

**OLIVE VIEW-UCLA MEDICAL CENTER
PASTORAL SERVICES DEPARTMENT
POLICY & PROCEDURE**

**NUMBER: 962
VERSION: 2**

SUBJECT/TITLE: PASTORAL CARE ASSESSMENT

POLICY: Chaplain will complete a spiritual assessment on all patients for whom a formal referral is received.

PURPOSE: To outline the process of patient assessment by the Chaplain.

DEPARTMENTS: PASTORAL SERVICES

DEFINITION:

PROCEDURE: Formal referrals for pastoral services for a particular patient may be made by calling the Pastoral Services Department at x3080.

- a) Regular hours for the Pastoral Services Department are Monday through Friday from 10:00 am to 4:00 pm. During off hours staff should use the after-hours clergy call list. This is a regularly updated list of members of the clergy that is provided to all nursing stations, ANO, and Hospital Administration. It also includes the contact numbers for the Chaplain after hours. The clergy on this list have committed to try to be available to make pastoral visits in times of need.
- b) Initial assessments will be completed and documented within 72 hours of the referral. Assessment is made by speaking with the patient or family members about the spiritual needs of the patient and the kind of ministry that they desire at that time. Interventions may include spiritual worship, constructive feedback or suggested referral to another hospital department or outside organization based on the assessment. The assessment and interventions are recorded in the patient's medical record electronically.
- c) Reassessment is conducted based on patient or family needs and recorded in the patient's medical record number.

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References:	
Approved by: Joselin Escobar Duran (Assistant Hospital Administrator II)	Date: 08/11/2014
Review Date: 08/11/2017	Revision Date:
Distribution: Pastoral Services	
Original Date: 05/15/2014	