

CHESHIRE COUNTY/MAPLEWOOD NURSING HOME

CHAPLAIN CONSULTING SERVICES AGREEMENT

PURPOSE

The purpose of the Agreement is to arrange for the services of a Chaplain to be provided at the Cheshire County Maplewood Nursing Facility.

The Chaplain is an ordained clergyperson, endorsed or approved by the proper ecclesiastical authority, and appointed or accepted by the governing body of the County, whose purpose is to minister to the religious and spiritual needs of persons in the nursing home setting. The Chaplain's ministry to the residents, their families, the facility staff, and the nursing home community, will be founded in an interfaith approach to the spiritual lives of individuals and to the community as a whole.

The Chaplain possesses a particular understanding of the relation between faith, illness, loss, death and dying, and the emotional and psychological conflicts that may arise. The Chaplain seeks to comfort and, where possible, to invite and assist healthy integration of the individual's spiritual beliefs and attitudes with the management of his/her condition.

CONTRACTUAL AGREEMENT

I. CHAPLAIN'S RESPONSIBILITIES:

- A. To provide, as part of the facility's comprehensive patient care, a ministry primarily to residents, but also to families of residents, and on occasion to the employees and medical staff of the facility.
- B. To offer an interfaith, nondenominational approach to the nursing home community and to the individuals within, recognizing the diversity of spiritual and religious needs and beliefs.
- C. To the best of Chaplain's ability/availability, to meet personally with any resident or family member requesting his/her presence, or when requested by a member of the facility staff, by Hospice, or by another pastor.
- D. To call on residents, regardless of religious or spiritual preference.
- E. To visit all newly admitted residents.
- F. To plan, supervise, and conduct weekly Sunday worship services, Bible and/or other study groups as requested, monthly memorial services, and special religious programs or services.
- G. To be on site for an average of 8-10 hours weekly as follows:
 - 1) 3-4 hours Sundays for early afternoon worship and pastoral care visits.
 - 2) 4-7 hours for pastoral care visits, groups, memorial services, and special programs.
 - 3) Occasional on call services.

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- H. To coordinate pastoral care activities with other departments so as to avoid interruption of medical care and to ensure spiritual help for residents.
- I. To check in routinely with the Activity Director.
- J. To maintain a weekly log of one to one visits with residents for entry into facility records.
- K. To maintain other records as may be required of a Chaplain.
- L. To suggest service options or ideas when Chaplain is absent from the facility.
- M. To abide by the policies and procedures of the Maplewood Nursing Facility, particularly as these relate to conduct, appearance, and safety.
- N. To assist in maintaining good public relations between staff, management, residents, and the community.
- O. To remain in good standing with endorsing religious institution or organization.
- P. To complete initial orientation to Maplewood as well as the required annual mandatory trainings (included but not limited to; fire safety, HIPAA, Dementia training, infection control, resident rights).

II. MAPLEWOOD'S NURSING HOME FACILITY'S RESPONSIBILITIES:

- A. To provide meeting rooms and chapel space for worship services, memorial services, groups (eg: Bible or other study), and private meetings.
- B. To provide basic shared office areas and equipment as may be needed to function effectively.
- C. To provide updated information on resident census, admissions, room changes, discharges, transfers, hospitalizations, and deaths.
- D. To make available resident records as is permissible by law and resident and/or guardian legal consent.
- E. To provide contact information regarding key personnel at Maplewood Nursing Home.
- F. To provide initial orientation to the facility as well as to its policies, practices, and procedures, including copies of the Resident Admissions Packet and Resident Handbook, and to provide annual orientation to the required mandatory trainings as directed by the State and or Federal rules.

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III. TERMS AND PAYMENT

- A. Chaplain will provide an average of 8-10 hours of weekly worship and pastoral care services, at a rate _____/week (based on ____/hour). Chaplain shall provide services for 48 to 50 weeks of each year, and shall bill accordingly, with total billing not to exceed (amount agreed upon with successful awarding of the bid) for the year. It is understood that actual weekly hours will fluctuate in response to the needs of residents and of the facility, and it is the Chaplain's responsibility to track and maintain an ongoing average of 8-10 hours/week in billing and services.
- B. It is expected that for 2-4 weeks of every year, Chaplain will not provide or be paid for services. We ask for suggestions or help finding coverage in a format agreeable by both parties.
- C. Chaplain will submit bills at the beginning of each month for the prior month's services. Billing will be submitted to the Activity Director, and payment made by the County within 15 days of each monthly submission.
- D. Billing should note dates of service at the facility, on a Sunday through Saturday weekly basis. Complete days of service (form will be provided), including Sunday and weekday visits. Any weeks in which the Chaplain is absent from the facility should also be noted in billing.
- E. Chaplain will coordinate all planned time off in advance with the Activity Director.
- F. Any benefits, social security, FICA, Professional Liability and other insurance coverage(s), as desired, shall be the responsibility of the Chaplain and not of the Maplewood Nursing Facility.

IV. MUTUAL RESPONSIBILITIES

A. Complaints

If either party to this Agreement receives complaints regarding the services being provided to a resident, the receiving party shall give the contact person of the other party notice of the complaint within twenty-four (24) hours, or by the next working day.

B. Independent Contractor

In performing services herein specified, Chaplain is acting as an independent contractor. Neither party shall have any authority to speak for, represent, or obligate the other to any person, firm, corporation, government or government agency without prior authority.

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C. Notices

All notices under this Agreement shall be in writing, and shall be addressed to the parties at the addresses set forth below and shall be effective upon receipt.

For Chaplain: _____

For Maplewood Nursing Home: **Kathryn Kindopp, Administrator**
 201 River Road, Westmoreland, NH 03467

A party may change its address designation above by giving notice to the other party.

V. TERM AND TERMINATION

- A. This Agreement may be modified and amended from time to time by mutual agreement. Lacking such modification or amendment, the agreement shall automatically renew on an annual basis with the terms herein stated.

- B. This Agreement may be terminated by either party by giving thirty (30) days advance written notice at the address set forth under Notices; providing that legal and ethical standards are being met by both parties and that every attempt will be made to provide ongoing pastoral care to residents in need of such services until such time as other Chaplain or clergy resource is found.

- C. This Agreement may be immediately terminated by Maplewood Nursing Home if Chaplain fails to remain in good standing with his/her endorsing religious institution or organization, or fails to meet the policies and standards of Maplewood Nursing Home whose purpose it is to protect residents from harm or abuse.

VI. ENTIRE AGREEMENT:

This Agreement represents the entire understanding of the parties, supersedes any prior understandings relating to the subject matter hereof, and may be amended or supplemented only in a written agreement signed by the parties hereto. All preprinted clauses on any order form by client are deemed deleted.

FOR CHAPLAIN
Date signed: _____

FOR MAPLEWOOD NURSING HOME
Date signed: _____