

Spiritual, cultural and psychological needs

Standard operating procedure (SOP) | HSP-SOP-002

Document type	Standard operating procedure (SOP)
Title	Spiritual, cultural and psychological needs
Document ID	{{facility.code}}-HSP-SOP-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 10 (Hospice and Palliative Care), criterion 10.5
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Every patient is asked about spiritual, cultural and psychological needs at admission and at each review.
2. The patient is connected to the chaplain or religious leader they choose.
3. Cultural practices about care and the body are recorded and respected.
4. The answer and the action are recorded on HSP-FRM-004.

Stop and get help straight away if: a patient asks for a chaplain or religious leader and is not connected, or a stated cultural need is ignored with no reason recorded.

1. Purpose

To address the spiritual, cultural and emotional needs that matter at the end of life (10.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To address the spiritual, cultural and emotional needs that matter at the end of life (10.5).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Lead palliative clinician	Asks and acts on the answers	Clinician
Chaplain or religious leader	Provides the support the patient chooses	Chaplain

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Ask.	• Ask about spiritual, cultural and psychological needs at admission and each review.	Asked every time.
2	Connect.	• Connect the patient to the chosen chaplain or religious leader the same day.	The patient's choice.
3	Record.	• Record the need, the action and any reason an action was not possible.	Recorded.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Patients asked about needs at admission	100%	Monthly	Lead palliative clinician	Escalate to medical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
HSP-FRM-004	Spiritual, cultural and psychological needs record	Record

16. Evidence

ID	Source and status
E-009	Based on the WHO Palliative Care guidance and the WHO Package of Essential Noncommunicable Disease interventions (2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval