CHAPLAINS, ASSESSMENT, AND DOCUMENTATION: A TEMPLATE
Prepared by the Commission on Quality in Pastoral Services, Association of Professional Chaplains

Issue	References	Application
Charting is required	**2005 JCAHO Standards:** ♦ PC 2.20 The organization defines in writing the data and information gathered during assessment and reassessment (…including spiritual and cultural variables…)	♦ Do departmental policies and procedures include spiritual assessment and documentation definitions and standards?
Includes learning needs	**2005 JCAHO Standards:** ♦ PC.6.10 The patient receives education and training specific to the patients' needs and as appropriate to the care, treatment, and services provided. (…addresses cultural and religious beliefs)	♦ Does the organizational patient learning assessment documentation include cultural and religious beliefs?
Patient Record	**2005 JCAHO Standards:** ♦ IM.6.10 The organization has a complete and accurate medical record for every individual assessed or treated. ♦ IM.6.20 Records contain patient-specific information, as appropriate, to the care, treatment, and services provided. **COMISS Network CCAPS Standards for Accrediting Pastoral Services:** ♦ 523: The Pastoral Services staff documents their interventions in the record of the patient/resident. **Healthcare Chaplaincy: Its Role and Importance in Health Care** Section 3 (4): Professional chaplains serve as members of patient care teams by charting spiritual care interventions in medical charts	♦ Do hospital policies and procedures identify chaplains as direct caregivers who document their assessments and interventions in the patient chart? ♦ Do department standards of practice describe the expectations of spiritual assessment and documentation?
Format	**Joint Commission Website Standards Q&A:** ♦ At minimum, a spiritual assessment should define patient's faith group, beliefs, and what spiritual practices are important to the patient. This information would assist in determining the impact of spirituality, if any, on the care/services being provided and will identify if any further assessment is needed. ♦ See "Evaluating your Spiritual Assessment Process." February 2005. Source. Joint Commission Publications (available on the APC website).	♦ Does the chaplain department have a standardized method for spiritual assessment and documentation, and is that method and its components reflected in P&Ps and standards of practice?
Competency	**2005 JCAHO Standards:** ♦ LD.3.70 The leaders define the required qualifications and competence of those staff who provide care, treatment, or services, and recommend a sufficient number of qualified and competent staff to provide care, treatment, or services. ♦ **JCAHO Glossary: Qualified individual -** *An individual or staff member who is qualified to provide care, treatment, and services by virtue of the following: education, training, experience, competence, registration, certification, or applicable licensure, law or regulation* **APC Board Certified Chaplain Pastoral Competence:** ♦ The ability to describe one's model of spiritual assessment, plans of care, and demonstrable outcomes.	♦ Do the personnel files of chaplains employed by the department include a documented competency in the area of spiritual assessment and documentation? ♦ Are the chaplains employed by the department certified by a professional chaplaincy group?
Special Populations	**2005 JCAHO Standards:** ♦ PC.3.120 Patients receiving psychosocial services to treat alcoholism or other substance abuse disorders. (EP 2: ... religion and spiritual orientation) ♦ PC.3.130 Patients receiving treatment for emotional or behavioral disorders. (EP 2: ... religion) ♦ PC.8.70 Comfort and dignity are optimized during end of life care. (EP 1: ... spiritual needs)	♦ Does the organization and department have policies in place to provide for spiritual assessments of these populations?

Notes:
1. The 2004 JCAHO Standards are found in the Comprehensive Accreditation Manuals. For more information: http://www.jcaho.org
2. "Healthcare Chaplaincy: Its Role and Importance in Healthcare" can be found at the APC website: http://www.professionalchaplains.org
3. The COMISS Network Commission on the Accreditation of Pastoral Services can be found at http://www.comissnetwork.org/ccaps.html
4. The Orere Source is a computerized database of the summaries of articles about chaplaincy, and subjects of interest to chaplains, including spiritual assessment and documentation. For more information, you may e-mail: oreresource@rocketmail.com
5. A sample of Standards of Practice for a Chaplaincy Department can be found on the APC website under "Professional Resources/Reading Room"