**Pathway into chaplaincy.**

1**. Site orientation**. This will include meeting with the line manager. It will also require a discussion about the allocation of duties and learning needs within the first few months. There will be an introduction to the local chaplaincy team and the local arrangements for chaplaincy provision.

**2. Departmental familiarisation.** This will include understanding the protocols, procedures and processes of the chaplaincy department within the particular hospital. It will also include being familiar with on call, recording of episodes of care, and other aspects of the service that are required for reporting purposes.

**3. Hospital induction and introductions.** This will include an introduction to mandatory training requirements for the chaplain as a member of staff of the institution. It will include an introduction to lead staff in key areas the chaplaincy is operative in. It will include the introduction with key staff across the organisation with whom chaplaincy may interface and cooperate with.

**4. Departmental policies and working practises.** This will include reading through the departmental manual and any other related documents that describe policies, procedures and practices that are relevant to chaplaincy. It will also include a reading of the professional standards, capabilities and competencies and other protocols relevant to the post.

**5. National chaplaincy.** This will include familiarization of the aspects of chaplaincy that are part of the national scene and will include NH S guidance and Scottish guidance about written aspects that impact on chaplaincy.

**6. Education and training.** This will include an exploration of the educational portfolio that is part of the UKBHC website and will include an educational inventory at the start of the employment to discern training needs. It will also include the ongoing requirement for continual professional development (CPD).

**7. Training for registration**. This will take the form of enrolling with a postgraduate certificate course in chaplaincy as a routine aspect of training. For those who have had significant experience in chaplaincy already, it will be expected that staff will have completed this or have completed the portfolio route for registration. Any training pathway will be connected with the competences and capabilities framework so that the new chaplain is able to demonstrate the full range of those standards competences and capabilities relevant for the post.

**8. The ongoing development** of the chaplain may include a master’s degree in chaplaincy studies, a certificate in supervision with the association of pastoral supervisors and educators (APSE).

It is recognised that there are courses around that are describing themselves as introductions to chaplaincy but these do not reflect the pathway that is described here. The above is constructed so everyone can see what is essential for the early introduction and smooth introduction of the chaplain to the current context in which they are working. It also serves to replace the old course that UKBHC used to run online as a version of an introductory to chaplaincy course.