complete, accurate and contemporary personal record;
* Declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements;
* Confirmation that if the candidate’s healthcare chaplaincy role requires them to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position), the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
* no known existing professional conduct issues
* payment of the relevant registration fee.

The individual can demonstrate that they are:

* safe to practice
* informed about the principles and practice of chaplaincy and
* able to critically reflect on their professional experience, in order to qualify for full registration.

Paperwork to be submitted:

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| --- |
| 1. A completed application form, including a list of elements of the portfolio. |
| 1. Evidence would be presented of an equivalent quantity of learning that has already been undertaken and therefore include a track record of their time in Chaplaincy detailing their experience of that work, and the specific ways in which they have engaged in learning, critical reflection and professional development. The evidenced learning could include, for example:  * Accredited, or non-accredited courses * Training provided by an NHS Trust * Healthcare chaplaincy CPD programmes and/or courses * Critical reflection on practice with a line manager (including through appraisal) * Critical reflection on practice with a mentor, coach, supervisor, etc * Individual study * Providing training or education for others (e.g. healthcare staff, chaplaincy colleagues, chaplaincy volunteers) * Critical reflection on practice as a line manager (including through appraisal of other chaplains) * Critical reflection on practice with other chaplains as a mentor, coach, supervisor, etc |
| 1. The portfolio will need to include a paper or papers equivalent to this, on the applicant’s understanding of healthcare chaplaincy and the models of care that shape their practice. Each paper will need to show that the applicant can relate published or recognised models of healthcare chaplaincy to their own practice.   Example:  Two pieces of work (e.g. written paper; video presentation with handout) each of which covers a different aspect of the theory and practice of healthcare chaplaincy, such as:   * A written paper, discussing what overarching models of healthcare chaplaincy are appropriate to religious, spiritual and pastoral care in a multi-belief healthcare context; and how these shape and enable the chaplain’s own practice (up to 4,000 words) * A video presentation with written handout, discussing chaplaincy approaches and roles in relation to a particular healthcare setting (e.g. acute medicine, palliative care; mental health care), focusing on a particular case (equivalent to up to 2,000 words)   The pieces of work would each identify and evaluate the sources used (e.g. publications relating to models of healthcare chaplaincy) |
| 1. The portfolio will need to include at least three case studies that include an example of chaplaincy practice (e.g. a verbatim of an encounter with a patient) a critical commentary on the practice and discussion of critical issues arising. These case studies should evidence an equivalent amount of supervised healthcare chaplaincy practice and critical reflection on that practice. There would also be a requirement to submit a copy of the employer’s performance review.   Example:  Three case studies of not more than 2,000 words each, where each case study:   * details a separate example of chaplaincy practice (e.g. via a verbatim set in context) * identifies critical issues arising from the practice example * reflects (using an identified model of critical reflection) on those issues * draws, as appropriate, on the chaplain’s faith/belief tradition and established approaches to chaplaincy   Together, the three case studies would show breadth of coverage of chaplaincy practice as well as depth of critical reflection in each case. |
| 1. The applicant will need to provide a map of how they have developed the UKBHC capabilities and competencies appropriate to a Band 6 post through the different elements of learning included in the portfolio. The map would need to reference particular pieces of learning included, or named, in the portfolio against each competence (although a specific piece of learning could be referenced more than once).   They will also need to provide evidence of having completed recent safeguarding training and having a current DBS. |

Criteria

The portfolio will be assessed according to the following criteria, in particular that it offers evidence of:

* The chaplain’s development of the capabilities and competencies necessary for a Band 6 Healthcare Chaplaincy post (as set out by UKBHC)
* 900 hours of learning, critical reflection and professional development that supported and enabled the development of those capabilities and competencies
* Within those 900 hours, 200 hours of supervised practice (preferably with a Full Board Registered Chaplain) on which the chaplain has reflected critically, drawing on recognised understandings of chaplaincy and, as appropriate, their own faith/belief tradition
* An understanding of the theory and practice of healthcare chaplaincy, developed through critical reflection on published models and approaches, which demonstrably shapes and enables the chaplain’s own practice

**Cost £350 for Assessment of Portfolio**

**Affiliate Membership for AfC Band 3 and 4 Pastoral Assistants and Chaplaincy Volunteers** will be available to chaplains subject to the following criteria (see link for Band 3 and 4 person specifications).

* complete, accurate and contemporary personal record;
* declaration of compliance with the UKBHC Code of Conduct and Continuing Professional Development requirements
* Evidence of at least six month’s competent autonomous practice as a healthcare chaplaincy volunteer supervised by a Board Registered healthcare chaplain.
* Confirmation that if the candidate’s healthcare chaplaincy role requires them to represent a faith or belief position (or, if spending time in role that is clearly representative of a faith or belief position), the candidate has ensured that their employing body holds appropriate evidence of relevant endorsement to the faith or belief position represented, and that this is kept current (as per his/her faith/belief tradition requirements).
* no known existing professional conduct issues
* payment of the relevant registration fee

[**https://www.ukbhc.org.uk/wp-content/uploads/2024/08/Bands-3-8-Person-Specifications-final-All-in-one-Doc.pdf**](https://www.ukbhc.org.uk/wp-content/uploads/2024/08/Bands-3-8-Person-Specifications-final-All-in-one-Doc.pdf)

**Senior Associate Honorary Membership** will be available to those chaplains within five years of stepping down from Full Registration and employment as healthcare chaplains who wish to remain registered subject to the following criteria:

* Maintain up to date record of CPD
* Continue have interest/involvement in Healthcare Chaplaincy

Minimal fees £10 per annum with any services to the Board being given pro bono

**Professional organisations**

Although not a requirement for registration the UKBHC recommends that applicants are members of a professional association of healthcare chaplains for example:

* Association of Hospice and Palliative Care Chaplains (AHPCC)
* College of Health Care Chaplains (CHCC)
* Northern Ireland Healthcare Chaplains Association (NIHCA)
* Association of Chaplaincy in General Practice Primary Care Chaplaincy (ACGP)