

## **Acceptance Guidelines**

### **Parish Nursing Ministries UK: Introductory Course.**

If accepted, all applicants are treated as participants attending a five day training course followed by submission of a portfolio of practice. Each nurse will have, or will seek to develop, a three year placement scheme, where parish nursing practice can be supervised and evaluated.

On satisfactory completion of a portfolio, Registered Nurses will receive the International Parish Nurse Resource Centre certificate and badge.

**The responsibilities of PNMUK** (A not for profit organisation, registered with the Charity Commission):

1. To develop an appropriate education and evaluation pathway;
2. To make resources available to further encourage good practice;
3. To help churches and nurses develop health ministry in ways that are consistent with Nursing and Midwifery Council guidelines;
4. To offer a quality assurance scheme for churches with parish nursing projects
5. To arrange coordination support for the placement churches and parish nurses offering at least one visit from a Coordinator per year and telephone/email contact as appropriate;
6. To promote the concept of Parish nursing nationally and relate to international partners;
7. To encourage theological and professional research in areas related to Parish Nursing.

**The responsibilities of the Placement Church are:**

1. To check the PIN no. of the nurse with the Nursing and Midwifery Council register.
2. To provide line management for the nurse(s) and to take reasonable care for their safety and well-being.
3. To comply with data protection requirements, and to effect child/vulnerable adult protection procedures according to the guidelines of its denominational body.
4. To develop a voluntary agreement with the volunteer, ensuring that the voluntary hours to be worked are mutually agreeable. (We would estimate that the minimum hours needed to develop a pilot placement are approximately three hours per week in addition to the study days, supervision, and attendance at a worship service) or, if it is a paid post, to comply with employment law in respect of contracts.
5. To send a copy of the proposed job description for the Parish nurse to the church's insurers. (notifying whether this is a paid or voluntary post)
6. To gather a group of interested individuals who will help to develop a health ministry within the church and offer prayer support for the participant.
7. At a time to be decided by the church to arrange commissioning as part of a worship service.
8. To provide an identity card, visiting cards, a mobile phone, a locked filing cabinet for sole use, and an appropriate place for client consultations when required.
9. To refund to the parish nurse reasonable telephone, administrative equipment and travel expenses.
10. To refund any initial travel expenses incurred by the Regional Coordinator on their first visit, and if the placement proceeds, to pay PNMUK an annual contribution of £395 per annum for the duration of the parish nursing ministry, in order that both the church and parish nurse have access to a network of coordination support.

*Where possible, the placement church will also seek to assist the nurse with the fees/costs of the course and subsequent study days, and of his/her insurance and professional registration fees.*

NB: The placement church/project may seek grant funding from various bodies in order to extend the hours available, support and develop the ministry, together with any community projects that develop through it. *(Assistance with such applications may be available through PNMUK on a shared outcome basis)*

Should such funding become available, it will be dispensed appropriately by the placement church/diocese. If paid hours become possible, the appropriate amount of salary to be paid will be worked out according to either ministry scales of stipend, or nursing guidelines.

After the initial three years, it is recommended that a report be compiled by both Church and Parish nurse, and a review take place, to which the Regional Coordinator be invited. If a paid Parish Nursing post then becomes available, any employing church will be advised to follow their normal denominational guidelines on employment procedures. Alternatively the nurse and church may wish to continue the arrangement on the original basis and the contract or agreement become renewable annually.

#### **The responsibility of the nurse is**

1. To remain registered with the Nursing and Midwifery Council, following whatever requirements that registration demands.
2. To observe confidentiality and data protection guidelines at all times.
3. To join a professional body that provides adequate personal indemnity insurance.
4. To fulfil the demands of the child and vulnerable adult protection procedures followed by the denomination of the placement church.
5. To work at developing good, communicative, team relationships with professional colleagues in both NHS and church structures.
6. To develop a service that is complementary to NHS provision and not in competition with it.
7. Not to engage in any nursing intervention or advice that is beyond that which she/he has been adequately trained.
8. To have respect for the religious convictions of clients and to refer on to other faith communities and agencies as appropriate.
9. To find an appropriate spiritual and professional mentor and to communicate with them regularly for both personal/professional development and the growth of the ministry.

Should there be any problem arising from the placement, the Church and/or Parish nurse will invite the Regional Coordinator to help resolve it.

We have read and agreed to the above conditions

Applicant:

Church representative:

Name and email

Date

Date

Church Treasurer:

Name

Address

Emai

## Application for Parish Nursing Induction Course

<b>Last Name</b>		<b>Title</b>	
<b>First Names</b>		<b>Month/Year of Course applied for :</b>	

### Personal Details

<i>Address</i>	
<i>Post Code</i>	
<i>Telephone (Home/work)</i>	
<i>e-mail address</i>	

### Church Details

<i>Address</i>	
<i>Post Code</i>	
<i>Telephone</i>	
<i>e-mail address</i>	

<p><b>Church Life:</b></p> <p>a. Please explain the role you currently play within the church</p> <p>b. Where you first heard about Parish Nursing</p>	
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<p><b>Senior Minister/ Supporting Minister/s:</b></p> <p>I/We agree that I/We and the church/s agree with this application and will support the applicant through the programme</p>	<i>Name/s</i>	<i>Signature/s</i>
<i>Church Treasurer</i>	<i>Name</i>	<i>Address and email address</i>
<p><i>Spiritual Mentor if known*</i></p> <p><i>Name:</i></p>	<i>Position</i>	<i>Signature</i>
<p><i>Professional Mentor if known*</i></p> <p><i>Name:</i></p>	<i>Position</i>	<i>Signature</i>

\* If you have not yet identified mentors leave these boxes blank. The course team will help you identify appropriate people

## Qualifications

<i>Qualification</i>	<i>Date</i>	<i>Registration No/PIN</i>

## Education and Training

( please feel free to submit a CV instead of this box should you prefer)

<i>Subject</i>	<i>Institution</i>	<i>Award</i>	<i>Date</i>

## Relevant Experience:

Please list and describe any experiences relevant to the role of Parish Nurse.

Use back extra sheets if necessary (please feel free to submit a CV instead of this box should you prefer)

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**Other Information;**

*Please use this section to give us other information about yourself you feel is relevant to this application. Include your reasons for undertaking this course and your expectations of the course – Use the back page and/or extra sheets if necessary*

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**Referees:**

*Please give the names of two referees we can approach to ascertain your suitability for this course and role*

**Professional Referee**

<i>Name</i>	
<i>Position</i>	
<i>Address</i>	
<i>Post Code</i>	
<i>Telephone</i>	

**Spiritual Referee**

<i>Name</i>	
<i>Position</i>	
<i>Address</i>	
<i>Post Code</i>	
<i>Telephone</i>	

Do you have any disability we need to be aware of:

Yes

No

If Yes please indicate any special needs or dietary needs you may have:

I enclose **£50.00** as a deposit for course fees.

I understand that accepting a place on the course will commit me to payment of the remaining fee of **£495.00** for the introductory week including meals, accommodation, and all teaching and certification costs.

I also understand that in addition to the above, the placement church will be asked to cover travel expenses for the initial Regional Coordinator visit and make an annual donation to Parish Nursing Ministries UK towards co-ordination costs of **£375** per annum per church.

Regional reflection days with other parish nurses may also be locally arranged with the cost of these being minimised as appropriate

**Cheques should be made payable to --- Parish Nursing Ministries UK**

*\*deposit and course fees will only be refunded in the event of cancellation of the course or failure to secure a place on the course*

Signature of  
applicant and  
date

For office Use:

Date issued


Date returned


Interview date

Outcome

**PLEASE SEND THE COMPLETED APPLICATION TOGETHER WITH YOUR DEPOSIT TO:**

The Course Administrator  
Parish Nursing Ministries UK  
PO Box 1296  
Peterborough  
PE2 2NW

**NB: Application Forms *MUST* be submitted at least 6 weeks prior to the start of the course**

Should you have any queries; please call PNMUK on **01733 233546**

**Thank you for your interest in, and support of, Parish Nursing Ministries UK**