

Agreement for Clinical Placement of Clinical Pastoral Education Resident

This agreement will be in effect during all Clinical Pastoral Education (CPE) Resident Units offered by the Department of Pastoral Care of (Name of Accredited ACPE Center) at the (Name of the Clinical Location).

(INSERT A DESCRIPTION OF THE ACPE CENTER HERE. BE SURE TO LIST ITS FACILITIES, ETC.)

The following agreement outlines the contract between (Name of Accredited ACPE Center) and (Name of Clinical Location) for the clinical placement of CPE residents as part of the unit of CPE in which a resident trains. The CPE faculty of (Name of the Accredited ACPE Center) will provide all of the resources necessary to insure that CPE residents are able to participate in the CPE residency that meets The Association of Clinical Pastoral Education (ACPE) accreditation requirements as delineated in the Standards of the ACPE, section 303 entitled “An ACPE Center shall have educational resources that provide:

- 303.1 a **faculty** of sufficient size to fulfill program goals and comprised of persons **authorized** by ACPE. A center’s **faculty** must include at least one **supervisor** certified by ACPE as **Associate Supervisor** or **ACPE Supervisor**.
- 303.2 a **faculty** development plan.
- 303.3 interdisciplinary **consultation** and teaching within the program(s) provided by adjunct **faculty** and/or guest lecturers.
- 303.4 individual and group **supervision** by a person **authorized** by ACPE.
- 303.5 a **peer group** of at least three CPE (Level I/II) **students** engaged in small group process and committed to fulfilling the requirements of the educational program.
- 303.6 access to library and educational facilities adequate to meet the ACPE **Standards**.
- 303.7 access to current ACPE **standards** and **commissions’** manuals.
- 303.8 **student** support services including, but not limited to, orientation, a process for **educational guidance** and recommendations for counseling resources, resume preparation and employment search.”

(Name of the Clinical Location) agrees to allow CPE residents to utilize their experiences as chaplain residents in order to fulfill the minimum ACPE Standards requirements for 300 clinical hours. Clinical and on-call hours will be negotiated between the Director of Pastoral Care at (Name of the Clinical Location), chaplain resident, and CPE supervisor. The minimum ACPE

Standards requirement for 100 curriculum hours will be fulfilled at (Name of the Accredited ACPE Center). The combined time shall be no less than 400 hours.

As part of this training agreement, (Name of the Clinical Location) understands that CPE residents will prepare reflective summaries and reports on ministry encounters. It is further understood that all written reports and verbal exchanges will not identify any individuals by name, and that these experiences will be used for training purpose only and within strict bounds of professional confidentiality.

(Name of the Clinical Location) grants the (Name of the Accredited ACPE Center) CPE faculty the privilege to make site visits to (Name of the Clinical Location) during defined units of training. The purpose of these visits will be to allow the CPE supervisor to become familiar with the clinical context in which the resident is functioning.

(Name of the Accredited ACPE Center) CPE Responsibilities

- The interview committee will consist of at least three persons, one being a member of the CPE faculty.
- The primary ACPE Supervisor at (Name of the Accredited ACPE Center) will serve as the primary pastoral educator for the student and will be responsible for all CPE activities.
- (Name of the Accredited ACPE Center) may offer summer (full-time) and extended (part-time) training.
- CPE units will offer relational learning environments that foster growth in pastoral formation, reflection and competence; such environments involve mutual trust, openness, challenge, conflict and confrontation.
- CPE residents will have access to the (Name of the Accredited ACPE Center) libraries, as detailed in the student handbook.
- CPE residents will have space and computer access provided at the (Name of the Accredited ACPE Center) student area.
- CPE residents will have access to the hospital network.

(Name of the Clinical Location) Clinical Responsibilities

- The Director of Pastoral Care at (Name of the Clinical Location) will oversee the chaplain resident's clinical practice of ministry. This will include clinical orientation to (Name of the Clinical Location), weekly review of clinical ministry, and feedback to the CPE supervisor for evaluation of student performance.

- Clinical placement will provide access to a population that offers significant opportunity for ministry, opportunities for interdisciplinary/professional interchange, and an environment that encourages human growth and dignity. The resident will have access to patient files and information as part of the healthcare team.
- CPE residents will have space and computer access provided at (Name of the Clinical Location).

This placement agreement will remain in effect until one of the parties dissolves it. This dissolution may occur within 30 days with sufficient notice to all other parties signing this agreement.

Name, Administrator
(Name of the Clinical Location)

Date

Name, Director of Pastoral Care
(Name of the Clinical Location)

Date

Name, Administrator
(Name of Accredited ACPE Center)

Date

Name, Director of Pastoral Care
ACPE Supervisor
(Name of Accredited ACPE Center)

Date