



CPE POLICY

Issue Date: 01/01/2008

Applies to: All Upstate locations

Values: *Drive Innovation & Discovery, Respect People, Page(s): 1 of 1*
Serve our Community, Value Integrity

Access to Library and Other Resources

Review Date:	Change Description:
10/26/2015	Updated References
Revised Date:	Change Description:
2/8/2016; 3/6/16	Copy Editing
04/16/18	Copy Editing
1.7.2019	List of monitors updated
1.22.2020	Updated to ACPE 2020 Standards
4.6.2021, 3.13.24	Copy Editing
11.26.24	Added additional educational resources

Policy: It is the policy of Upstate Medical University Hospital's Clinical Pastoral Education (CPE) Program to provide educational materials and access to educational resources and supportive services adequate to meet the ACPE standards for enhancing the learning process for personal and professional pastoral growth of CPE students.

Procedure:

- 1.** The Department of Spiritual Care houses a catalogued library of learning resources including books, CDs, DVDs, reference items, and journals.
 - a.** Books located in the Main Spiritual Care office can be signed out in the take-out notebook located by the department's library. All books must be returned prior to graduation to receive credit for the unit.
 - b.** CDs, DVDs, Journals, Reference materials and devotionals are to be used within the Spiritual Care areas only.
 - i.** CDs are located in the Intern Office and can be played on the CD player located in the Intern Office.
 - ii.** DVDs are located in the Intern Office and can be played on most computers.
 - iii.** Journals are located on the shelf above the library books in the main Spiritual Care office.
 - iv.** Reference items are located in the Intern Office.
 - v.** Devotionals are located on the shelf in the main Spiritual care office in the small meeting room.

- c. Copies of journal articles, reference materials, devotionals can be made if needed by the student when necessary. Copies of digital media is prohibited.
- 2. Upstate Medical's website connects to multiple helpful resources including diversity, interpreter services, information on specific illnesses, and wellness. It is available 24/7.
- 3. There is an extensive medical library located off the first floor of Weiskotten Hall. The Health Sciences Library provides health information services and resources in support of the current and emerging needs of our UPSTATE communities. Upstate ID allows access to this library. Librarians are happy to assist with literature searches, or with any questions regarding resources. There is a computer link entitled *Health Sciences Library* on the www.upstate.edu homepage. This will allow one to access the library remotely and request literature searches to find research articles for your verbatims and final clinical presentation. You can also 'Ask a Librarian' by calling 315-464-7091 or email askalibrarian@upstate.edu.
- 4. Students seeking supportive services for issues impacting role performance can utilize State University of New York Upstate's Employee Assistance Program. These issues include but are not limited to emotional, family, work stress, legal, financial, grief, change-related, marital/relationship, alcohol/drug or domestic violence problems. Please refer to the Upstate directory for the most current contact information as well as the EAP website for lists of self-help groups and helpful hotlines.

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)