



CPE POLICY

Issue Date: 02/11/2004

Applies to: All Upstate locations

Values: Drive Innovation & Discovery, Respect People,
Serve our Community, Value Integrity

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Access to ACPE Standards and Commission Manuals

Review Date:	Change Description:
10/26/2015	Updated references.
Revised Date:	Change Description:
03/6/16, 04/16/18	Copy Editing
1.7.19	Delete need to receive hard copy of standards; Corrected title of Supervisor
1.22.2020	Updated to ACPE standards 2020
4.6.2021, 3.13.2024, 11/19/24	Copy Editing

Policy:

It is the policy of Upstate Medical University Hospital's Clinical Pastoral Education Program and the Department of Spiritual Care to ensure that Clinical Pastoral Education students are informed in writing or electronically of policies, procedures and student rights and responsibilities in relationship to both Upstate and the Association for Clinical Pastoral Education.

Procedure:

1. Written descriptions of institutional and CPE policies regarding students' participation within the CPE programs of Upstate University Hospital shall be included in the Student Handbook. Items to be included, but not limited to, are as follows:
 - Policies pertaining to *ACPE Standards*:
 - Hospital expectations regarding student duties, appearance, and conduct, including instruction and provisions for safety measures where appropriate.
2. Policies pertaining to Upstate's Department of Spiritual Care Policies can be found at <http://www.upstate.edu/policies/documents/intra/S-16.pdf> [Access requires a user name and password].
3. Each CPE student will receive a copy of the Student Handbook prior to or during orientation.
4. The ACPE Certified Clinical Pastoral Educator and the CPE Professional Advisory Council will review CPE policies and procedures regularly, with this documented in the CPE PAC minutes.

Form Name(s) and Number(s): N/A

Originating Department: Spiritual Care Contributing Department(s): N/A

References: Association for Clinical Pastoral Education (ACPE, January 2025)