

**Self Regional Healthcare  
Clergy Staff  
Policies and Procedures**

For more than 50 years, Self Regional Healthcare has worked to serve the spiritual needs and values of our patients, families, and staff. We care for our patients – body and soul.

In the late 1950’s, hospital administration and clergy organized a Clergy Staff. Our Clergy Staff provides pastoral care services to patients and their families, assures systematic and healing pastoral visits, allows warm collaboration between clergy and hospital administration, and nurtures a team environment for medical, nursing, and supportive staff. According to the constitution, the Clergy Staff is an organization of “ordained or properly authorized ministers of a duly constituted religious body serving in Greenwood County or in nearby areas for which persons are served by Self Regional Healthcare.

**Our Clergy Staff members receive:**

- Clergy hospital visiting privileges
- Self Regional Healthcare communication briefings as needed
- Bi-monthly continuing education opportunities
- Peer to peer fellowship times and meals
- Hospital photo identification cards

**Phone Numbers & Office Locations:**

Self Regional Healthcare . . . . . 864-725-4111  
Patient Information . . . . . 864-725-4150

The Pastoral Services Department is located on the first floor just past the main visitor elevators.

Our address is:

Pastoral Services  
Self Regional Healthcare  
1325 Spring Street  
Greenwood, SC 29646

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| Pastoral Services Director: | Chaplain Cindy Thorpe | 864-725-6077 |
| Secretary:                  | Patricia Pollard      | 864-725-4158 |

**Clergy Staff Meetings:**

The Clergy Staff meets bi-monthly (January, March, May, July, September, and November) at 11:30 a.m. The meetings include a time of fellowship, a meal, and a program (usually 30 minutes in length) on pastoral care and other healthcare issues. The location of the meetings will vary so you will receive a notice in advance.

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## **Self Regional Healthcare Clergy Staff Policies and Procedures**

### **To Join the Clergy Staff:**

1. Complete the application form and return to the Pastoral Services Department.
2. Include an application fee of \$15 to defray the cost of processing application and preparing hospital photo identification.
3. View orientation video before receiving a clergy staff badge.
4. Read, sign, and abide by the “Clergy Staff Rules and Regulations Agreement”.
5. Pay an annual membership fee of \$15 each September. The membership fee defrays the cost of communication to Clergy Staff members, continuing education opportunities, and meals following Clergy Staff meetings. Those who do not pay the annual fee are removed from the communication lists and their badge de-activated.
6. Attend a minimum of 50% of the bi-monthly continuing education meetings of the Clergy Staff each year.
7. Respect and maintain the confidentiality of information provided to you on the Clergy Staff Census.

### **Clergy Staff Policies and Procedures:**

As a member of the Clergy Staff, you will need to:

1. Follow regular visitation hours from 10 am to 8 pm daily. Clergy may visit on the Behavioral Health Unit (Third Floor) during the day provided the visit does not interfere with planned activities. Because of confidentiality, you must know the patient’s name and room number to gain admittance.
2. Wear your badge at all times while visiting in the hospital.
3. Limit your visits to members or affiliates of your immediate congregation, unless a patient or relative specifically requests your attendance.
4. Consult with the hospital Chaplain to make arrangements for visits by others who are not members of the Clergy Staff.
5. Refrain from general, broad distribution of religious literature.
6. Forego visiting privileges when medically required and for the sake of the patient’s health.
7. Respect restricted areas and do not seek admittance to the Operating Room, Recovery Room, Nurses’ Stations or other restricted areas.
8. Recognize that hospital and medical records are privileged information, and their content is not open to members of the Clergy Staff except through consultation with the attending physician.
9. Treat any information given by doctors, nurses, or hospital staff as confidential in nature and do not reveal it to patients, patient family members or the general public without express consent from the proper authority.
10. Attend meetings of the Clergy Staff. Members are required to attend at least three meetings a year to remain in good standing, unless prevented by employment, school, or other extenuating circumstances.
11. Acknowledge that in all cases, Self Regional Healthcare has final responsibility in all matters related to patient needs.

Failure to adhere to these restrictions shall constitute forfeiture of visiting privileges. Such persons must reapply for membership on the Clergy Staff.

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### **Tips on Visiting:**

Visiting hospitalized patients is a special way of communicating God's love. Your visits allow patients to see that someone cares--both you and God. We bring into the room ourselves, our experiences, our attitudes, our adjustments, and most of all, our faith and love.

1. Some hours are better than others. Usually the early morning hours are times already filled with doctor's visits, baths, procedures, and more.
2. The hospital room is the patient's space, a temporary home. See yourself as a guest. Always knock before entering and wait for the invitation to enter and sit down. Your respect for patient's space and privacy allows them to maintain dignity in a difficult time. Pay attention to any signs on the door and check with the nursing station for clarification and proper procedures.
3. If the patient is asleep upon your arrival remember that rest is beneficial to recovery. Write a brief note to let them know you stopped by.
4. Try to sense the patient's needs during your visit and adjust your pastoral response accordingly. When in doubt, simply listen and acknowledge what he or she says.
5. You may extend an invitation to pray with the patient, but the decision to have prayer is up to the patient. Be sensitive to his or her wishes.
6. Be brief (long visits can be tiring). The more serious the illness, the shorter the visit should be.
7. Wash hands after a visit. Look for hand sanitizers on the wall of each room that disinfect and dry while rubbing hands together. Infection control is extremely important.