**UKBHC Accreditation of Postgraduate Awards**

This paper sets out the requirements and process for the accreditation by UKBHC of a postgraduate award in healthcare chaplaincy as fulfilling the academic award requirements for full registration with UKBHC.

**Requirements**

The core principle is that the award should offer evidence that a prospective registrant holding the award is fit and safe to practice as a Band 6 Healthcare Chaplain; and therefore, that the assessment leading to the award evidences the development of the UKBHC capabilities and competencies appropriate for a Band 6 post (https://www.ukbhc.org.uk/for-professionals/competences/).

In keeping with this core principle, an award accredited by UKBHC must fulfil the following criteria:

* The award should be at FHEQ level 7 (taught postgraduate), or equivalent\*
* The award should carry, as a minimum, the equivalent\* of 60 credits at that level, that address the theory and practice of healthcare chaplaincy. It will, therefore, be at least a Postgraduate Certificate, but could be a Postgraduate Diploma or MA/MSc
* The award should include a component(s) that assesses the critical evaluation of models and approaches to contemporary healthcare chaplaincy (including its development, governance and professional parameters and identity) – the benchmark for this component is a 30 credit FHEQ level 7 module
* The award should include a component(s) that assesses a minimum of 200 hours supervised healthcare chaplaincy practice (and critical reflection on that practice) – the benchmark for this component is a 30 credit FHEQ level 7 module (e.g. a placement module). See below in relation to the UKBHC guidelines and requirements for this component.

\*The need to include equivalent awards recognises the difference in systems of HE levels and credits within the UK.

In addition, the HEI presenting the award for accreditation must show:

* How the award addresses and assesses the development of the UKBHC capabilities and competencies appropriate for a Band 6 post
* How the award fulfils the guidelines and requirements set out in the UKBHC document, ‘Placements and the Role of the Professional Practice Assessor (PPA)’ (appendix 1)

**Process**

The HEI offering an award will be asked to supply the following:

A validation or programme handbook (or equivalent) that includes the following (as a minimum):

* The accrediting body (if not the HEI itself)
* The programme aims, objectives and learning outcomes
* The programme structure, mode(s) of delivery and learning resources
* The assessment criteria for the programme
* The module descriptors for all the modules included in the programme, which would normally include:
  + - Module tutor(s)
    - Module delivery
    - Module description
    - Outline content
    - Key texts
    - Learning outcomes
    - Learning activities
    - Module assessment
* Details of the date of academic accreditation and next review of the programme

In addition, the HEI offering an award for accreditation will be asked to supply the following:

* A document that shows how the award addresses and assesses the development of the UKBHC capabilities and competencies appropriate for a Band 6 post, by mapping these against the component modules of the award. It is expected that many of the competencies will be developed through the supervised practice (placement) component of the award, but some are likely to be developed through the component that address models and approaches to healthcare chaplaincy; and some may be addressed in both components. (See template for mapping in appendix 2)
* Documentation that confirms that, and indicates how, the award fulfils the guidelines and requirements set out in the UKBHC document, ‘Placements and the Role of the Professional Practice Assessor (PPA)’ (appendix 1). This would normally include for the placement (or equivalent) module(s):
  + - The module handbook
    - The placement agreement
    - Specification for the role of the PPA (which could be the UKBHC document in appendix 1)

The request for accreditation will be considered by the UKBHC Academic Board.

Appendix 1

**Placements and the Role of the** **Professional Practice Assessor (PPA)**

**Introduction**

For academic courses that are accredited by UKBHC as offering qualifications that may be submitted in support of an application for full registration with the Board, one of the requirements is that the course include a placement in a healthcare establishment. Normally, this would be the focus of a module(s) equivalent to 30 credits at level 7 (Postgraduate taught level), with 200 hours of placement experience, practice and reflection.

The purpose of the placement is as follows:

* To enable the student under the supervision of the PPA and the academic lead for the placement to develop as a critically reflective practitioner in healthcare chaplaincy
* To provide a range of experience in chaplaincy/pastoral care in healthcare settings (although a more specialized placement could be appropriate dependent on the student’s experience and development needs)
* To enable the student to develop in relation to the UKBHC capabilities and competencies for a band 6 healthcare chaplain (development of the full range of capabilities and competencies will be supported by the whole accredited postgraduate award and the different modules within it.)
* To enable the student to demonstrate to the PPA that they are fit and safe to practice as a band 6 chaplain

The academic lead for the placement (e.g. the module leader) will be responsible for:

* Academic teaching and learning resources
* Tutor led-learning (e.g. lectures, seminars, tutorials)
* Academic supervision and assessment
* Ethical clearance for the placement by the HEI (in consultation with the healthcare establishment)
* Appointment of and liaison with the PPA on behalf of the HEI (in consultation with UKBHC)
* Ensuring that the placement agreement for each student is agreed and signed by them, the student and the PPA
* Ensuring that the PPA completes, signs and submits the placement professional practice report on the student (see further below)
* Supporting and coordinating the PPAs currently working in partnership with the HEI to ensure good practice and a common understanding of placement requirements

The PPA will be responsible for:

* Practice-based supervision of the placement (whether within the placement establishment, or from another healthcare establishment)
* Checking that the student has an appropriate contractual relationship with the healthcare establishment (whether paid, voluntary, or honorary); and receives appropriate institutional induction
* Initial assessment of the student’s practice experience and development needs (in relation to the UKBHC capabilities and competencies); and identification of capabilities and competencies to be included in the placement agreement, to be developed through the placement
* Supporting and monitoring the student’s development of agreed capabilities and competencies
* Regular reflective practice supervisions (no less than monthly)
* Receiving, discussing and giving written feedback on reflective practice reports (verbatims, journal entries, etc) submitted by the student (no less than bi-monthly)
* Observing, assessing and giving written feedback on specific elements of the student’s practice (on at least three occasions during the placement)
* Communicating to the HEI any concerns or issues regarding the student’s work or course, as they arise.
* Completing and signing the placement professional practice report on the development of the student’s capabilities and competencies; and to confirm (or not) that they are fit and safe to practice as a band 6 healthcare chaplain
* Keeping evidence to support their assessment of the student’s development and being fit and safe to practice (including the student’s submitted reports; their own feedback to the student and the placement report) for 24 months after the placement has been completed.

**Three-Way Communication –** There will be three-way communication between the PPA, the student and the academic lead after the initial assessment by the PPA to confirm the placement agreement; and at other points as appropriate.

**Requirements for the Professional Practice Assessor**

In order to demonstrate their credibility in supervising students on placement they will need:

* To be a serving chaplain with 5+ years of experience in chaplaincy
* To be currently fully registered with UKBHC and to have a current accreditation status for CPD (that means having been reaccredited in the past 3 years)
* To be receiving supervision for their own professional practice
* To be familiar with the UKBHC standards and capabilities and competences and how these are deployed and evidenced in practice

In addition:

* They will act as a PPA as part of their own professional practice and professional development
* In Scotland, they will have completed the training for PPAs, that is an integral part of the post-graduate qualification

Any appointment of a PPA by the HEI that is out with the norms defined here will need prior agreement from the UKBHC Academic Board.

Appendix 2

Template for mapping UKBHC Capabilities and Competencies against PG Award components (<https://www.ukbhc.org.uk/wp-content/uploads/2019/12/Encl-2b-ukbhc_spiritual_and_religious_capabilities_and_competences_bands_5_-_8_2015.pdf>)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capability | Practice Learning Outcome/Competence | Specific competencies | Module Title | Module Title |
| 1. Knowledge and skills for professional practice: | 1.1 Knowledge and skills for practice | 1.1.1 |  |  |
|  |  | 1.1.2 |  |  |
|  |  | 1.1.3 |  |  |
|  |  | 1.1.4 |  |  |
|  |  | 1.1.5 |  |  |
|  |  | 1.1.6 |  |  |
|  |  | 1.1.7 |  |  |
|  |  | 1.1.8 |  |  |
|  |  | 1.1.9 |  |  |
|  |  | 1.1.10 |  |  |
|  |  | 1.1.11 |  |  |
|  |  | 1.1.12 |  |  |
|  | 1.2 Practicing ethically | 1.2.1 |  |  |
|  |  | 1.2.2 |  |  |
|  |  | 1.2.3 |  |  |
|  | 1.3 Communication skills | 1.3.1 |  |  |
|  |  | 1.3.2 |  |  |
|  |  | 1.3.3 |  |  |
|  |  | 1.3.4 |  |  |
|  |  | 1.3.5 |  |  |
|  | 1.4 Education and training | 1.4.1 |  |  |
|  |  | 1.4.2 |  |  |
|  |  | 1.4.3 |  |  |
|  |  | 1.4.4 |  |  |
|  |  | 1.4.5 |  |  |
| 2. Spiritual and religious assessment and intervention: | 2.1 Spiritual assessment and intervention | 2.1.1 |  |  |
|  |  | 2.1.2 |  |  |
|  |  | 2.1.3 |  |  |
|  |  | 2.1.4 |  |  |
|  |  | 2.1.5 |  |  |
|  |  | 2.1.6 |  |  |
|  | 2.2 Religious assessment and intervention | 2.2.1 |  |  |
|  |  | 2.2.2 |  |  |
|  |  | 2.2.3 |  |  |
|  |  | 2.2.4 |  |  |
|  |  | 2.2.5 |  |  |
| 3. Institutional practice: | 3.1 Team working; | 3.1.1 |  |  |
|  |  | 3.1.2 |  |  |
|  |  | 3.1.3 |  |  |
|  | 3.2 Staff support; | 3.2.1 |  |  |
|  |  | 3.2.2 |  |  |
|  |  | 3.2.3 |  |  |
|  |  | 3.2.4 |  |  |
|  |  | 3.2.5 |  |  |
|  | 3.3 Chaplain to the hospital or unit | 3.3.1 |  |  |
|  |  | 3.3.2 |  |  |
|  |  | 3.3.3 |  |  |
|  |  | 3.3.4 |  |  |
| 4. Reflective practice: | 4.1 Reflective practice | 4.1.1 |  |  |
|  |  | 4.1.2 |  |  |
|  |  | 4.1.3 |  |  |
|  |  | 4.1.4 |  |  |
|  |  | 4.1.5 |  |  |
|  | 4.2 Personal spiritual development | 4.2.1 |  |  |
|  |  | 4.2.2 |  |  |
|  |  | 4.2.3 |  |  |
|  |  | 4.2.4 |  |  |