



AUGUSTA HEALTH FAITH COMMUNITY NURSE NETWORK

GUIDEBOOK 2020

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Augusta Health Faith Community Nursing

Since 2016, Augusta Health has provided unique community support through volunteers who are Faith Community Nurses. The Augusta Health Faith Community Nursing Network is made up of 25 professional nurses who serve in 16 faith communities and congregations throughout Waynesboro, Staunton, and Augusta County. Regardless of faith traditions, the 25 Faith Community Nurses combine their faith and nursing skills in order to promote wholistic health and an intentional wellness ministry.

What is a Faith Community Nurse?

Parish Nursing was developed by a Lutheran minister, Dr. Granger Westberg, in the early 1980s. He recognized that the church promoted whole-person health for centuries through worship, music, sharing and caring and that it is the only human institution in our society that interacts with individuals from birth through death. A faith community can choose the designation of Parish Nurse, Faith Community Nurse, or other interchangeable title. The presence of a Faith Community Nurse promotes an intentional health ministry. Faith Community Nursing is a nursing specialty with its own scope and standards of practice.

A Faith Community Nurse (FCN) is a registered Nurse (RN) who has had educational preparation in wholistic ministry and who provides special health promotion services within. The FCN focuses on the intentional care of the spirit while promoting whole-person health through prevention or minimization of illness within a given faith community or broader community. She/he provides spiritual, physical, mental and social care, complementing the ministry the Pastor(s) and other lay ministers provide. Alongside their faith community leaders, these nurses work to identify health related needs and to develop programs to address them.

Why consider becoming a Faith Community Nurse?

- Provides an opportunity for a nurse to combine faith with health promotion and healing
- Offers opportunity and permission to address spiritual care for individuals
- Formalizes the role of a nurse in a church to an educated Faith Community Nurse
- Provides a known and trusted resource for health in the faith-based community
- Allows a nurse to work full or part-time in one nurse career setting, while offering the opportunity to also work as a part-time FCN, paid or unpaid.
- Allows an experienced, retired nurse to continue to share knowledge and wisdom through service
- Provides an additional community resource for patients after hospitalization
- It is a wonderful ministry!

Education Preparation: The Augusta Health Faith Community Nursing Network partners with Shenandoah University (Winchester, VA) to provide Faith Community Nurse educational preparation. Our program models the unpaid professional Faith Community/Parish Nurse Program of Valley Health, coordinated by Kim Davis, RN. *The Foundations of Faith Community Nursing* course is provided locally in partnership with the School of Nursing at Shenandoah University. Lorie Henley, RN, is the Faith Community Nurse Coordinator at Shenandoah University and the facilitator of the course. The course blends classroom and self-paced, on-line learning. The course provides 36 ANA contact hours.

To Learn More About Augusta Health Faith Community Nursing Network:

Gayle Shultz, MSN, RN- Faith Community Nurse Coordinator, 540-332-4988, PS0020519@augustahealth.com

How do Faith Community Nurses serve their Faith Communities?

FCNs perform different services, based on the faith community's needs. Some of the services/programs might include:

- Screenings for blood pressure, cholesterol, diabetes, glaucoma and overall fitness
- Presentations or classes for all age groups on health-related topics like advance directives, nutrition, exercise, parenting, elderly parent care, stress management, or CPR
- Hospital or nursing home visits for advocacy, and home visits for assessment of health care (physical, mental or social) needs
- Accompanying community members as they navigate healthcare services (doctor's appointments, therapy appoints, laboratory testing, radiology testing or surgical procedures)
- Special prayer and healing services or attending funerals and assisting with worship services
- Referrals to appropriate community resources, like Meals on Wheels, companion care, housing or financial assistance
- Health tips via newsletter, bulletin or an informational board
- Providing care in non-traditional settings such as: daycare centers, food pantries, senior centers, faith- based health clinics, homeless shelters or any site servicing vulnerable populations
- Hosting and arranging a blood drive or flu shot clinic
- Providing a meal to someone in need
- CPR and Basic First Aid Instructor or AED maintenance
- Communications such as sending emails, cards, texts, or phone calls to those in your faith community
- Advising on self-care and whole-person health

A Faith Community Nurse serves as a bridge to better HEALTH in the following roles:

Health promoter: *provides screening clinics, health fairs and promotes health related topics*

Educator of whole-person health: *facilitates the relationship between lifestyle, attitudes, faith and well-being*

Advocate, resource and referral agent: *encourages self-care and resource utilization, and refers to health care sources*

Liaison with community services: *has knowledge of community agency services and connects members where appropriate*

Teacher of volunteer and support groups: *supports health and spiritual volunteers, and aids in support group formation*

Healer of spirit, mind and body: *serves as a volunteer member of the church staff, to meet whole-person healing mission of the church*

A Faith Community Nurse does NOT:

- Provide direct hands-on care: FCNs defer to other health care or community agencies to provide direct care
- Replace other active ministries within a congregation: FCNs complement the work of the clergy and ministerial team

Additional links and information:

- 1- Foundations Class Information, Video about Faith Community Nursing
Shenandoah University
<https://www.su.edu/nursing/faith-community-nursing/>
- 2- General Knowledge about FCN's
<https://www.fcniinternational.org/becoming-a-faith-community-nurse.html>
- 3- Westberg Institute
<https://westberginstitute.org/faith-community-nursing/>
- 4- Liability Insurance for the FCN
<https://westberginstitute.org/liability-information/>
- 5- Nursing Service Organization
<https://www.nso.com/>
- 6- Journal of Christian Nursing
<https://journals.lww.com/journalofchristiannursing/pages/collectiondetails.aspx?TopicalCollectionId=9>
- 7-

2017 ANA Faith Community Nursing Scope & Standards of Practice

Definition:

“Faith Community Nursing is a specialized practice of professional nursing that focuses on the intentional care of the spirit as well as the promotion of whole-person health and the prevention or minimization of illness within the context of a faith community and the wider community.” (pg.1)

The Specialty of Faith Community Nursing:

“The Faith Community Nurse (FCN) uses the nursing process to assess and address the spiritual, physical, mental, and social health of the healthcare consumer (a person, client, family, group, community or population that is the focus of attention). With an intentional focus on spiritual health, the FCN primarily uses evidence-based practice interventions such as health education, counseling, prayer, presence, active listening, advocacy, referrals, and a wide variety of other resources available to the faith community. The FCN may also provide education and supervision to volunteers from the faith community.”

“The FCN delivers care that promotes whole-person-centered well-being, establishes a therapeutic relationship that acknowledges caring as a sacred practice, and focuses on the relationship between faith and health.”

Foundations of Practice:

The practice of faith community nursing remains based on the assumptions that

- Health and illness are human experiences;
- Health is the integration of the spiritual, physical, psychological, and social aspects of the person promoting a sense of harmony with self, others, the environment, and a higher power;
- Health may be experienced in the presence of disease or injury;
- The presence of illness does not preclude health nor does optimal health preclude illness; and
- Healing is the process of integrating the body, mind, and spirit to create wholeness, health, and a sense of well-being, even when the healthcare consumer’s illness is not cured.

Core Values of Faith Community Nursing:

Adapted from the Faith Community Nursing foundation course curriculum;

- Spiritual formation: an ongoing, essential component of practice that includes self-care and hospitality, through opening the heart to self and others as well as an intentional process of fostering spiritual growth;
- Professionalism: practicing under the *Faith Community Nursing: Scope and Standards of Practice* and the *ANA Code of Ethics*;

- Whole-person health: an understanding of health as a dynamic process that embodies the spiritual, physical, mental and social dimensions of the person; and
- Community: fostering new and creative responses to health and wellness in partnership with other community health resources.

Education preparation for Faith Community Nursing:

The FCN bridges two domains and therefore must be prepared in and responsible for both professional nursing practice and spiritual care. The preferred minimum preparation for a registered nurse or advanced practice registered nurse entering the specialty of faith community nursing includes:

- A baccalaureate or higher degree in nursing with academic preparation in community-focused or population-focused care;
- Current experience as a registered nurse using the nursing process;
- Knowledge of the healthcare assets and resources of the community;
- Specialized knowledge of the spiritual beliefs and practices of the faith community; and
- Specialized knowledge and skills to enable implementation of *Faith Community Nursing: Scope and Standards of Practice, Third Edition.*”

2017 American Nurses Association, Standards of Faith Community Nursing Practice:

Standards of Practice for Faith Community Nursing

Standard 1. Assessment

The Faith Community Nurse (FCN) collects pertinent data and information relative to the healthcare consumer’s health or the situation.

Standard 2. Diagnosis

The FCN analyzes assessment data to determine actual or potential diagnoses, problems, and issues.

Standard 3. Outcomes Identification

The FCN identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The FCN develops a plan that prescribes strategies to attain expected measurable outcomes.

Standard 5. Implementation

The FCN implements the identified plan.

Standard 5A. Coordination of Care

The FCN coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion

The FCN employs strategies to promote health and a safe environment.

Standard 6. Evaluation

The FCN evaluates progress toward attainment of goals and outcomes.

Standards of Professional Performance for Faith Community Nursing

Standard 7. Ethics

The FCN practices ethically.

Standard 8. Culturally Congruent Practice

The FCN practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9. Communication

The FCN communicates effectively in all areas of practice.

Standard 10. Collaboration

The FCN collaborates with healthcare consumer and other key stakeholders in the conduct of nursing practice.

Standard 11. Leadership

The FCN leads within the professional practice setting and the profession.

Standard 12. Education

The FCN seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13. Evidence-Based Practice and Research

The FCN integrates evidence and research findings into practice.

Standard 14. Quality of Practice

The FCN contributes to quality nursing practice.

Standard 15. Professional Practice Evaluation

The FCN evaluates one’s own and others’ nursing practice.

Standard 16. Resource Utilization

The FCN utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

Standard 17. Environmental Health

The FCN practices in an environmentally safe and healthy manner.

As a Faith Community Nurse that has participated in a *Foundations of Faith Community Nursing course*, I have read and understand the American Nurses Association’s Standards of Faith Community Nursing Practice.

Signature Date

Printed Name

SOURCE: American Nurses Association and Health Ministries Association, Inc. (2017). *Faith Community Nursing: Scope and Standards of Practice, 3rd Edition*. Silver Spring, MD: Nursesbooks.org.

Policy/Procedure Title: Augusta Health Faith Community Nurse Network (AHFCNN) HIPAA and Compliance Policy		Hardcopy Manual Location:
Issued (Date): 03/14/2018 Revised (Date): 05/30/2020 Reviewed (Date):		
Department (Name of Department): Community Outreach		
Department Director Approval (Name): Krystal Moyers	Date:	
Department Vice President Approval (Name): Tami Radecke	Date:	

Purpose

To provide a Health Insurance Portability and Accountability Act (HIPAA) and Compliance Policy outlining clear expectations for Faith Community Nurses (FCNs) involved with the Augusta Health Faith Community Nurse Network in order to protect all Personal Health Information (PHI) of participants.

Policy

Augusta Health and any affiliated program must ensure protection of PHI. A compliance policy to include HIPAA regulations has been constructed for the AHFCNN and the affiliated FCNs.

Each faith community nurse (FCN) in the AHFCNN has taken, or agrees to take, the *Faith Community Nursing Foundations Course* provided by Augusta Health, in partnership with Shenandoah University. This course reviews the HIPAA regulations and guidelines for all FCN's. The role of each faith community nurse is governed by the American Nurses Association's Scope and Standards for Registered Nurses, Scope and Standards for Faith Community Nurses, and the Nurse Practice Act for the state of Virginia.

The Augusta Health Faith Community Nurse Coordinator will provide training to facilitate understanding of this HIPAA and Compliance Policy. All FCNs will receive training as agreed upon in the AHFCNN Membership Covenant.

Procedures

The following documents, statements of understanding and rules will be reviewed by the AHFCNN Coordinator with each new FCN prior to beginning service in their faith community. After reviewing all documents, the FCN and Coordinator will sign a statement of acknowledgement.

- 1) The most current and updated edition of the American Nurses Association (ANA) Faith Community Nursing: Scope and Standards of Practice.

- 2) A copy of the AHFCNN HIPAA and Compliance Policy, the Acknowledgement of Participation Form, the Authorization to Release Form.
- 3) AHFCNN Membership Covenants will be reviewed in detail, including review of the AHFCNN HIPAA and Compliance Policy, to ensure understanding of all parties in the partnership. Revisions and changes to the covenants will be shared with clergy and FCNs on an annual basis.
- 4) Each FCN will be provided with the AHFCNN Authorization to Release and Acknowledgement of Participation Forms. The Acknowledgement of Participation Form will be signed by all participants seeking services from the FCN, before the interaction.
 - For participant health screenings, an Acknowledgement of Participation Form must be completed prior to the screening. There is no need to fill out a new form with each interaction. A signed form must be kept on file with the FCN records.
 - If a person decides not to sign the Acknowledgement Form, the FCN should not perform a screening, but should document the refusal to sign on the Acknowledgement Form and keep it on file. The FCN should call 911 if the patient has urgent needs that require immediate attention, intervention or treatment.
- 5) All FCNs must have access to a private office with a locked file cabinet for all records, written information documented by the FCN. Also, when traveling, the FCN should secure all documentation in a locked box or briefcase to secure documents in transit.

Persons/Departments Covered by this Policy

Community Outreach
 Faith Community Nurses

By signing below, I hereby acknowledge that I have read, understand and accept the Augusta Health Faith Community Nurse Network HIPAA and Compliance Policy.

FCN Signature

Date

FCN Printed Name

Policy/Procedure Title: Documentation, Maintenance and Access of Client Records Policy used by Augusta Health Faith Community Nurse Network (AHFCNN)		Hardcopy Manual Location:
Issued (Date): 03/14/2018 Revised (Date): 05/30/2020 Reviewed (Date):		
Department (Name of Department): Community Outreach		
Department Director Approval (Name): Krystal Moyers	Date:	
Department Vice President Approval (Name): Tami Radecke	Date:	

Purpose

To ensure proper documentation, maintenance and access of client records by a participating FCN in the Augusta Health Faith Community Nurse Network (AHFCNN).

Policy

This policy governs the documentation, maintenance and access to the Faith Community Nurse (FCN) client records. The Faith Community Nurse is responsible for the documentation of services rendered to clients. The documenting of these services constitutes a clinical record.

Procedures

1. The Faith Community Nurse (FCN) will document all services rendered to clients.
2. All records shall be kept confidential and secured in a locked box or secure location.
3. The Faith Community Nurse (FCN) is solely responsible for the maintenance of the client's records and shall be the only member of the congregation to have access to client records.
4. The Faith Community Nurse and the congregation are responsible for:
 - a. Ongoing internal reporting
 - b. Disposition of records if the FCN position is vacant
 - c. Disposition of records when a client dies
 - d. Transfer of records between congregations from one Faith Community Nurse to another with written consent
 - e. Augusta Health reserves the right to audit FCN records for accuracy and confidentiality.
5. All client records are to be maintained by the FCN and Faith Community for seven (7) years after the client leaves the faith community or passes away. Upon which time the records will be returned to the Augusta Health Faith Community Nurse Network (AHFCNN) Coordinator.

6. Upon the death of the FCN or resignation of the FCN from the Augusta Health Faith Community Nurse Network (AHFCNN), client records can be given and maintained by another FCN in the same faith community. However, if the congregation only has one FCN in their faith community, all client records should be returned to the AHFCNN Coordinator.
7. Clients will have access to their records and may request copies at any time.

Persons/Departments Covered by this Policy

Community Outreach
Faith Community Nurses

By signing below, I hereby acknowledge that I have read, and understand Documentation, Maintenance and Access of Client Records policy used by AHFCNN

FCN Signature

Date

FCN Printed Name

Confidentiality Statement for Augusta Health Faith Community Nurses

This document relates to the professional relationship between clients and a healthcare system. When the Faith Community Nurse is not directly associated with or sponsored by a health care system, the Health Insurance Portability and Accountability Act (HIPAA) is applicable only in certain situations. These include seeking healthcare information about a church member's status after discharge.

In such situations, the FCN acts as consultant or advisor to the client and does not actually render treatment; they are not actually considered "providers" within the HIPAA definition that defines a Covered Entity. When referring persons to other professionals, though not required by law it is always good professional practice to request permission before seeking additional resources on their behalf which could impact their confidentiality, and obtaining a release from the individual to seek such information.

Other situations relating to client health information in the church setting concern use of permission and registration forms for children's and youth ministries. It is appropriate to ask general questions in order to obtain the minimal information needed in case of an emergency, but not so specific or detailed that one can be considered on a higher threshold for liability or risk sharing of confidential information unnecessarily. Reference: HIPAA website: www.HIPAA.com

Confidentiality, or the right to privacy, is the right of every patient, particularly in the arena of personal health information. As a registered nurse, the Faith Community Nurse is aware of that right and acknowledges that right. The Faith Community Nurse also respects that right in the context of working with individuals and groups in a particular faith community. As a faith community nurse, I agree with and will act according to the points listed below:

1. Medical information shared by a parishioner will be kept in strict confidence, and will be shared only with that person's prior approval.
2. Health information will only be discussed with the parishioner, unless permission is given by that individual (or their legal proxy) to discuss that information with others.
3. Confidential health information may not be discussed with other congregational members, or the family or friends of the faith community nurse. However, if more than one faith community nurse is serving in the same congregation information may be shared based on the needs of the parishioner
4. Breach of confidentiality may result in disciplinary action by the Augusta Health Faith Community Nurse Network, which could include termination from the network.

I have received a copy of this statement. After reading it carefully, I understand its contents and expectations.

FCN Signature: _____ Date: _____

Faith Community: _____

City/State: _____

AHFCNN Coordinator: _____ Date: _____

**Augusta Health Faith Community Nurse Network
Authorization for Release of Medical Information to
The Faith Community Nurse**

Confidentiality, or the right to privacy, is the right of every patient, particularly in the arena of Personal Health Information (PHI). It is also the right of every patient to have assistance from any health provider of their choice, including a faith community nurse.

In order to facilitate this, it is sometimes necessary for physicians and other health providers to share a patient's/parishioner's private health information with the faith community nurse (FCN). This form is an authorization for release of needed medical information to a faith community nurse, based upon the expressed permission of the patient/parishioner named below.

I, _____ (Patient/Parishioner),
authorize _____ (Physician),
to allow _____ (Faith Community Nurse),
a Faith Community Nurse within my congregation, _____
_____ (Parish/Congregation),
to have access to my private health information in the following situation(s):

(Check all that apply)

- _____ I grant to the Faith Community Nurse access to my medical record(s).
- _____ I grant to the Faith Community Nurse permission to speak with the physician, or other health provider named above, about my health condition(s).
- _____ I request to the Faith Community Nurse to accompany me to an appointment with the physician or other health provider named above regarding my health condition(s).

Exclusion Statement: I do not want my information shared with the following listed professional (s) or person (s):

Patient/Parishioner: _____ Date: _____
Person given Permission: _____ Date: _____
Witness: _____ Date: _____

Augusta Health Faith Community Nurse Network (AHFCNN)

Acknowledgement of Participation in the Faith Community Nurse Program

Participant's Name: _____

Date of Birth: _____ Phone Number: _____

I understand that:

- My Faith Community, Faith Community Nurse (FCN) and Augusta Health have partnered to provide a faith community nurse program. _____initial
- The Faith Community Nurse (FCN) will be documenting all of my interactions and screening results as part of their role and responsibilities as an FCN in compliance with the *Faith Community Nursing: Scope and Standards of Practice (3rd edition)*, written by the American Nurses Association and Health Ministry Association, Inc. (2017). _____initial
- If my faith community has multiple FCN's, ____I DO ____ I DO NOT give permission for my medical record to be discussed and shared among the FCN's in my faith community. _____ initial
- The Faith Community Nurse (FCN) maintains my Personal Health Information (PHI) in a secure location. Any aggregate data that may be collected from the FCN's records will not contain any participant identifiers and will only be used to support the sustainability of the program. *** **Data collection allows the Faith Community Nurse program/network to be evaluated from a Quality Improvement standpoint.** _____initial
- Copies of the AHFCNN HIPAA and Compliance Policy have been made available to me. _____initial

Participant Printed Name:

Participant Signature:

Date of Agreement:

Augusta Health Faith Community Nurse Network (AHFCNN) Membership Covenant

We believe that health, healing and wholeness are part of the mission and ministry of a faith community to its members and the larger community it serves.

We believe congregations can broaden the definition of health far beyond a medical model approach—as a dynamic state of wellbeing of body, mind, spirit, relationships, and environment.

We believe we have a personal and communal responsibility to be the best that God created us to be—we can prevent much of the illness that plagues us by the lifestyle choices we make, individually and collectively. We believe that through the grace of God, health is a journey toward wholeness.

Therefore, we believe this collaboration between the AHFCNN and local congregations will create healthier communities.

Through this Covenant,

As FAITH COMMUNITY CLERGY, we commit to the development of a culture of wholeness in our congregation and our community. We will support a Faith Community Nurse (FCN) and will:

- Encourage his/her continuing education,
- Develop a committee or similar group for direction and support, and
- Model and talk about wholeness within the congregation/community.

We will provide necessary resources for the Faith Community Nurse. *We understand this is our program and want to take ownership of the process.*

- I have received a copy of the AHFCNN and FCN Health Insurance Portability and Accountability Act (HIPAA) and Compliance Policy. I understand the importance of protecting Personal Health Information.

Clergy: (name/signature) _____ **Date:** _____

Faith Community Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

As FAITH COMMUNITY NURSE(S), I (we) commit to the development of a culture of wholeness in our congregation/community. I (we) will:

- Complete the required Faith Community Nursing Foundations Course to develop this specialty practice,
- Attend two or more AHFCNN meetings per calendar year,
- Keep my Virginia RN license and professional liability insurance current,
- Seek out educational opportunities,
- Submit quarterly activity reports using the required template to the Augusta Health Faith Community Nurse Coordinator within 30 days prior to the end of the quarter, and
- Review the Augusta Health Faith Community Nurse Network HIPAA and Compliance Policy. I will attend HIPAA and Compliance Training upon joining the AHFCNN and annually thereafter. I will maintain all documentation and records in a locked safe or cabinet to ensure participant Personal Health Information (PHI) remains protected.

Nurse: (name/signature) _____ **Date:** _____

Augusta Health, as the Supporter of the Augusta Health Faith Community Nurse Network, commits to empower Faith Community Nurses to develop a culture of wholeness based on their own unique strengths and gifts. Our member benefits will include:

- A program coordinator,
- An annual offering of the Faith Community Nurse Foundations Course for registered nurses,
- Maintenance of the Faith Community Nursing documentation and quarterly activity reports,
- Formal HIPAA compliance training on the AHFCNN and FCN HIPAA and Compliance Policy
- Ongoing personalized consultation and support from the coordinator,
- Network meetings,
- Access to a resource library and other resources as available, and
- Access to HealthStream for Continuing Education and Professional Development.

Program Coordinator: _____ **Date:** _____