

Thank you for your commitment to serving the patients and families of your faith community here at WakeMed. Clergy¹ serving as leaders of local faith groups are welcome to apply for a clergy ID badge. Having a clergy ID badge greatly assists WakeMed staff in identifying people as clergy. Additionally, the benefits of a clergy badge are:

- Visitation outside regular visiting hours of 8a-8p
- Free parking (when there is a fee)
- Communications from the Spiritual Care Department regarding policy changes, FAQ's, resources, and education opportunities.

To obtain a WakeMed clergy ID badge:

1. Review the Clergy Badge Application Process
2. Complete the Clergy Badge Application, including supporting documentation
3. Review and sign the WakeMed Clergy Visitation Guidelines
4. Return the completed application materials to the WakeMed Spiritual Care Office or mail them to the attention of the WakeMed Department of Spiritual Care, 3000 New Bern Avenue, Raleigh, N.C. 27610
5. Upon approval, a letter outlining instructions for obtaining a Clergy ID Badge will be mailed to you.

Please contact our office with any questions at (919) 350-8556. We look forward to partnering with you to support the patients and their families at WakeMed.

Good things,



Jeremy Gilmore
Director
Spiritual Care Department

¹ Clergy is defined as an ordained individual who is serving a congregation, such as a rabbi, priest, pastor, Islamic cleric, associate pastor, licensed minister, Roman Catholic Eucharistic Minister, or a Jehovah's Witness Hospital Liaison Committee member. Clergy privileges may also be extended to a layperson (i.e., deacon) whom the congregation leadership has designated as its representative.

WAKEMED CLERGY BADGE APPLICATION PROCESS

1. Clergy serving as the leader of local congregations (or authorized by their local congregation) and who visit their congregants at WakeMed Health & Hospitals reasonably often should apply for a Clergy ID Badge. A clergy badge may also be issued to others who are authorized by their congregation to make hospital visits.
2. Once an application is completed, it should be returned to the Spiritual Care Office, or mailed to the attention of the Department of Spiritual Care, 3000 New Bern Ave. Raleigh, N.C. 27610. Upon approval, a letter outlining instructions for obtaining a Clergy ID Badge will be mailed to the applicant.
3. The Director of the Department of Spiritual Care will review submitted applications. Approval depends on proper completion of the entire form and providing necessary documentation. Approval will be given primarily to ordained or licensed clergy in leadership of a congregation. In the situation where a congregation has more than one clergy member, two passes may be issued: one to the senior clergy and one to the clergy or representative whom the senior clergy designates. At the discretion of the Director, additional badges may be issued in cases of very large congregations. *Badges will also be issued to Catholic Eucharistic Ministers and members of Jehovah's Witness Hospital Liaison Committees.* Non-clergy who are members are welcome to visit patients who are members of their congregation but are asked to visit only during regular visiting hours.
4. Clergy ID Badges are the property of WakeMed Health & Hospitals. When a clergy person is no longer serving a local congregation within the WakeMed area, the Clergy ID Badge is to be returned to the Public Safety Office at WakeMed. The Department of Spiritual Care should also be notified of any change in clergy status (the congregation being served, denominational affiliation, address, etc.), so that accurate information can be maintained.
5. The clergy badge is provided free of charge. However, if the badge is lost there will be a \$15 replacement fee. Once issued, the Clergy ID Badge should always be worn in the hospital. This greatly assists WakeMed staff in identifying the person as clergy.
6. When there is a charge for parking, Clergy who have been approved to receive a Clergy ID Badge are allowed to park free at WakeMed by having their parking ticket stamped at the Visitors Information Desk, located in the main lobby of the hospital, or in the Public Safety Office, located on the 2nd floor of the Medical Office Building. Clergy without their ID badge, even if approved, will not be able to have their parking passes validated.
7. Clergy ID badges are valid for 2 years from date of issue. Once the ID badge expires, clergy members should obtain a renewal form from the Department of Spiritual Care Office to request a new ID badge from the WakeMed Public Safety Office.

WAKEMED CLERGY VISITATION GUIDELINES

1. Clergy may visit members of their congregation who are patients at any time; however, **pastoral visitation depends upon the medical status of the patient.** The patient's nurse will make the assessment of medical status.
2. Clergy are required to be personally familiar with any guidelines or restrictions which have been established for visiting patients in various parts of the hospital, keeping in mind that these **guidelines are designed for the privacy, welfare, and health care needs of all patients.** These guidelines include but are not limited to: a. *washing or applying antibacterial gel to your hands on the way in and out of the patient's room;* b. *adhering to isolation precautions and wearing the proper personal protective equipment required.* The nursing staff will provide guidance with identifying required protocols.
3. Clergy visiting any Critical Care Unit should **identify themselves** to WakeMed staff in the Critical Care Family Waiting Room before visiting the patient. Clergy visiting patients in other areas of the hospital should attempt to identify themselves to the patient's nurse before entering the patient's room.
4. Clergy visiting Women & Children's Services must check in with the WakeMed campus police at the guard desk. Visitors are not allowed to visit a patient in Labor and Delivery unless the patient or the parent/guardian has personally requested a visit because of special needs or issues.
5. Clergy visiting the Raleigh Children's Hospital (Pediatrics 4E) must check in at the Children's Hospital Visitor's Desk and clearly identify themselves and the name of the patient being visited.
6. In accordance with the WakeMed Volunteer Services Dress Code, visiting clergy attire should be neat, clean and in good condition.
7. At no time will clergy utilize their privilege to visit their own members as an evangelistic opportunity to make room-to-room calls to other patients or to distribute literature within the hospital. **Clergy will render only the ministry that is beneficial to their congregant's health and welfare.**
8. **Confidentiality:** Clergy will not disclose any WakeMed patient information, including the patient's hospital admission, medical treatment, or condition without the patient's express consent.
9. Catholic Eucharistic Ministers and members of Jehovah's Witness Hospital Liaison Committees are required to sign out patient census lists from the Spiritual Care Office (M-F) or the Critical Care Waiting Room (Sat-Sun) and return them before leaving the hospital.
10. **Questions or concerns about patient visitation by clergy are to be directed to the Department of Spiritual Care at 919-350-8556.**

By printing and signing my name, I agree to follow the above guidelines.

Printed Name _____

Signature _____ Date _____



WakeMed Health and Hospitals
 Department of Spiritual Care
 3000 New Bern Avenue Raleigh, NC 27610
 Phone: 919.350.8556

Application for Clergy Badge

Please complete and return to the Department of Spiritual Care

First Name: _____ Middle Name: _____ Last Name: _____
 (Please print name as it appears on your photo identification)

Title (I.e. Rev., Dr.): _____ Prior Name(s): _____ Date of Birth: _____
 [MM/DD/YYYY]

Home Address: _____

City: _____ State: _____ Zip: _____

Phone (Primary): _____ Phone (Secondary): _____

Email: _____ Last Four Digits of SSN #: _____
 [Optional]

Religious Affiliation:

Roman Catholic Protestant Jehovah's Witness Islam Jewish Other: _____

Local Affiliation:

Complete Name of Religious Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web Address: _____

Signature: _____ Date: _____

Authorization (Please attach):

- Clergy Visitation Guidelines, Signed and Dated
- Copy of Government-Issued Photo Identification including Full name and Date of Birth
- Proof of Ordination or a letter, on institution letterhead, from an officer of the body indicating you are recognized and designated for providing pastoral visitation, as evidence of your role as a clergy person within a religious institution.

Note: Application will not be approved without ALL required documentation.

Clergy Badge is to be obtained by Security department (Second Floor of Medical Office Building). Clergy are required to adhere to all clergy visitation policies. Clergy visitation privileges are at the discretion of WakeMed's Department of Spiritual Care.