

**ASSOCIATION OF CLINICAL PASTORAL
EDUCATION (IRELAND) LTD.
A Company Limited by Guarantee**

POLICIES

April 2018

INDEX

Records – Students Material	1
Application Requirments	1
Interview	2
Induction	2
Written Assignments	2
Evaluations	3
Absenteeism	3
Complaint	3
Different requirments for CPE	4
Brochure / Website	4
Interview Committees	4
Supervision	4&5
Finance	5&6
Education Grants	6&7
Supervisors Sabbaticals	7
Accreditation Board	8
Vice-Chairperson	8
Retired Supervisors	8
Process for Granting Membership	8
Broadening Membership of ACPE	9

1. RECORDS: STUDENT MATERIAL

Due to the confidential nature of student material for Clinical Pastoral Education, the named documents must be kept in a locked unit under the direction of the Supervisor for the duration of the programme. After completion of the programme all documents are kept 14 working days and named documents for 3 years

1.1 Student's materials that must be kept for three years prior to shredding.

- Application form and Curriculum Vitae
- Final Evaluation of both Student and Supervisor
- A copy of the CPE Certification.

1.2 Student's materials that are kept for 14 working days after the finishing date of the Unit are the Supervisors written records of all-important transactions between Supervisor and his/her student. Included are all student process notes, Supervisors records of IPG, Verbatims and all required written papers. Such records are kept in case a student's appeal. If no appeal or complaint reaches the Supervisor by the 14th working day post completion of the programme these notes are shredded. This is acted upon even if the student is going to take part in a further Unit at the same Centre.

1.3 Students taking CPE courses are informed of this policy.

APPLICATION PROCESS ACPE (Ireland) Ltd. must approve any change in the Application Form.

2. REQUIREMENTS

2.1 The minimum theological requirement for entry into a first and second Level 1 Unit of CPE is evidence of having undergone some theological formation for example, theology during religious formation, participation in an Adult Education theology programme, etc.

2.2 A student, whose goal is Healthcare Chaplaincy Certification, is required to have completed their theological training in accordance with the Standards for Healthcare Chaplaincy Board (HCB) or the Chaplaincy Accreditation Board (CAB) before they are accepted for a third unit of CPE. A supervisor wishing to take a student for a third unit of CPE without having completed the required theology in accordance with the standards of the HCB and CAB must request an exemption from ACPE (Ireland) Ltd. It is the student's responsibility to be informed of the current requirements of HCB or CAB

2.3 No prospective student is interviewed until the Supervisor of the Centre has received all the required materials, including references.

- 2.4 If a person has been accepted for a place on a particular course in a CPE Centre and has confirmed acceptance by paying the deposit, s/he is not be accepted in any other Centre until the written support is given by the initial supervisor.

3. INTERVIEW

- 3.1 There is a minimum of three people on the interview board. It is desirable that one member of the panel would be from the Human Resource Department of the Healthcare Facility where the programme is being facilitated.

- 3.2 The interview is marked on the criteria outlined in the criteria named Motivation; Teamwork; Self Awareness /Spirituality; Ability to deal with Conflict; Open to Change. Equal weighting is given to each of the five areas/criteria. Candidates are required to reach a 50% overall standard and minimum 40% in each category listed above.

4. INDUCTION

- 4.1 A copy of the Standards of ACPE (Ireland) Ltd. is available to students. Students are advised of this.
- 4.2 Rules/Regulations/Manual is presented to each student.
- 4.3 The goals/covenant of the student is signed and dated by student and supervisor.
- 4.4 The standards/policies of the Healthcare facility are made available during the Induction process to the student and each student signs and dates the same

5. WRITTEN ASSIGNMENTS

- 5.1 These are assigned to meet individual learning goals of each student and therefore there will be variables

Written material will include:

- Verbatim Reports of student's ministry (5 – 10)
- Case studies
- Theological Reflection Papers
- Ethics Paper
- Critical Incidents Papers
- Book Reviews
- Research Paper (Level 2)
- Personal Reflection Papers (10 – 12)
- Evaluations (Mid Unit and Final)

- 5.2 Within the 400 hour CPE Programme there will be 40 – 50 hours of unstructured Inter Personal Group Experience (IPG) and 200 hours of pastoral/spiritual ministry/contact hours.

6. EVALUATIONS

Final Evaluations should contain specific statements as to whether a student is suitable for further CPE.

- 6.1 If a student, who has a recommendation from a previous supervisor not to proceed in CPE training for whatever reason applies for a second or subsequent unit, then a professionally competent extern should be on the interview board. It is professional courtesy to inform the previous supervisor that such a student has been accepted for further training.
- 6.2 Each student receives a final evaluation on completion of a Unit of CPE. A student who has not completed the full programme is entitled to an evaluation of the part completed.
- 6.3 The student's Final Evaluation belongs to the student and can not be shown/given to a third party without the written permission of the student.
- 6.4 A student receives a Certificate on successful completion of a unit of CPE.
- 6.5 Students are informed in writing as early as possible of serious difficulties that put at risk his/her ability to satisfactorily complete a unit.
- 6.6 Acceptance onto subsequent Units relies on a positive evaluation from the previous Unit and the non-refundable deposit lodged with ACPE (Ireland) Ltd.

7. ABSENTEEISM

- 7.1 In the case of absenteeism during a CPE programme, the decision whether to grant a Certificate of completion rests with the Supervisor who will have regard to the terms implied in the student's contract and to the necessity for the student to attend 400 hours of the programme. However, due to the nature of the programme absence for more than three days may lead to a student not being entitled to a certificate of completion.
- 7.2 If a CPE Supervisor is absent for over ten (10) days in any one unit or programme, he/she or another authorised person will inform the Chairperson of ACPE (Ireland) Ltd. In writing. ACPE (Ireland) Ltd. will evaluate the situation.
- 7.3 If the CPE Supervisor of a Centre is absent for any reason for over two weeks, he/she or another authorised person will inform the Chairperson of ACPE (Ireland) Ltd in writing. ACPE (Ireland) Ltd will evaluate the situation.

8. COMPLAINT

- 8.1 If a complaint is made against a CPE Supervisor which leads to an internal investigation by the Healthcare Facility, the Supervisor will inform the Chairperson of ACPE(Ireland)Ltd. in writing.

9. DIFFERENT REQUIRMENTS FOR THE FOLLOWING CPE UNITS

- 9.1 **Extended Unit of CPE:** Participants, in order to fulfil the standards, are required to do direct pastoral ministry as chaplains/pastors for a minimum of 8-10 hours per week as well as participate in the group day for the duration of the programme.
- 9.2 **Level two CPE Unit:** It is preferable that the consultation for Level II CPE take place before the candidate's proposed Level two Unit begins. However, in special circumstances, it is allowable to have the consultation during the Unit by the end of the second week.

10. BROCHURE / WEBSITE

- 10.1 It is the Supervisor's responsibility to update his/her Centre's details for in the ACPE (Ireland) Ltd's brochure or on the ACPE (Ireland) Ltd website.
- 10.2 Changes to CPE Centres, Directors names and contact details are submitted to *The Carer* by the individual Supervisor.

11. INTERVIEW COMMITTEES

- 11.1 Persons other than Supervisors who are invited to be members of Certification Committees should have a clear understanding of the CPE process.
- 11.2 A candidate's Supervisor of the level being assessed should not be an assessing member of the Certification Committee.
- 11.3 It is recommended that at a consultation for Supervisor - in -Training level, the proposed Supervisor is present at the interview.

12. SUPERVISION

- 12.1 It is mandatory for a Supervisor to consult with another Supervisor, psychiatrist or a clinical psychologist, IACP or NAPCP Supervisor on all students in his/her Centre during a unit, and preferably after the mid-term evaluation. A *standard form* [Policy 17] confirming that consultation has taken place between the Supervisor and the Consultant is filed with the Secretary before the end of each unit.

- 12.2 A 45-minute period is devoted to peer supervision at each meeting of ACPE (Ireland) Ltd.
- 12.3 It is mandatory for a Supervisor to attend 40 hours of Continuous Professional Development annually. Evidence of attendance from these days must be sent to ACPE (Ireland) Ltd. The CPE Supervisor submits their annual Active Supervisor Submission Form to the Secretary by the last day of August.
- 12.4 Co-supervision: a Supervisor may have an additional ACPE (Ireland) Ltd accredited Supervisor to co-supervise with him/her. The payment and conditions of the contract are to be agreed with ACPE (Ireland) Ltd. in advance of accepting him/her as a co-supervisor. The Management of the facility in which the CPE Centre is situated must also approve of this arrangement.
- 12.5 Accredited Supervisors from other countries who wish to Supervise CPE in Ireland must express their interest to ACPE (Ireland) Ltd. ACPE (Ireland) Ltd will investigate the reciprocity with the Accrediting Body of the country in which the Supervisor is a qualified.
When reciprocity has been established the Management of the Healthcare facility the Supervisor wishes to run the Unit of CPE at will then take over facilitating the Supervisor's desire to run a CPE programme at their CPE Centre.

13. FINANCE

13.1 Student Fees

- 13.1.1 A non-refundable deposit of €300 is paid by each student on acceptance of a place on a CPE programme. The CPE Supervisor informs the Secretary of the student's name and the Unit for which they are paying the deposit. Deposits are only refundable to those applicants if and when a Unit of CPE has to be cancelled.
- 13.1.2 Transfer of deposits to another Unit at the same Centre is at the discretion of the Supervisor.
- 13.1.3 Transfer of deposits to a Unit at another Centre is at the discretion of both Supervisors.
- 13.1.4 The Booking Deposit of €300 is the acceptance onto a Unit following a positive interview. If the Deposit is made by Electronic Transfer, the student must identify themselves and the CPE Centre and Unit they are taking up e.g. [Cath K to SJOG Sept '19; this is Catherine Keenan to St John of God Hospital September Unit 2019]. The Deposit can also be paid cheque/postal order/bank draft all made payable to ACPE (Ireland) Ltd. and sent to the Supervisor.
- 13.1.5 Each student should have the balance of fees paid to ACPE (Ireland) Ltd. by the last day of the first week of the programme.

- 13.1.6 Fees for a CPE unit are not normally refunded to a student. If a student, for whatever reason, leaves a programme before the end of the fifth week application may be made to ACPE (Ireland) Ltd. for a refund of part (up to 50%) of the total fee
- 13.1.7 At the beginning of each course, a Supervisor sends a full list of all the people taking his/her CPE course to the secretary of ACPE (Ireland) Ltd. The Secretary of ACPE (Ireland) has the duty to verify that those taking the course pay the balance in full.
- 13.1.8 The Secretary issues receipts for the students' deposits and fees.

13.2 Course Expenses

- 13.2.1 CPE course expenses are payable to the Supervisors only when all students are paid in full.
- 13.2.2 The standard rate of course expenses apply, but an individual Supervisor may request a supplement for a programme in exceptional circumstances.
- 13.2.3 At the end of the financial year (30th April) Supervisors must send a detailed account to the Secretary, to be transferred to the Auditor, as to how the money received for course expenses was spent and what, if any, cash was to hand at the end of the year.
- 13.2.4 A standard rate of payment for lecturers should be agreed.
- 13.2.5 The Director organising the consultation for Advanced CPE applies to ACPE (Ireland) Ltd. for a stipend of €50.00, together with expenses incurred, to be paid to Boards members.

13.3 Expenses

- 13.3.1 Members of ACPE (Ireland) Ltd. attending meetings are reimbursed on the basis of the standard train fare plus out-of-pocket expenses.
- 13.3.2 The Chairperson is reimbursed for office expenses.

13.4 Education grants for Clinical Pastoral Education

- 13.4.1 Education Grant for: Second unit at Level I and Level 2:
- 13.4.2 ACPE (Ireland) Ltd. is committed to supporting people in fulfilling a call to ministry by providing a Bursary in *some instances and in given situations*, in which applicants find themselves. The given situations may include:

- If the applicant has ceased working in order to attend a Unit of CPE and has no other means of financial support.
- If the applicant's family circumstances have changed and this leads to on going financial constraints on the family.

13.4.3 There is a limit of three Bursaries in an academic year, one Bursary per term

13.4.4 A Bursary is given after the satisfactory completion of one Level I Unit of CPE. The Bursary is granted to the applicant, one Unit at a given time, and must be applied for on each occasion.

13.4.5 The applicant must fund their own deposit of €300.00 (non-refundable). ACPE (Ireland) Ltd. will wave a portion of or full outstanding fee of €450.00

13.4.6 The applicant must write to ACPE (Ireland) Ltd. seeking a Bursary. Along with the application for a Bursary, the applicant must present a letter of endorsement from his/her prospective CPE Director/Supervisor.

13.4.7 ACPE (Ireland) Ltd makes the final decision for the applicant to receive the Bursary. In the case of the prospective CPE Supervisor being present at the ACPE (I) Ltd meeting that is addressing the application, this prospective Supervisor will leave the meeting during the decision making.

13.4.8 Supervisor-in-Training: An education grant to the level of the student's fee is granted to a person taking his/her first unit at Supervisor-in-Training level. For subsequent units, in addition to waiving of fees, the applicant may apply to ACPE (Ireland) Ltd. for an education grant of €1,500

13.4.9 Associate Supervisors may apply for an education grant to the level of €6,000

13.4.10 Applicants from overseas who request education grants to pursue training for CPE in Ireland will be subject to policies of ACPE (Ireland) Ltd.

13.5 Supervisors' Remuneration

13.5.1 Supervisors and Associate Supervisors who work on behalf of ACPE (Ireland) Ltd. are paid a stipend for their services.

14. SUPERVISORS SABBATICALS AND UPDATING

14.1 The applicant makes his/her application in writing giving details of the programme and how the money is to be used.

14.2 The course must be helpful to a Supervisor, and in the case of a Director of the Company it must be one which will further the goals of the Company.

- 14.3 Funding must be requested in advance of the course and details of the course supplied.
- 14.4 The course must be approved by ACPE (Ireland)
- 14.5 Consideration will be given to funding 50% of the cost of the course up to a maximum of €1500.
- 14.6 All applicants should submit a short written report of courses attended.

15. HEALTHCARE CHAPLAINCY BOARD AND CHAPLAINCY ACCREDITATION BOARD

- 15.1 ACPE (Ireland) Ltd. has one representative on the Healthcare Chaplaincy Board and one representative on the Chaplaincy Accreditation Board.
- 15.2 CPE Supervisors do not give an opinion as to the required theological qualification for certification in Healthcare Chaplaincy. Any student who is in doubt refers his/her case to the Healthcare Chaplaincy Board or the Chaplaincy Accreditation Board.

16. VICE-CHAIRPERSON

- 16.1 If the Chairperson is unable to be present at a meeting, those present elect a Chairperson for that meeting.

17. RETIRED SUPERVISORS

- 17.1 A retired Supervisor may be asked by ACPE (Ireland) Ltd or by the relevant hospital authorities to supervise a Unit of CPE as a locum and to be a member on interview boards.

18. PROCESS FOR GRANTING ACCREDITED MEMBERSHIP TO ACPE (IRELAND) LTD. TO AN APPLICANT

- 18.1 The applicant sends the following documentation to the secretary

- A full C.V., including details of CPE training.
- Certificates of Full Supervisor status in ACPE (US), NACC (US) or CASC (Canada). If an applicant has trained outside the above named organisations, then full details of training prior to the granting of Full Supervisor status should be sent.

- A letter from the applicant's professional association, verifying his/her current status in the association.
- 18.2 Three people appointed by ACPE (Ireland) Ltd. would constitute the interview Board. at least two members should be Full Supervisors within the organisation.
- 18.3 The purpose of the interview would be to discuss with the applicant:
- ACPE (Ireland) Ltd. – its processes and methods of work.
 - The applicant's possible contribution to ACPE (Ireland) Ltd. if granted membership.

19. BROADENING OF THE MEMBERSHIP OF ACPE (IRELAND) LTD.

- 19.1 ACPE (Ireland) Ltd. should invite membership on an individual basis as opposed to an organisation basis.
- 19.2 Any member may propose a person for membership provided that person proposed has a seconder, and membership is granted if two thirds of the Members present vote in favour.
- 19.3 It is proposed that new members may only be proposed for membership at the September/October meeting each year. The rationale for this is that the Companies Office must be notified after the AGM in December of any new members.
- 19.4 Individuals who are familiar with, and subscribe to, the aims and goals of ACPE (Ireland) Ltd. may be invited to become members.
- 19.5 Co-opted Members are invited