



CPE POLICY

Issue Date: 2/11/2004

Applies to: Downtown &/or Community

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

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Discipline, Dismissal and Withdrawal

Review Date:	Change Description:
11/25/2015	Updated References, updated to reflect social media and links to UH policy included
Revised Date:	Change Description:
2/19/2016	Upgrade of policy
3/6/16, 04/16/18,1/7/19	Copy Editing
4/23/19	<i>Change in addition to program dismissal criteria</i>
1/22/2020	<i>Updated ACPE 2020 Standards</i>
4/21/2021	<i>Copy Editing</i>
4/13/22, 3/25/24, 11/19/24	<i>Added 2.f,4 and II 7/ Copy editing for clarity</i>

Policy:

Upstate University Hospital and the Clinical Pastoral Education Program provide a mechanism to address situations within the CPE training programs for CPE Students that may require disciplinary action, up to and including probation, dismissal, or voluntary withdrawal of a student from the program. Definitions:

- *Probation* is for a specific period, not less than two or more than four weeks at any time during training. The status of probation indicates that continuation in the CPE program is in jeopardy. Probation may include the restriction of work in assigned clinical areas.
- *Dismissal* ends the student's participation in the CPE program and ministry within the institution.
- *Voluntary withdrawal* ends the CPE Student's participation in the CPE program and ministry within the institution at the initiation of the CPE Student.

Procedure: *Probation* – placing a CPE student on probation may result from the following:

1. Failure to adequately participate in the educational program, such as
 - a. Not interacting in a manner conducive to growth for self or peers.

- b. Time and attendance problems. More than two unexcused absences per training course qualify for probation. Students are expected to arrive on time for all classes.
 - c. Incomplete or missing clinical materials or assignments.
 - d. Not negotiating an individual learning contract.
- 2. Failure to act responsibly in pastoral/spiritual obligations such as:
 - a. Not responding to referrals or the spiritual needs of patients and staff as requested/needed.
 - b. Interacting unprofessionally with hospital staff/patients, including unprofessional dress and behavior.
 - c. Unwillingness to cooperate with peers and Department of Spiritual Care staff as part of a team ministry within the hospital.
 - d. Refusal to provide adequate spiritual care coverage in one's assigned clinical areas.
 - e. Demonstrated lack of respect for patient confidentiality (HIPPA violations).
 - f. Functioning beyond one's role as a Chaplain Intern.
- 3. Conduct and appearance unbecoming for a CPE student (*refer to Policy on Ethical Conduct*).
- 4. A significant change in emotional/physical health that appears to compromise ability to engage in this method of education.

A CPE Student placed on probation will be sent written notice of such action by the ACPE Certified Educator/Certified Educator Candidate that day with a specified timeline. Specific reasons for this action and desired behavioral changes will be provided to the student. The student has the right to appeal this decision to the ACPE Certified Educator/Certified Educator and the Chair of Upstate's CPE Professional Advisory Council.

During the final week of probation, the ACPE Certified Educator or ACPE Certified Educator Candidate, Professional Advisory Council (PAC) Chair or designee, and CPE student will meet for consultation and evaluation. A decision will be made at that time regarding continuation or dismissal. The ACPE Certified Educator or ACPE Certified Educator Candidate will notify the student of the final decision both orally and in writing.

II. *Dismissal from the Program* – Dismissal of a CPE student may result from the following:

- 1. Failure to pay the tuition fee (if applicable) in the time specified without special arrangement with the CPE Certified Educator.
- 2. Any substance abuse or use of alcohol on Upstate campuses is a cause for immediate dismissal.
- 3. Any type of abuse and/or manipulation of staff, property, patients, families, or peers are cause for immediate dismissal, and possible criminal investigation.
- 4. The CPE Certified Educator reserves the right, in consultation with the CPE PAC Chair, to dismiss any student whose program achievements, clinical performance, capacity or conduct makes continuation in the program inadvisable.

5. Inappropriate use of social media and photography. Upstate social media policy is regularly updated and can be found at www.upstate.edu and search for policies.
6. A breach of patient privacy determined by the Compliance Officer warranting immediate dismissal.
7. An egregious breach of role determined by Risk Management warranting immediate dismissal.

In Addition, the code of conduct standards for Upstate Medical University and for Upstate students is applicable to the CPE student. Search www.upstate.edu for the most current codes.

A CPE Student may be dismissed from the program without first receiving probation.

A decision to dismiss the student may include one week's notice, although if the cause for dismissal warrants it, the student may be dismissed on the day of notice.

No tuition fees will be refunded to students who are dismissed. Any keys, ID badges, hospital equipment, Department of Spiritual Care books or other property must be returned prior to leaving. Upstate University Policy Department may be requested to assist in returning property.

The CPE Student has the right to appeal this decision. Please refer to CPE Student Handbook Complaint Policy.

III. Voluntary Withdrawal

- A. A CPE Student may withdraw from the CPE program by informing their ACPE Certified Educator/Certified Educator Candidate and submitting a letter of withdrawal that is dated and signed.
- B. CPE Students are encouraged to consult with the ACPE Certified Educator or ACPE Certified Educator Candidate if withdrawal is being considered to provide continuing pastoral care and peer group.
- C. Tuition fees will be refunded according to the financial policy.
- D. A CPE Student who withdraws from a training unit in progress shall not receive credit for the unit.
- E. Any keys, ID badges, hospital equipment, Department of Spiritual Care books or other property must be returned prior to leaving.

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)