



## CPE POLICY

Issue Date: 11/21/24

Applies to: Downtown &/or Community

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

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### Professional Advisory Council

Review Date:	Change Description:
11/30/2015	Updated references, language added to clarify role of PAC
Revised Date:	Change Description:
11/30/2015	Updated references, language added to clarify role of PAC
12/21/2015	Clarify Administrative Structure
2/8/2016; 3/6/16	Copy Editing
4/5/16, 04/16/18	Bring into compliance with ACPE Standard 305.2
1.7.2019	Copy Editing
1.22.2020	Updated ACPE 2020 Standards
4.22.2021/ 3/28/24, 11/19/24	Copy editing

#### Policy:

The CPE program has an ongoing process of consultation with a designated Professional Advisory Council (PAC). The PAC is the advisory arm of the CPE program, which is administered by the Department of Spiritual Care, which reports to the Chief Operating Officer.

Upstate University Hospital and the Clinical Pastoral Education Program have an active Professional Advisory Council (PAC) which focuses on the on-going program evaluation for continuous quality improvement. The PAC provides oversight to ensure that all pertinent regulations are developed, reviewed, updated and followed in compliance with the ACPE Standards.

#### Procedure:

The PAC meets 2-4 times per year. Meetings may include graduation and commissioning services/luncheons. Minutes are reviewed and approved at each meeting (if applicable) and copies are kept in the training office.

Members of the PAC represent the hospital, the local faith community, former students, and various professions such as hospital administration, medicine, nursing, social work and education in addition to hospital and community chaplains.

PAC members may participate actively in all aspects of the Program. PAC members offer seminars, participate in interviewing prospective students, participate in Level II

Consultations and conduct exit interviews- Members may attend commissioning ceremonies, welcoming and meeting new students, end of program session activities and do active work on maintenance of policies and procedures. They also participate in various ACPE required functions such as review of complaints and recommended disciplinary action.

PAC meetings always focus on the quality of the CPE program. These improvement efforts can include:

- A.** Course content and materials
- B.** Success with respect to student achievement, including course completion certification rate, and job placement
- C.** Educational methods and Educator relationships
- D.** Student to Educator ratio
- E.** Assessment of students' use of CPE
- F.** Determination and reporting of satisfactory achievement of CPE program outcomes by students enrolled in CPE Level IA/B or Level IIA/B;
- G.** Determination and reporting of satisfactory achievement of CPE supervisory program outcomes by students enrolled in supervisory CPE.

Through ongoing review of policies and procedures, the PAC ensures that all facets of the program are evaluated. Revised Policy and Procedures along with minutes are mailed out ahead of the meeting to give members time to review and reflect.

The PAC does an annual review of the faculty's professional development plan, which includes verification that required CEUs for continued certification are fulfilled.

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)