

**McLEOD HEALTH
DEPARTMENT OF PASTORAL SERVICES
POLICY AND PROCEDURE MANUAL**

VISITING CLERGY PRIVILEGES

PURPOSE

1. To affirm the importance of the role of the patient's own spiritual leader in providing pastoral care during the patient's hospital stay.
2. To facilitate the ministry of visiting clergy in the hospital and provide appropriate guidelines for visiting clergy.

POLICY

Visiting clergy are welcome and encouraged to visit members of their own congregations when those members are hospitalized.

SPECIAL INSTRUCTIONS

1. Clergy will register with the Pastoral Services Department and Human Resources Department to receive a Hospital identification badge which will be worn when visiting patients. Clergy must sign that they have read and will follow the Visiting Clergy policy in order to receive a badge. Also, in order to receive a badge the clergyperson must be affiliated with a faith group that has twenty or more members. Clergy new to the area are encouraged to contact the Director of Pastoral Services to be oriented to the Hospital and the visiting clergy procedures.
2. Clergy may visit patients at any time and are not limited to visiting hours for the general public. Clergy are asked to be sensitive to the medical needs of the patient which may require that the pastoral visit be delayed. Please step out of the patient's room when requested to do so by a doctor or nurse. Please knock or announce yourself before opening a closed door or curtain.
3. Clergy should not bring children to the Hospital as children under age 12 are not allowed in patient rooms. Children may not be left unattended in waiting rooms, other public areas, or in the Pastoral Services Department.
4. Clergy visitation privileges apply when only when clergy are visiting persons who are members of their own congregations, or when covering for another clergy person at his/her specific request. Clergy who are visiting the Hospital for other reasons shall follow guidelines for the general public.
5. Visiting for purposes of proselytizing or solicitation will not be permitted at any time. Visiting patients room-to-room or visiting patients who are not members of the clergy person's own congregation must be authorized by the Director of Pastoral Services.
6. Clergy may give literature to the patient(s) being visited. Any religious literature distributed to others in the hospital or left in waiting rooms and the lobbies must be approved by the Director of Pastoral Services.

7. The Pastoral Services Department makes available to visiting clergy a directory of patients who are registered as belonging to their faith group. Access to the Patient Directory is given only to clergy who are leaders in a congregation and have registered with the Department of Pastoral Services. Clergy must be wearing their Hospital Identification badge to view the Patient Directory and are only allowed to view the directory that lists patients of their denomination/faith group. The directories are located at the reception desks in the hospital lobbies. Please ask the Director of Pastoral Services or any available Chaplain if you need assistance in locating a patient. The Director and Staff of the Pastoral Services Department are bound by McLeod Health's Privacy Policy under all circumstances.
8. Clergy are reminded that patient information is confidential. Please ask the patient or family member before giving any information to others about the hospitalization. This includes announcing that the patient is in the hospital, publishing the patient's name in the bulletin, and placing the patient's name on the prayer list.
9. If a situation arises in which a visiting clergy person has difficulty obtaining reasonable access to a particular patient or area of the Hospital, please contact the Director of Pastoral Services for assistance.
10. Clergy visitation in the Pre-Op Holding Area is permitted at the patient's request if the visit does not unduly interfere with the patient's pre-op preparation and/or the privacy of other patients. It is recommended that arrangements be made in advance. Clergy are generally not permitted in the Recovery areas.
11. Special limits on clergy visitation may apply to security-sensitive areas of the Hospital, e.g. the Children's Hospital, Labor and Delivery and Nursery floor, and Behavioral Health Unit.
12. Clergy will respect that the patient has the right to refuse visitation, even by his/her own clergy person. Pastoral Services staff are not permitted by Hospital policy to release any medical information. It is recommended that family members of the patient be contacted for information.
13. Clergy will abide by posted notices concerning isolation or any other infection control measures. Clergy will wash their hands or use the liquid hand sanitizer before visiting patients and in between patients.
14. Clergy parking is provided free of charge with a parking decal. Parking decals are provided by the Director of Pastoral Services upon completion of this orientation.
15. The Hospital shall have the right to revoke the clergy visitation privileges of any member of the clergy who intentionally disregards these guidelines. This determination shall be made by the Director of Pastoral Services in conjunction with the Hospital Administration and the Security Department.
16. Clergy visitation privileges apply to ordained clergy and all employed congregational staff who are assigned to visit hospital patients. They do not apply to volunteer lay pastoral visitors except by special permission of the Director of Pastoral Services. This special permission may be given to only one person per congregation. All other lay visitors shall follow the visitation guidelines for the general public.

Effective Date: 10/1/81

Revised: 1/4/90, 2/9/96, 3/18/99, 10/28/03, 8/3/06, 1/16/07, 7/25/07, 11/20/07

Reviewed: 10/2/01, 7/15/03